

Regent European University

Recruitment, Selection and Admissions Procedures

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1. Introduction and background

1.1. This document sets out how Regent European University (the University) approaches the admission of students. These Procedures implement the student admissions framework established in the Quality Assurance and Enhancement Policy and should be read alongside that policy.

1.2. **These Procedures set out in particular:**

- roles and responsibilities at the University and our partners
- entry criteria
- the admission process from initial information and enquiry through to enrolment and induction on the programme
- the contract between the student and the University, including key elements from our terms and conditions
- what happens when we need to make changes to our programmes during the admissions process
- how an applicant may appeal against an admission decision
- how an applicant may complain about the admission process
- how we disseminate, implement, monitor, review and develop this policy and procedure

1.2. It is based on the **Fair Admissions Code of Practice**, work undertaken by university representative bodies in the United Kingdom, adapted to apply to non-UK applications systems and the nature of REU. The Code of Practice emphasises the importance of admissions processes working in the interests of applicants. We acknowledge the Code as the basis for the principles and much of the detail summarised here. This applies to the relationship between the higher education provider and prospective and current students. The guidance says that:

- Information provided to prospective and current students should be up front, clear, timely, accurate and comprehensive
- Terms and conditions for students should be fair
- Complaint handling processes and practices should be accessible, clear and fair.

1.3. This policy abides by the CMA guidance on consumer law in the context of UK higher education, and reflects the Guiding Principles from the UK Quality Code's Advice and Guidance for Admissions, Recruitment and Widening Access.

- 1.4. The University will apply this policy and procedures fairly and equitably while meeting our obligations for the maintenance of the University's academic standards and the achievement of our corporate objectives.
- 1.5. The admissions policy and procedure and associated documents will be reviewed regularly. Any revisions will be considered and approved by Academic Council.

2. Our Approach to the Admissions of Students

- 2.1. The University is committed to creating and sustaining a positive and supportive, excellent teaching and learning environment for its students which:
 - is fair, equitable and mutually supportive
 - respects the diversity of students, encouraging and enabling them to achieve their full potential
 - acknowledges the rights of applicants to be treated with respect, dignity and fairly with regard to all policies, procedures, assessments and related activities.
- 2.2. All information contained in prospectuses, websites and other material used in the recruitment and admission of students will promote equality of opportunity. All staff involved in the admission of students will have an awareness of equality and diversity through our Equality and Diversity Policy.
- 2.3. The University aims to operate its admission procedure with integrity, transparency and professionalism in order to foster the widest participation and equality of opportunity, with a particular emphasis on adults returning to study and others looking for developmental opportunities via higher education.
- 2.4. Specifically, we adopt an assessing approach to admission, using a dedicated Course Advisor (CA) team, who support the student case file from first enquiry through the enrolment with the objective of matching the potential student with a programme of study which:
 - Best meets their stated career aims and ambitions
 - Is appropriate for their current level of preparation to study, evidenced via qualifications, skills and experience
 - They are likely to benefit from and complete.
- 2.5. In doing so, we will offer professional, fair and unbiased advice and guidance, referring applicants onwards if we are not able to match with an appropriate

University programme. A key element of our approach is engagement with applicants. This is likely to be a digital meeting, where possible, face to face on a platform such as MS Teams before the offer of a place.

3.Roles and Responsibilities

Setting and monitoring of admission criteria and target numbers

- 3.1. Broad entry criteria are set in line with the principles stated above. Target numbers take into consideration market research, resources and capacity. Within this, the allocation of target numbers to specific entry points, together with the implementation of/additions to entry criteria, are determined by the Director, with advice from with the academic governance structure and ultimately approved by the Board of Directors. Entry criteria are published on the University's website and some sector and third-party websites and directories. Our Admissions, Recruitment and Widening Access team advises on the general acceptability and equivalence of a range of entry qualifications.

Assessing and communicating with applicants

- 3.2. Our CA team receives and assesses all applications to study at the University. A recommendation to offer a place, including any credit on entry, is made by the CA team against published criteria, on the basis of the written application, prior learning, supporting documentation, and advice from a member of University teaching staff having assessed the applicant. The Admissions team reviews the recommendation and makes the formal decision on each application. All communication with applicants is made via the CA team, including status of application, advising on the process including required additional activities such as Intention of Study Meetings or English testing, offers of places, joining instructions and feedback to unsuccessful applicants. Applicants are also encouraged to contact the Inclusion Officer or Student Wellbeing coordinator for information concerning services and support for students with disabilities, special educational needs or special circumstances that may impact on their wellbeing, a communication process supported by the CA Officer managing the file.

Publication of Information, enquiry handling and outreach

3.3. The University Marketing, Recruitment and Admissions staff publish information for applicants in University and external media, both web and print-based, and handle initial information, advice and guidance enquiries, normally via individual consultation meetings with each applicant, which can take place digitally or via the phone.

Monitoring and review

3.4. Monitoring and review of the admission cycle for each programme is undertaken by University staff within the particular annual and periodic review and/or reaccreditation exercise for the qualification/awarding body concerned. The Academic Council draws on the outcome of this to review the cycle University-wide and consider the wider effectiveness of the Admission Policy and its implementation as practice.

Responsibility of applicants

3.5. To operate the admission process in a fair, effective manner, we place certain obligations upon the applicant, namely:

- To provide complete, timely, accurate and truthful information as required
- To participate in any required assessment activity
- To update us as soon as possible if personal details or study intentions change
- When offered a place, to complete the enrolment process or decline the offer within the required timescale
- To provide any additional information required in a complete and accurate form prior to enrolment, including that relating to student migration, eligibility to pay tuition fees, verification of identity & entry qualifications, declared disabilities or medical conditions
- To pay tuition and other fees to the value and schedule required by the University.

4. Entry criteria

- 4.1. Students at Level 4 or above must be 18 or above on the first day of the proposed programme.
- 4.2. Each programme publishes specific academic entry requirements, which applicants are required to fulfil.
- 4.3. The University also has general entry requirements for all its programmes. These entry criteria are published on the University's website at www.regenteuropeanuniversity.com and in the published programme specification for each programme.
- 4.4. We welcome a wide range of UK and International qualifications, provided that they can attest the readiness of the applicant to study on the programme at the chosen level of study. REU also considers applications from students who have substantial professional experience and are able to demonstrate readiness to undertake the level of study they are applying for, through
- 4.5. The University also requires all applicants whose first language is not English to demonstrate their proficiency in English to a standard required to complete their chosen programme. Details of acceptable English Language qualifications, required levels of English Language and the University's own internal can be found by contacting admissions@regenteuropeanuniversity.com
- 4.6. Students who do not meet the above requirements must undertake the University's English language assessment or other equivalent assessment as determined by the University. Applicants who do not meet the required English standard with this assessment are offered an appropriate English language programme designed to enable achievement of the required English level for admission to the desired University programme.
- 4.7. The exemptions to the above requirements are:
 - The applicant has studied full-time at a UK higher education provider for one year or more at level 4 or above; or,
 - The applicant has studied full-time in the UK for two years or more at a lower level; and/or,
 - The applicant has 3 or more years of substantial professional experience in the UK or a majority English speaking country¹; or
 - The applicant is resident in a majority English speaking country².
- 4.8. Applicants may be asked to undertake additional assessment(s) to determine their suitability for the programme they are applying for and/or to identify whether

¹ Please see [Student visa : Knowledge of English - GOV.UK](#) for a list of English Major-speaking countries

² Please see [Student visa : Knowledge of English - GOV.UK](#) for a list of English Major-speaking countries

they require any additional support in the first stage of the programme.

- 4.9. Applicants are not guaranteed a place because they meet or are expected to meet our entry criteria. Where places are limited and demand is high, we may use the information gathered in the admission process, described in Section 5 below, to select the best applicants and/or offer places for an alternate entry point. We also reserve the right not to offer a place in specific circumstances detailed in this policy or where an application does not meet its terms.

5.The admission process, and key elements of terms and conditions

- 5.1. Please also see our full terms and conditions. Unless otherwise stated, days refers to University working days.

Confidentiality and Disclosure

- 5.2. By submitting an enquiry and/or application to the University, applicants give their consent to the University for processing the information as follows. All enquiries and applications are created as an electronic record on our CRM database and student administration system. Subject to the provisions of data protection, the information provided by applicants is only shared with those University staff directly involved with processing the application or undertaking related management activity such as the administration of surveys and market research, compilation of statistics and the provision of further information about the University. It is implicit that where referees are named, we have the applicant's permission to approach these.

However, where we need to undertake further checks involving a third party, we will seek the applicant's permission beforehand, whilst noting that we may not be able to proceed with an application without such permission. Additional storage, usage and sharing of data applies once a student enrolls. These will be made clear in our full terms and conditions. The University meets the requirements of the Data Protection Act 2018 and correspondent EU regulations on data protection.

5. Our full terms and conditions

Stage A: Initial information and enquiry

- 5.3. We provide applicants with material information prior to application, including:
- This Admissions Policy, including our entry requirements
 - An overview of the University, our programmes and tuition/other fees charged
 - Our tuition fee refund and compensation policy
 - Our complaints procedure.
- 5.4. This information is provided via content and downloads on our website and also at some external websites and listings, for example the Unistats or Discover Uni sites.
- 5.5. On receipt of an expression of interest from a prospective applicant, a member of our CA team is assigned to the applicant and will contact them within two days to arrange a pre-application information discussion, to take place within five days. As part of this discussion, the CA Officer will discuss with the applicant their ambitions and study intentions in the context of work, study and English language achievement to date, in order to signpost the applicant to the most appropriate University programme, or to provision elsewhere, prior to application.

Stage B: Application

- 5.6. All applications received at least twenty-eight days before the proposed entry point are given equal consideration. Applications received after that date will be considered on a first come, first served basis for any remaining vacancies on the programme.
- 5.7. To apply for a place on a programme, a completed application form, downloaded or accessed from the website, must be provided along with the following documents:
- a. Copy of the pages of the passport containing photograph, passport number, passport expiry date, previous visas (in case of non-UK) and personal detail
 - b. Proof of Immigration Status (in case of Home, Non-British students)
 - c. Relevant credentials such as certificates of educational attainment, work experience and other relevant supporting documents (copies accepted at this stage of application)
 - d. Certification of English language capability to a level which meets the programme's entry requirements and any immigration status requirements
 - e. Proof of funds to pay the programme fees (in the case of International, Sponsored students).

- 5.9. Where any of the above documents or certificates are in a non-Latin alphabet, it is the applicant's responsibility to present an English translation by an authorised and recognised translation body, on the letterhead and signed by a relevant member of staff of that body. The University reserves the right to contact any organisation for the verification of documents submitted as part of the application process.
- 5.10. Applicants with disabilities or medical conditions are encouraged to declare this on the application form. In this case the application will be reviewed by the Student Wellbeing Coordinator who may also call on further professional advice to determine what adjustments, if any, the University needs to make in order to support the student. We reserve the right to refuse admission where the student cannot be supported with reasonable adjustments, or to terminate enrolment in such cases where the student did not declare a disability/condition at application.
5. 11. Applicants with unspent criminal convictions or cautions are required to declare This on the application form. The University will only ask about relevant, unspent criminal convictions.
- 5.12. 'Relevant' convictions are:
- Any kind of threat including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm
 - Offences listed on the Sex Offences Act 2003
 - The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking
 - Offences involving firearms
 - Offences involving arson
 - Offences listed in the Terrorism Act 2006.
- 5.13. Convictions that are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) or will be spent at the start of the programme of study do not need to be declared. If you are uncertain as to whether your conviction is spent, please seek independent advice.
- 5.14. If you have declared a criminal conviction, the Admissions Manager, Senior Admission Officer and/or the Head of Admissions will contact you to seek further information on the conviction and to explain the procedure to you. It may also be necessary to approach third parties in order to request additional information (for example referees or your case worker/probation officer).
- 5.15. In such cases, the details of any relevant, unspent offence should be considered by the Criminal Conviction Panel, comprising the Provost or Deputy Provost, the Dean or

Deputy Dean of School and the Head of Admissions. The documentation will be presented in full, and a decision taken on whether the declared conviction(s) is/are such that the applicant will be accepted, rejected or special measures be put in place to facilitate effective support for the applicant and/or to protect other students and staff from perceived risk. Information on the criminal conviction will be gathered and a decision reached as promptly as possible to ensure that delays to the standard admissions process are minimized.

5.16. The following factors are among those that are likely to be considered by the Criminal Conviction Panel, comprising the Director / Provost or Deputy Provost, the Dean or Deputy Dean of School and the Head of Admissions:

- The nature of the offence(s)
- The time that has passed since the offence was committed
- Any additional information provided by other sources, such as referees, case workers, probation offers etc.
- If more than one offence was committed, the number of offences and whether each was a separate offence or a series of similar offences

5.17. One of the following decisions will be made:

- To require further information from the candidate or third party
- To confirm that the applicant has satisfied the criminal convictions condition with no further conditions. In which case the Admissions Manager or Head of Admissions will inform the applicant
- To confirm that the applicant has satisfied the criminal convictions condition but further measures are imposed, for example specific support for the applicant. In which case the Admissions Manager or Head of Admissions will inform the applicant of the conditions set
- To withdraw the offer of a place. In this case the Admissions Manager or Head of Admissions will inform the applicant.

5.18. In the event that an applicant's offer is withdrawn, the reason for the decision will be recorded by the Admissions Manager or Head of Admissions

Record retention

5.19. The Admissions Manager or Head of Admissions will keep a record of all cases dealt with in accordance with the University's data protection policy and privacy policy. This record will ensure that any decision can be verified, to show that procedures have been correctly followed and to allow any feedback to the applicant if required.

Stage C: Assessment of applications

5.20. Submitted applications will be acknowledged within two days of receipt by the University; this will include an offer letter detailing any outstanding conditions to be met prior to the offer being finalized.

The CA team will assess the application form and supporting documentation against our entry criteria and this policy, resulting in one of the following outcomes:

- Where the applicant has met/is predicted to meet all entry criteria via certificated achievement prior to the start of the programme - including English Language requirements, they may be invited to an Intention to Study meeting which will take place online with either a member of the academic team or an admissions coordinator
- Where the applicant has applied on the basis of work experience and/or is applying for study at level 5 or 6 they will be invited to an Intention to Study meeting which will take place online with a member of the academic team
- Where the applicant is applying without certification of above required English language capability, they will be invited to take our Click English Test, and the exploration of Intention to Study will be incorporated within the speaking and listening elements of the test
- Where the applicant will not meet the entry criteria: the applicant will be informed of this in writing and
 - may be recommended the offer of a place on an alternate programme within Regent European University or externally (subject to any outstanding conditions), or
 - may be notified that the application is rejected
- Where the application is incomplete and/or not all supporting documentation has been provided by the applicant, this will be outlined in the conditional offer and the CA Officer will support the applicant and application until it is fully completed.

5.21. Applicants may be asked to undertake additional assessment(s) to determine their suitability for the programme they are applying for and/or to identify whether they require any additional support in the first stages of the programme.

5.22. The University reserves the right to withdraw an offer to study where an application is found to:

- contain fraudulent or falsified documents
- contain misleading or false information
- have omitted key information from their application (including failure to declare a criminal conviction)
- involve collusion (where the content of the application submitted is not the

- work of the applicant)
- be plagiarised.

Stage D: Outcomes of the application

- 5.23. Following recommendations resulting from consideration of the completed application form and the outcome of the Intention to Study Meeting and any other elements (where applicable), the Admissions team will make a decision on each application, and will communicate one of the following outcomes to the applicant via email:
- Unconditional offer of a place
 - Offer of a place subject to conditions being met prior to the student's registration with the awarding body (normally within a month of the programme start date) and normally involving achievement in outstanding assessments and/or submission of original documents
 - Offer of a place on an alternate programme within Regent European University (subject to any outstanding conditions), or recommendation of alternative programmes externally
 - Not to offer a place, including feedback on the reasons for this and details of the admission appeals process.
- 5.24. The outcome will normally be communicated within 10 working days of receipt of the completed application form or within 5 working days of attendance at an intention to study meeting, whichever is the latest. In cases where a disability, medical condition or criminal conviction has been declared or a student is applying with work experience, and we need additional information to make a decision, this may result in the timescales taking longer than stated above.
- 5.25. An offer of a place will be followed by the following pre-contract information, this information will be provided by Regent European University within or attached to the email unless otherwise noted below:
- Any conditions to be met by the applicant (and the date by which they must be met) prior to enrolment
 - This Admissions Policy
 - Details of tuition and other fees payable, the process and timescale for payment and our refund policy
 - Regent European University full Terms and Conditions
 - The applicant has confirmed in writing that they will be taking up our offer of a place

- All offer conditions have been met o Advance payment in cleared funds for the first two terms' tuition and related fees has been received in full.

Stage E: Enrolment and Induction

5.27. All applicants offered a place are invited to enrol prior to commence the programme of studies.

Once all offer conditions have been met, the applicant will enrol by completing the online enrolment process, formally accepting our terms and conditions, agreeing to pay any fees in full and either paying the tuition fees due or providing acceptable proof of who will be paying these fees.

5.28. Applicants must complete enrolment as soon as possible and within 14 days from the date of the offer.

5.29. Once enrolment is completed, an email will be sent to the student confirming the conditions of enrolment, and a legal contractual agreement will then exist between the student and the University.

The email will contain information regarding:

- This Admissions Policy and Procedure
- Regent European University's Terms and Conditions
- Tuition Fee Refund and Compensation Policy

Cooling-off period

5.30. Students have the legal right to change their minds and cancel this enrolment.

Where a cancellation request is received, any refund of tuition fees will be processed in accordance with the University's Refund Policy, as outlined below:

- Students who submit a withdrawal request **8 days or more prior to the course start date** will be eligible for a refund of tuition fees paid, subject to a **€250 administrative charge**.
- Students who submit a withdrawal request **7 days or fewer before the course start date** will **not be eligible for a refund**.
- Refunds will be made only to the **original source of payment**.
- Where fees have been paid in a **foreign currency**, refunds will be processed using the **original exchange rate**, and any exchange rate differences will be borne by the student.
- Where fees have been paid by a **sponsoring organisation**, any refund will be made **directly to the sponsor** and not to the student.

6. When we need to make changes to our programmes

Change of Programme Offer

- 6.1. If we are unable to offer a place on the programme and/or entry date applied for because, for example, the programme has reached the maximum number of enrolments, or it has to be cancelled due to unforeseen circumstances, the University may offer an alternative programme or start date instead.

Changes to published programme material, or pre-contract information, during the admissions cycle

- 6.2. The University takes all steps to avoid changes to a programme after it has opened for applications for a given entry date and in particular within a month of intended start date. However, we reserve the right to change programme dates, cancel programmes and units, change tutors and locations due to circumstances beyond our control, such as insufficient student numbers or staff sickness and absence.
- 6.3. Where an applicant already holds an offer for the programme and date concerned but has not yet enrolled, we do our best to ensure that the applicant's study intentions can be met. In this case our CA team will discuss the available options directly with the applicant and offer one or more of the following options as circumstances allow:
- Entry to the original programme/semester as planned
 - Deferring our offer by one or more intakes
 - Transferring our offer to an alternate Regent European University programme, for the original entry intake
 - Supporting the applicant in securing a place on a similar programme at another provider: this is likely to include our partner institutions
 - Where all of the above options at the University have been exhausted, cancelling our offer.

7. Appeals against the outcome of an application to study at Regent University London

- 7.1. The University will consider appeals which are:
- Against our final decision on an application
 - Made by the applicant in writing
 - Received by the University within twenty working days of the date on which the University first informed the applicant of the final outcome of their application
 - Made on one of the following grounds:
 - Relevant and material information was not made available to us at the time of application, through no fault of the applicant; and/or o

- The way we dealt with the application differed materially and significantly from our written policy and procedure.
- 7.2. Appeals are considered on the understanding that, should the appeal be upheld, any offer of a place will be either for the entry date originally applied for or the next entry date with availability, at the University's discretion.
- 7.3. Appeals should be made in writing to the Head of Admissions, who will acknowledge the appeal within five working days, investigate and make a decision, responding to the appellant within twenty working days of receipt of the written appeal. The appellant (who may be accompanied) and any member of staff associated with the decision on the application may be asked to attend an appeal hearing meeting. If the matter cannot be resolved at this point, the appellant has the option to then refer the appeal to the Director, in writing within ten working days of the Head of Admissions decision date. Within ten working days of referral, the Director will respond with their decision, which is final.
- There is no appeals procedure in cases where the applicant has unspent criminal convictions or cautions at the point of application.

8.Complaints

- 8.1. Complaints must be made in writing according to the University's [Complaints and Appeals Procedure](#).

9.Implementation, dissemination, monitoring and review

- 9.1. This policy will be disseminated to University and partner staff and made available to applicants via the University website and appropriate links or attachments in admissions correspondence. This policy and procedure and associated documents will also be available to all staff and students on the VLE.
- 9.2. This Policy and Procedure will be reviewed annually.

10.Policy Information

Policy Owner: Academic Senate

Approved by: Academic Senate

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Contact for Queries:

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- **Classification:** Public
 - **Distribution:** All staff and students via university website
 - **Related Legislation:** Higher Education Act, Copyright Act, Data Protection legislation
 - **Related Standards:** QAA UK Quality Code, European Standards and Guidelines (ESG)
-