

RECRUITMENT SELECTION AND ADMISSIONS (TAUGHT PROGRAMMES) POLICY AND PROCEDURES

1 SCOPE AND PURPOSE

- 1.1 These regulations outline the requirements for applicants to be admitted to AECC's undergraduate and postgraduate taught programmes.
- 1.2 These regulations will inform all admissions decisions including the setting of entry requirements for new programmes.
- 1.3 AECC is committed to ensuring that its recruitment, selection and admissions policies and procedures are transparent, followed fairly, courteously, consistently and expeditiously; that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped to make the required judgements.
- 1.4 If you would like this document in a different format please contact AECC registry.

2 KEY RESPONSIBILITIES

- 2.1 Responsibility for the management and implementation of this policy and its procedures lies with the Academic Registrar.
- 2.2 The Academic Registrar provides advice and co-ordinates the admissions and selection procedure at AECC.
- 2.3 Review and development of the Collee's Admissions Policy and procedures is the responsibility of the Academic Registrar who will consult as necessary with the Admissions Manager and other Academic and Administrative colleagues.
- 2.3 The College's Admissions Panels are chaired by the Admissions Manager.

3 LINKS TO OTHER COLLEGE DOCUMENTS

- 3.1 *AECC Recognition of Prior Learning (RPL) Policy and Procedures.*
- 3.2 *AECC Student Charter and General Regulations.*
- 3.2 *AECC Dignity Diversity and Equality (DDE) Policy and Procedures.*
- 3.3 *AECC Code of Practice on Mitigating Circumstances.*
- 3.4 *AECC Student Complaints Policy and Procedures.*
- 3.5 *AECC Admissions Appeals and Complaints Policy and Procedures.*
- 3.6 *AECC Fair Access Agreement.*

4 Admissions Policy

- 4.1 Our policy is to make places available on our undergraduate and postgraduate taught programmes to a range of people who would benefit from the challenging and rewarding educational environment offered by AECC, and who in turn would make a useful contribution to their chosen programme of study, provided that they can demonstrate their academic and (where relevant) physical capability of coping with the programme.

- 4.2 Policies and procedures related to admissions are reviewed regularly to ensure that they continue to support the College's mission and strategic objectives, and that they remain current and valid in the face of changing circumstances.
- 4.3 The Student Agreement and the policies and procedures outlines expectations and responsibilities for students and staff when dealing with applications.
- 4.4 This Policy and attendant Procedures has been mapped against the requirements outlined in Chapter B2 of the Quality Assurance Agency's Quality Code *Recruitment Selection and Admission to Higher Education*.

5. Equal Opportunities

- 5.1 The College's principal concern when considering applications is that the student will be able to achieve the learning outcomes of the programme. AECC is firmly committed to promoting equal opportunity. Our Dignity Diversity and Equality policy underlies every aspect of our student selection process. Our Dignity Diversity and Equality policy in respect of student and staff recruitment is as follows:

AECC is committed to developing and maintaining an institution where students from all backgrounds can flourish. AECC recognises the importance of equality of opportunity and promoting diversity. AECC's Dignity Diversity and Equality policy covers age, disability, gender, sexual orientation, race, religious and political beliefs and transgender people, and in the recruitment and selection of students, the only consideration is that the individual meets, or is likely to meet the learning outcomes of the programme.

The College's Fair Access Agreement is approved annually by the Office for Fair Access (OFFA) and includes information about fees, bursaries and scholarships and the use of contextual data in admissions.

The College is committed to both the elimination of unlawful discrimination and the positive promotion and celebration of Equality and Diversity throughout all aspects of its work. It will achieve this in accordance with the Equality Act 2010, the tenets of the Equality Challenge Unit, and the Quality Codes of the Quality Assurance Agency (QAA). The intention behind the Dignity, Diversity and Equality policy is to provide a further explanation about what this means for staff, students and the wider community. The College will **not** tolerate unfair or unlawful treatment on the grounds of:

- race, colour, nationality, ethnic or national origin
- religion or belief
- gender, gender expression and identity
- disability
- sexual orientation, civil partnership/marital or parental status
- age
- socio-economic background
- trade union membership activity
- political belief

AECC is committed to a working and learning environment that is free from physical, verbal and non-verbal harassment and bullying of individuals on any grounds. All men and women have a right to be treated with dignity and respect, providing a positive and satisfying learning and working environment.

The College is proud to be a diverse community made up of staff and students from a wide range of backgrounds. The College aims to create a working and studying environment where different values and beliefs can be freely expressed and openly discussed and will do what it can to encourage open and respectful debate around Equality and Diversity issues.

6. Prerequisite Qualifications

- 6.1 Applicants must demonstrate that they have the ability to study at a Higher Education level, normally by fulfilling the minimum entry requirements detailed in the Undergraduate and Postgraduate Schedules to this Policy.
- 6.2 Additionally, all applicants to clinical degrees will, where appropriate, be required to undergo an Enhanced Disclosure and Barring Service and Barred List Check or Police Check (where available in their country of residence) and, if necessary, an Occupational Health Check.

7. Disclosure and Barring Service (DBS) Enquiries

- 7.1 All UK-resident applicants to programmes which fall under the definition of 'regulated activity' must provide an Enhanced DBS Certificate and barred list check from the Disclosure and Barring Service, Disclosure Scotland, Access NI or equivalent. Non-UK domiciled applicants should provide a Police Check from their country of residence. Refusal to consent to an enhanced DBS and Barred List check or Police Check will result in the automatic rejection of an applicant. Failure to disclose a criminal conviction (including a 'spent' conviction that will never be filtered¹) which is subsequently discovered will normally result either in the rejection of an application, or, in the event of the applicant being enrolled on the programme at the time of discovery, termination of their studentship. Admission of a criminal offence by an applicant will not necessarily result in rejection, but the nature of our clinical programmes and their relationship with the public puts students and graduates in a unique position of trust that must be protected. The College will take all possible steps to ensure that anyone either training at, or graduating from AECC, is a fit and proper person to participate in regulated activity as defined by the Disclosure and Barring Service.

8. Disabled Applicants

- 8.1 The College recognises its obligations of the Equality Act 2010 and is committed to implementing, as far as is reasonably practicable, the terms and conditions of the Act as they apply to its students, staff and visitors.
- 8.2 Applicants who are concerned about their capacity to complete their chosen programme are advised to liaise with the College's admissions staff who will offer, on an individual basis, more specific advice with respect to attaining core competences.

9. Admission with Advanced Standing and/or Exemption

- 9.1 The College will consider, through its RPL procedures, qualifications for admission with advanced standing and for exemption from elements of its taught programmes. Credits based on RPL shall not exceed two thirds of the credits for the award of any qualification. These limits may be subject to restriction imposed from time to time by the relevant Professional Statutory and Regulatory Body (PSRB).

¹ Filtering is the term used to describe the process which will identify and remove protected convictions and cautions so that they are no longer disclosed on a DBS certificate (DBS check).

10. Mature Applicants

- 10.1 We welcome applications from those individuals over the age of 21 at entry, who possess relevant qualifications and experience. In considering such applications, a wide range of indicators will be assessed according to the College's RPL policy, including evidence of previous study and educational achievement, referees' reports, and personal statements of reasons for wanting to join the programme. Mature applicants are not normally exempted from the minimum entry requirements listed in the Schedules to this Policy.

11. English Language

- 11.1 All UK applicants must normally hold GCSE English Language or equivalent at grade C or higher.
- 11.2 All applicants whose first language is not English must be able to provide recent evidence that their spoken and written command of the English language is of a sufficient standard to cope with the demands of the College's programmes. This requirement is specified in order to ensure that the academic progress of students is not compromised by language difficulties, and that students are able to integrate socially whilst studying and living in the United Kingdom. The required evidence should normally take the form of a recently obtained acceptable English language qualification or test result. The qualification or test result must have been awarded no more than two years prior to the proposed date of enrolment. A list of acceptable English Language qualifications appears in the Schedules to this Policy.

12. Admissions

- 12.1 The College's Admissions Manager has delegated authority to make admissions decisions for each applicant. In exercising this authority the Admissions Manager may consult with academic faculty and administrative colleagues. Students previously rejected by AECC at interview will not normally be re-considered for admission in the same application cycle. Students required to withdraw from the College for academic reasons will not normally be re-considered for admission. Because the College receives many more applications to its programmes than there are available places, applicants should be aware that it is not possible to make an offer of a place to all of those who meet our entry requirements.
- 12.2 In selecting students, the Admissions Manager aims to:
- Reach decisions which are fair and consistent in relation to the published entry criteria, the evidence the applicant presents of their academic and/or professional qualifications and which take into account any specific skills or experiences which are essential or desirable.
 - Take into account evidence of an applicant's potential to succeed on their chosen programme. Where appropriate and relevant, the College may consider contextual factors in relation to an application. These factors may include illness, family circumstances, personal responsibilities or factors affecting their school or college. Where such factors are to be considered, either before making or when confirming an offer of a place, evidence of the effects of disadvantage will be sought by the College. It is expected that applicants will have taken appropriate action to ensure that examining bodies have allowed for mitigating circumstances prior to the announcement of results, since the AECC will not normally be best placed to do this fairly and consistently.
 - Apply selection processes fairly and consistently. The College will consider an applicant's educational achievement to date, predicted grades where appropriate, referee's statement and personal statement. Additionally, while the College normally interviews applicants to our chiropractic programmes, we reserve the right to make offers without interview to those we deem to be the strongest candidates for our degree programmes. Information on the interview process will be enclosed with a candidate's invitation for interview.

- Make offers on a basis which is consistent with the published entry criteria, the number of applications received and the number of places available in any given year.
- Communicate clearly and in a timely fashion with candidates concerning the outcome of their application. The College will normally write to those receiving an offer stating any specific conditions which apply and including details of standard terms and conditions. The College will normally communicate this through UCAS or any other intermediary body for undergraduate applications.
- Ensure that any student who will be in regular contact with children and/or vulnerable adults as a part of their programme has gained an enhanced disclosure certificate from the Disclosure and Barring Service or a Police Check. The College is committed to complying with the DBS Code of Practice.

13. Information for Applicants

13.1 The College reserves the right to withdraw the offer of a place if:

- Information provided by an applicant proves to be false
- The applicant does not meet the clearance criteria for Occupational Health and DBS checks (it may be possible that this decision has to be made post registration due to the availability of required information).
- The applicant is shown to have been involved in activity incompatible with being a student on a primary health care programme of study.

13.2 Significant changes to advertised programmes occurring between an offer being made and registration will be conveyed to applicants as a matter of priority.

13.3 The admissions team will write to successful applicants with details of the arrangements for registration, enrolment, induction and orientation.

13.4 Information for International applicants is available on the College's website, and admissions staff are trained to answer queries received by e-mail or telephone.

14. Fees and Funding

14.1 The College expects students to have made provision to access sufficient funds to pay programme fees and living expenses for the duration of their period of study.

15. Plagiarism in Personal Statements Submitted via UCAS

15.1 UCAS checks all personal statements for potential plagiarism (the copying of material without appropriate acknowledgement). Where evidence of plagiarism is found, UCAS will notify both the applicant and the universities they have applied to. If the College is advised by UCAS of a possible plagiarism, each applicant will be assessed on a case by case basis before allowing the application to proceed. The College reserves the right to record an unsuccessful decision on the basis of plagiarism in any personal statement submitted as part of an application.

16. Fraudulent Applications

16.1 The College follows UCAS guidelines and procedures concerning fraudulent applications and liaises closely with the UCAS Verification Unit to prevent fraud. We will refer to UCAS any application that we suspect to be fraudulent or to contain fraudulent information. Fraud can also be committed by omitting relevant information from the application.

16.2 The College reserves the right to cancel an application or withdraw any offer made on the basis of an application (both to undergraduate or postgraduate programmes) which we have found to be fraudulent. Any student found to have been admitted on the basis of fraudulent information will normally have their registration terminated. In addition, international students

who have been admitted on the basis of fraudulent information will normally be reported to the relevant government agency, which may jeopardise their leave to remain in the United Kingdom.

17. Closing Dates

- 17.1 All applications for undergraduate programmes starting in September should be received by UCAS before 18:00 hrs on 15 January prior to admission. Applications made before the closing date will be considered equally against the stated selection criteria and in the context of the number of available places. Late applications will only be considered where places are still available.
- 17.2 Applications for postgraduate programmes starting in October should normally be received through the College's on-line application system by the date stated on the College's website.

18. Readmission of Students Who Have Been Excluded on Academic Related Grounds

- 18.1 Students who have been required to withdraw from one of the College's programmes on academic grounds may not normally reapply for entry to that programme.
- 18.2 Candidates who have been unsuccessful on academic grounds in application to one of the College's programmes may not normally apply (e.g. through UCAS clearing) to the same stage of the programme in the same admissions cycle.
- 18.3 Applicants who have been unsuccessful at the interview stage of application to a programme may not normally reapply for entry to that programme in the same admissions cycle.

19. Feedback

- 19.1 Feedback is provided to allow applicants to reflect on their application and is not considered as a challenge to the outcome of the application. Admissions staff will provide feedback only to unsuccessful applicants and only upon receipt of a written request. Candidates should be aware that feedback can only be provided within the limits of available supporting resources and that it is not possible to provide highly specific or detailed commentaries. Parents, guardians, advisers, schools and colleges are asked to note that feedback will normally only be offered direct to the candidate, unless the College receives a clear written statement indicating that the applicant is willing for matters to be discussed with a third party. Feedback from interviews and selection or assessment tests (where employed) will not include details of the questions asked or specific answers.

20. Staff Development and Training

- 20.1 The College is committed to providing a fair and accessible admissions system. To achieve this, all staff and students involved in recruitment and selection are appropriately and continuously trained for their roles.

21. Complaints and Appeals

- 21.1 The College aims to ensure that its recruitment and selection processes are fair and transparent. As a part of its work to achieve this end, the College will make available to applicants a complaints and appeals process should they feel that any aspect of the recruitment or admissions process has not been conducted in accordance with this Policy.
- 21.2 Normally there is no right of appeal against an admissions decision. The College clearly states its minimum requirements for successful admission to its programmes. Failure to meet these requirements is neither grounds for appeal or complaint. However if *additional relevant material* can be provided by an applicant which, *for valid reason*, was unavailable when the

application was originally submitted, the College will take this into account and may reconsider the application.

- 21.3 The College's procedure for dealing with admissions-related complaints is detailed in its Recruitment, Selection and Admissions - Appeals and Complaints: Policy and Procedure

UNDERGRADUATE SCHEDULE TO ADMISSIONS POLICY

ENTRY REQUIREMENTS (MChiro Programme)

1 General Requirements

- 1.1 Applicants under the age of 18 may be accepted onto the course providing they have the requisite qualifications. All applicants under 18 will be subject to the authority of the AECC's Child Protection Officer who acts in *loco parentis* and an authorisation letter in the AECC's standard form will be required from the applicant's parent or legal guardian before admittance to the course.

2. Academic Qualifications Accepted by AECC for Admission

- 2.1 Applicants must have a set of skills required to fulfill the demands of the programme including:

- an ability to express themselves satisfactorily in English;
- basic numeracy skills;
- a basic understanding of the relevant subject area.

- 2.2 These skills must be demonstrated at a minimum of Level 2 of the National Qualifications Framework. To this end applicants may offer any, or a combination, of the following qualifications, or any higher qualification in a relevant subject:

- GCSE (A*-C), or GCE (A-E or 1-6), or CSE (1);
- Key skills Level 2;
- NVQ Level 2;
- Key skills units within BTEC or Access courses;
- any other relevant Level 2 Certificate or Diploma;
- an accredited record of using these skills in employment;
- overseas equivalents to any of the above (with reference to NARIC and the overseas qualifications database managed by the International Marketing & Student Recruitment Team - IMSRT).

- 2.3 Applicants for whom English is not their first language, must offer evidence of qualifications in four components of English: Listening, Speaking, Reading and Writing. As a minimum, results will be in line with Home Office requirements which are currently IELTS (Academic) 6.0 (with a minimum of 5.5 in each of the four component scores) or equivalent. Acceptable Secure English Language Tests are outlined in Section 5 of the Undergraduate Schedule to this Policy. Our current entrance requirements are published on our website.

- 2.4 Applicants must confirm their ability to study at degree level by presenting evidence of achievement to Level 3 of the National Qualifications Framework, normally with a minimum of 3 A Levels or equivalent as specified in 2.5 below.

- 2.5 Precise entry and IELTS requirements are indicated in the prospectus, on the College's website and in section 3 and 4 below. Examples of acceptable qualifications are:

- A Levels (A-C)
- Advanced Extension Awards
- Any other relevant Level 3 Certificate or Diploma
- BTEC or Access to Higher Education courses
- International Baccalaureate
- NVQ Level 3
- Other Level 3 Vocational Qualifications
- Scottish Highers
- UK Advanced Diploma
- Welsh Baccalaureate Advanced Diploma (Core)
- overseas equivalents to any of the above (with reference to NARIC and the overseas qualifications database managed by the College's admissions Team)

- 2.6 Applicants may enter the programme with credit and advanced standing on the basis of prior certificated learning within the limits prescribed by the College. Applications for the recognition of prior learning (RPL), including Direct Entry, must be processed in accordance with the College's Recognition of Prior Learning (RPL) Policy and Procedure.
- 2.7 Applicants may be admitted to Level H of a programme with credit and advanced standing on successful completion of an HND/Foundation degree (awarded by a UK HEI, Edexcel or SQA) or an equivalent qualification, the learning outcomes of which are demonstrably appropriate in terms of knowledge, understanding and skills, and which may be valued at, or carry, at least 120 Level C and 120 Level I credits. A minimum level of performance may be specified.

3 Year 0 Entry

3.1 A-levels

Our normal A-level offer to UK students is three A-Level passes at grades BCC or higher. With the exception of General Studies, which the College does not accept for the purposes of admission to its programmes, there is no preference for what these A-levels should be. A Vocational A-level or its equivalent may substitute for no more than one of the three A-levels in total.

3.2 Vocational A-levels

Applicants will not normally be considered solely on the basis of Vocational A/AS-levels. General Studies as a subject at A-level is not recognised by this College for the purposes of admission.

3.3 NON A-LEVEL UK QUALIFICATIONS:

SCOTTISH HIGHERS/ADVANCED HIGHERS:

The Certificate should include Higher Grades BBCCC or above from 5 subjects.

IRISH LEAVING CERTIFICATE

Applicants should present a leaving certificate with a minimum of 5 subjects at Higher Level with grades BBBCC or above.

BTEC NATIONAL DIPLOMA (NQF)

Normally grades D*D in a relevant discipline in the Diploma. Applicants are advised to liaise with the College's undergraduate admissions office *before* embarking on a BTEC programme to ensure the subject combinations are acceptable.

INTERNATIONAL BACCALAUREATE (IB):

Normally 26 IB grade points overall, with not less than grade 5 in each academic subject group.

3.4 Non UK Applicants

The College will use NARIC tables of educational equivalence to assess the suitability for entry of those academic qualifications achieved in non-UK applicants' home countries.

In countries where there is a recognised National Chiropractic Association and/or statutory regulatory requirements, applicants to our Chiropractic Programmes are responsible for ensuring that, if they wish to practise in their home country, they fulfil all requirements imposed by the National Association, including presenting for interview and providing a letter of recommendation to the College, where this is deemed necessary. Where no National Chiropractic Association exists, applicants can be interviewed in their own country if it is possible to identify a suitable local interviewer.

Offers made to non-EU applicants are done so on the condition that their nationality status at application remains unchanged for the duration of their studies at AECC.

3.5 **Science Access Courses:**

We accept Access to Higher Education Diploma programmes in Science offered by OCN institutions. We also run our own Access Diploma programme in Science on behalf of the Cambridge Access Validating Agency (CAVA). Please contact our undergraduate admissions office for details. Because not all Access programmes meet our requirements it is important that a proposed Access programme is approved by our Admissions Team *before* it is embarked upon. Access Diplomas with fewer than 30 credits at distinction level out of 45 credits overall will normally be considered for entry to Year 0.

4 **Year 1 Entry**

4.1 **A-levels**

Our normal A-level offer to UK students is three A-Level passes at grades ABB. These should include: Biology or Human Biology; at least one subject preferably from the following list: Chemistry, Mathematics, Further Mathematics, Physics, Physical Education, Psychology, Statistics; and one other A-level. A Vocational A-level or its equivalent may substitute for the last of these three A-levels.

4.2 **Vocational A-levels**

Applicants will not normally be considered solely on the basis of Vocational A/AS-levels. General Studies as a subject at A-level is not recognised by this College for the purposes of admission.

4.3 **Non A-Level UK Qualifications:**

SCOTTISH HIGHERS/ADVANCED HIGHERS:

The Certificate should normally include Biology and one other science, preferably both at Advanced Higher Level with grades AABBB or above.

IRISH LEAVING CERTIFICATE

Applicants should present a leaving certificate with a minimum of 5 subjects at Higher Level with grades AABBB or above.

4.4 **Other A-Level and Non A-level UK Qualifications:**

Applicants not eligible for entry to the degree programme by virtue of their A2 level subjects may become eligible by acquiring the relevant GCE A2 level passes at the required grades or by acquiring other academic awards we deem equivalent.

BTEC NATIONAL DIPLOMA (NQF)

Normally, grades DDM in a relevant discipline in the Extended Diploma. Applicants are advised to liaise with the College's undergraduate admissions office *before* embarking on a BTEC programme to ensure the subject combinations are acceptable.

INTERNATIONAL BACCALAUREATE (IB):

Normally 34 IB grade points overall, with not less than grade 5 in each academic subject group. AECC normally requires two sciences to be offered within the Experimental Sciences academic subject group at Higher Level to grade 5, or Standard Level to grade 7.

OTHER EQUIVALENT INTERNATIONAL QUALIFICATIONS:

As determined by NARIC documentation of international educational equivalences.

4.5 **Non UK Applicants**

The College will use NARIC tables of educational equivalence to assess the suitability for entry of those academic qualifications achieved in non-UK applicants' home countries.

In countries where there is a recognised National Chiropractic Association and/or statutory regulatory requirements, applicants to our Chiropractic Programmes are responsible for ensuring that, if they wish to practise in their home country, they fulfil all requirements imposed by the National Association, including presenting for interview and providing a letter of recommendation to the College, where this is deemed necessary. Where no National Chiropractic Association exists, applicants can be interviewed in their own country if it is possible to identify a suitable local interviewer.

Offers made to non-EU applicants are done so on the condition that their nationality status at application remains unchanged for the duration of their studies at AECC.

4.6 **Science Access Courses:**

We accept Access to Higher Education Diploma programmes in Science offered by OCN institutions. We also run our own Access Diploma programme in Science on behalf of the Cambridge Access Validating Agency (CAVA). Please contact our undergraduate admissions office for details. Because not all Access programmes meet our requirements it is important that a proposed Access programme is approved by our Admissions Team *before* it is embarked upon. Access to HE Diplomas in a relevant subject area will be accepted for entry to Year 1 provided they include a minimum of 45 credits at Level 3, of which 30 credits must be at Distinction and 15 credits at Merit or higher.

4.7 **Graduate Admission**

Graduates in a relevant discipline may qualify for entry to the MChiro programme. All candidates qualifying for graduate entry will be interviewed to determine the suitability of their qualification. The College will consider, through its RPL procedures, qualifications for admission with advanced standing and for exemption from elements of the taught programmes. Credits based on RPL shall not exceed two thirds of the credits for the award of the MChiro.

4.8 **Transfers from Other Chiropractic Programmes**

Applicants who have partially completed another similar undergraduate programme at a Councils on Chiropractic Education International (CCEI) recognised Chiropractic College will be considered on their merits for entry, subject to the provisions of the College's RPL policy and of paragraph 9.1 of the Policy document.

5.1 **English Language Qualifications Accepted by AECC for Admission:**

- ◆ **GCSE/GCE O LEVEL ENGLISH LANGUAGE** (Grade C minimum).
- ◆ **TEST IN ENGLISH FOR EDUCATIONAL PURPOSES (TEEP)** (Band 8 minimum).
- ◆ **BRITISH COUNCIL/CAMBRIDGE INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)** (Band 6.0 in the Academic Stream with a minimum of 5.5 in each of the sub-tests).
- ◆ **CAMBRIDGE CERTIFICATE OF PROFICIENCY IN ENGLISH** (Grade B minimum).
- ◆ **CAMBRIDGE CERTIFICATE OF ADVANCED ENGLISH** (Grade A).
- ◆ **CAMBRIDGE ENGLISH LANGUAGE 1119** (Grade 6 minimum).
- ◆ **EDEXEL CERTIFICATE OF ATTAINMENT IN ENGLISH** (Grade 5 minimum).

- ◆ **ARELS ORAL EXAMINATIONS/OXFORD HIGHER CERTIFICATE IN ENGLISH AS A FOREIGN LANGUAGE** (Distinction, when achieved in conjunction with the award of the Oxford Examinations in English as a Foreign Language Higher Certificate at credit level).
- ◆ **INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE): ENGLISH AS A SECOND LANGUAGE, SYLLABUS 0510.** (Grade B).
- ◆ **NORTHERN EXAMINATIONS AND ASSESSMENT BOARD (NEAB) UNIVERSITY ENTRANCE TEST IN ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (JETESOL).** Grade (BBBBB) or higher.
- ◆ **PITMAN EXAMINATION IN ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)** Pass at Advanced level when combined with a pass at Advanced level in the Pitman Spoken ESOL test.
- ◆ **PEARSONS TEST OF ENGLISH (PTE) ACADEMIC**
Overall minimum score of 60 in PTE Academic with not less than 45 in any single communicative or enabling sub-section.
- ◆ **HONG KONG EXAMINATIONS AUTHORITY ADVANCED LEVEL USE OF ENGLISH** (Grade C minimum)
- ◆ **HONG KONG CERTIFICATE OF EDUCATION ENGLISH LANGUAGE (SYLLABUS B)** (Grade C minimum).
- ◆ **MALAYSIAN CERTIFICATE OF EDUCATION ENGLISH LANGUAGE COMMUNICATIONAL (122)** (Grade 6 minimum).
- ◆ **INTERNATIONAL BACCALAUREATE**
FOR NON-NATIVE SPEAKERS:
IB Language B at higher level – grade 5 or higher
IB Language B at standard level – grade 7 or higher

5.2 European School Leaving/Matriculation Certificates:

- Austria:** In the Matura/Reifeprüfung, 2 (*gut*) in English when both written and oral examinations have been taken.
- Belgium:** In the Getuigschrift van Hoger Secundair Onderwijs or the Certificat d'Enseignement Secondaire Supérieur, the equivalent of 8/80%/ *grote onderscheiding/avec grande distinction* in English.
- Denmark:** In the Studentereksamen, 10 in English.
- European Baccalaureate:** 8 in English as either an Obligatory Subject (Language I or II) or as a Full Option (Language III or IV).
- Finland:** In the Ylioppilastutkinto/Studentexamen matriculation examination, 5 (*magna cum laude approbatur*) in English.
- France:** In the Baccalaureat de l'Enseignement du Second Degré, 14 (*bien*) in English, where the co-efficient applied to the subject is greater than 1.
- Germany:** Grade 10 in the 4 terms (11/I, 11/II, 12/I & 12/II) of the Abitur.
- Iceland:** In the Studentsprof matriculation examination, 8 in English when taken as a compulsory modern language.
- Luxembourg:** In the Examen de Fin d'Etudes Secondaires, 45 (*bien*) in English.
- Netherlands:** In the Voorbereidend Wetenschappelijk Onderwijs (VWO) diploma, 7 (*goed*) in English.
- Norway:** In the Vitnemal - videregaende opplæring, 4 in English.
- Sweden:** In the Avgangsbetyg / Slutbetyg från Gymnaeskola, VG (*val godkant*) in English.

Switzerland: In the Maturitatzzeugnis/Certificat de Maturite/Attestato de Maturita federal maturity certificate or the federally-recognised cantonal maturity certificate, 5 (*gut/bien/bene*) in English.

POSTGRADUATE SCHEDULE TO ADMISSIONS POLICY

ENTRY REQUIREMENTS (Part-Time MSc and PGCert Programmes)

1 General and Academic Requirements

- 1.1 Applicants to the College's Part-Time MSc and PGCert programmes should normally be registered Health Professionals holding a first degree qualification recognised by the appropriate Professional Statutory and Regulatory Body (PSRB).

2. English Language Qualifications Accepted by AECC for Postgraduate Admission:

2.1 UK APPLICANTS

- ◆ GCSE/GCE O LEVEL ENGLISH LANGUAGE (Grade C minimum).

The College will use NARIC tables of equivalence to assess the English Language proficiency of non-UK speakers of English as a first language.

2.2 Speakers of English as a Second Language

MSc Advanced Professional Practice Framework and PGCert Programme

- ◆ BRITISH COUNCIL/CAMBRIDGE INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) (Band 6.0 in the Academic Stream with a minimum of 5.5 in each of the sub-tests).

MSc Medical Ultrasound Programme

- ◆ BRITISH COUNCIL/CAMBRIDGE INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) (Band 7.0 in the Academic Stream with a minimum of 6.5 in each of the sub-tests).

3 FURTHER INFORMATION

- 3.1 [QAA Chapter B2: Recruitment, Selection and Admissions to Higher Education](#)

Version:	1.0
Ratified by:	Academic Board
Originator/Author	Academic Registrar
Reference source:	BU, QAA, DBS and Internal
Date approved:	2 December 2016
Effective from:	01 September 2016
Review date:	Spring 2018
Target:	Admissions staff and applicants
Policy location:	Website for Applicants, SIP