

# **Admissions Policy 2017-18**

## Index

<b>1.</b>	<b><u>Scope</u></b>	<b>3</b>
<b>2.</b>	<b><u>Context</u></b>	<b>3</b>
2.1	Access and Participation Statement	3
<b>3.</b>	<b><u>Roles and responsibilities</u></b>	<b>4</b>
3.1	Our staff	4
3.2	Student recruitment agents	4
<b>4.</b>	<b><u>Information for applicants</u></b>	<b>4</b>
<b>5.</b>	<b><u>Entry requirements: Standard Applicant and Non-Standard Applicant</u></b>	<b>5</b>
<b>5.1</b>	<b>Entry Requirements: Standard Applicant</b>	<b>5</b>
5.1.1	Equivalent qualifications: 4-year undergraduate degrees which incorporate a Level 0 Foundation Year	7
5.1.2	English language	7
5.1.3	Mathematics	8
5.1.4	Interview with an Academic Tutor: 2-year accelerated degrees, Top-up degrees and Masters' degrees	8
<b>5.2</b>	<b>Entry Requirements: Non-Standard Applicant</b>	<b>8</b>
5.2.1	4-year undergraduate degrees which incorporate a Level 0 Foundation Year	9
5.2.2	3-year and 2-year undergraduate degrees	10
5.2.3	1-year Top-up undergraduate degrees	11
5.2.4	Postgraduate degrees	11
<b>5.3</b>	<b>Minimum age</b>	<b>11</b>
<b>5.4</b>	<b>Additional requirements for international applicants</b>	<b>12</b>
<b>6.</b>	<b><u>Admissions process</u></b>	<b>12</b>
6.1	Accreditation of Prior Learning	13
6.2	Equality, diversity and inclusion	13
6.3	Making an application	14
<b>7.</b>	<b><u>Offer and acceptance</u></b>	<b>14</b>
7.1	Conditional offer	14
7.2	Unconditional offer	14
7.2.1	Unconditional Offer Scheme	14
7.3	Accepting an offer	15
7.4	False, inaccurate or misleading information	15
7.5	Terms and conditions	15
7.6	Deferral	16
7.7	Withdrawal of a course	16
7.8	Our right to change the awarding body	16
7.9	Our right to make changes to course content and structure	16

<b><u>8.</u></b>	<b><u>Criminal convictions</u></b>	<b>16</b>
<b><u>9.</u></b>	<b><u>Confirmation of Acceptance for Studies (CAS)</u></b>	<b>17</b>
<b><u>10.</u></b>	<b><u>Data Protection</u></b>	<b>18</b>
<b><u>11.</u></b>	<b><u>Enrolment</u></b>	<b>18</b>
11.1	Attendance Policy	18
<b><u>12.</u></b>	<b><u>Feedback and complaints</u></b>	<b>19</b>
12.1	Feedback	19
12.2	Complaints	19
<b><u>13.</u></b>	<b><u>Related Policies and Procedures</u></b>	<b>19</b>
<b><u>14.</u></b>	<b><u>Review of the Admissions Policy</u></b>	<b>20</b>

## 1. Scope

This Admissions Policy applies to all applicants who are seeking admission to the London School of Business and Management to undertake a University of Northampton degree.

## 2. Context

The Schwartz Report ('Fair Admissions to Higher Education: Recommendations for Good Practice')<sup>1</sup> has informed the development and implementation of our Admissions Policy. This Report, which was published in 2004, recommended the adoption of the following five principles of fair admissions:

- A fair admissions system should be transparent
- A fair admissions system should enable institutions to select students who are able to complete the course as judged by their achievements and their potential
- A fair admissions system should strive to use assessment methods that are reliable and valid
- A fair admissions system should seek to minimise barriers for applicants
- A fair admissions system should be professional in every respect and underpinned by appropriate institutional structures and processes

We are committed to providing fair access to higher education for those who demonstrate the ability to succeed on our courses. Through this Admissions Policy, and its application, we focus on those with the 'potential to succeed'.

Our Admissions Policy complies with Chapter B2 of the UK Quality Code for Higher Education. This Policy is clear, fair, explicit and consistently applied.

We admit students onto our courses in accordance with this Policy and in full compliance with the Equality Act 2010 and our own **Equality, Diversity and Inclusion Policy**.

### 2.1 Access and Participation Statement

Our Access and Participation Statement provides applicants with a clear and transparent account of the ways in which, with regard to under-represented and disadvantaged applicants and students, we:

- Provide fair access to all our courses
- Promote, encourage and develop the potential of students to succeed in their higher education studies and to proceed to graduate-level employment or postgraduate study

Widening access to students who may otherwise struggle to enter higher education and then supporting them to succeed is something that we plan for, implement and then evaluate as part of our overall commitment to social mobility, student wellbeing and success. The diverse nature of our academic community is valued as an important asset to the educational experience we provide. The insights and learning of our graduates, educated in the midst of this diversity, is, we recognise, one of the important contributions we can make to the wider society in which we live.

Our Access and Participation Statement is available at:

[www.lsbm.ac.uk/access-and-participation-statement](http://www.lsbm.ac.uk/access-and-participation-statement)

<sup>1</sup> See: <https://www.spa.ac.uk/sites/default/files/Admissions-review-Schwartz-2004.pdf>

### **3. Roles and responsibilities**

#### **3.1 Our staff**

We have explicitly separated the function of student recruitment from the making and administration of offers.

Staff within our Student Recruitment and Marketing Division are responsible for generating applications and organising activities to convert the offers made by our Admissions Department into acceptances. These conversion activities include open days, offer holder days and taster days. Enquirers are allocated a named member of staff from within the Student Recruitment and Marketing Division before an application to study is submitted.

Once an application is received, the application is processed within our Admissions Department (which is based within our Registry Division). The Admissions Department, with academic input as required, makes the decision about whether an offer is made and the terms of such offer. The Student Recruitment and Marketing Division plays no role in the decision about whether an offer is made. As stated above, if an offer is made, staff within the Student Recruitment and Marketing Division are responsible for organising activities to convert offers into acceptances. Once an applicant accepts an offer our Admissions Department becomes the applicant's point of contact until the applicant formally enrolls onto the course. Our Admissions Department is responsible for tracking all conditional offer holders and confirming when an applicant has satisfied all conditions.

Staff within our Academic Division are involved in the admissions process as explained within this Admissions Policy.

We ensure that all our staff who are involved in the recruitment and admission of students are appropriately trained. This includes, for example, the Supporting Professionalism in Admissions Unconscious Bias training and ACAS training on Equality and Diversity.

#### **3.2 Student recruitment agents**

We have relationships with selected student recruitment agents worldwide.

Such agencies help applicants by providing information, advice and guidance on finding an appropriate provider and course and may offer additional assistance to applicants.

Agents assist us in the processing of applications and we therefore make a payment to the agent for this service.

This has not resulted in an increase in the fees payable by the student. Due to the help of our agents, we save costs by requiring fewer staff for student recruitment and application processing.

If an applicant or student wishes to know more details about the exact amount of this payment, they may consult the Finance Department: [finance@lsbm.ac.uk](mailto:finance@lsbm.ac.uk).

Agents do **not** have any input into the decision for making an offer. The decision of whether or not an applicant is made an offer remains solely with the London School of Business and Management.

### **4. Information for applicants**

We provide comprehensive information to enable applicants to make an informed choice about which is the most suitable course for them. We provide promotional material in both hard copy and electronic copy. Our Head of Student Recruitment and Marketing ensures that, in accordance with our Information Control Procedures, all our promotional materials are: (i) accurate, relevant, current and accessible;

and (ii) are compliant with relevant legislative provisions (e.g. consumer protection; data protection; equal opportunities). In addition, our Head of Communications undertakes a periodic audit of our promotional materials.

We hold regular open days, visit days and offer holder days for applicants. These provide applicants with the opportunity to visit our campus, learn about our facilities and speak to staff and students about our courses. Further information can be obtained from our Student Recruitment and Marketing Division, by emailing [openday@lsbm.ac.uk](mailto:openday@lsbm.ac.uk) or [enquiries@lsbm.ac.uk](mailto:enquiries@lsbm.ac.uk), or by telephoning 020 7078 8844 [International: +44 20 7078 8844].

## 5. Entry requirements: Standard Applicant and Non-Standard Applicant

We deliver University of Northampton undergraduate and postgraduate degrees in Accounting, Business and Law. Our entry requirements are approved by the University of Northampton.

Guidance on entry requirements can be obtained from our Admissions Department by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk) or by telephoning 020 7078 8790 [International: +44 20 7078 8790].

Applicants are normally admitted onto a degree on the basis of their previous qualifications which meet the entry requirements set out in **Section 5.1** and Table 1 below. Within this Admissions Policy, such an applicant is referred to as a **Standard Applicant**.

The entry requirements for Standard Applicants are set out in **Section 5.1** and Table 1 below. They are also available on our website ([www.lsbm.ac.uk/courses](http://www.lsbm.ac.uk/courses)) and, for 3-year and 2-year undergraduate degrees, on the UCAS course pages.

We subscribe to the UK National Recognition Information Centre (UK NARIC) and use their online database to assess whether a non-UK qualification is equivalent to a UK qualification.

Standard Applicants may apply before they have obtained their qualification(s), provided that when an application is made the qualification(s) will be expected to be obtained prior to the enrolment date for the course.

Applicants who do **not** meet the entry requirements set out in **Section 5.1** and Table 1 below may be eligible for admission as a **Non-Standard Applicant**.

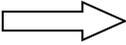
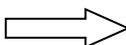
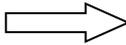
The entry requirements for a Standard Applicant and the requirements for a Non-Standard Applicant are set out below.

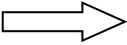
### 5.1 Entry Requirements: Standard Applicant

Applicants are normally admitted onto a degree on the basis of their previous qualifications which meet the entry requirements set out in Table 1 below. Within this Admissions Policy, such an applicant is referred to as a **Standard Applicant**.

Additional requirements for international applicants who require a Tier 4 (General) student visa to study in the UK (i.e. for applicants who are not from the UK, the European Union (EU) or the European Economic Area (EEA)) are set out at **Section 5.4** below.

**Table 1: Entry requirements for a Standard Applicant**

Level of Course on Entry	Course	Level of Course on Completion	Entry requirements for a Standard Applicant
Level 0 	BA/LLB [4-year undergraduate degree which incorporates a Level 0 Foundation Year]	Level 6	<p>5 Ofqual-accredited GCSEs at Grade C or above (or Grade 4 or above under the new grading system)</p> <p>Applicants are required to satisfy the English Language requirements as set out in <b>Section 5.1.2</b> below</p> <p>Applicants for the Accounting degree are required to satisfy the Mathematics requirements as set out in <b>Section 5.1.3</b> below</p> <p>Applicants must have completed Year 11 (Key Stage 4) Secondary School, or equivalent, at least 2 years prior to the start of the course</p>
Level 4 	BA/BSc/LLB [3-year or 2-year undergraduate degree]	Level 6	<p>Ofqual-accredited A-Levels, or equivalent Level 3 qualifications</p> <p>Applicants are required to satisfy the English Language requirements as set out in <b>Section 5.1.2</b> below</p> <p>Applicants for the Accounting degree are required to satisfy the Mathematics requirements as set out in <b>Section 5.1.3</b> below</p> <p>Applicants for the 2-year degree will be required to pass an interview with an Academic Tutor</p>
Level 6 	BA (Top-up) [1-year undergraduate degree]	Level 6	<p>HND in a relevant discipline, or equivalent Level 5 qualification</p> <p>External applicants are required to pass an interview with an Academic Tutor</p>
Level 7 	LLM/MBA	Level 7	<p>Undergraduate UK degree (minimum Second Class Honours), or equivalent Level 6 qualification</p> <p>Applicants are required to pass an interview with an Academic Tutor</p>
Level 7 	Executive MBA	Level 7	<p>Undergraduate UK degree (minimum Second Class Honours) or equivalent Level 6 qualification</p> <p>2-years' relevant managerial/supervisory work experience</p> <p>Applicants are required to pass an interview with an Academic Tutor</p>

Level of Course on Entry	Course	Level of Course on Completion	Entry requirements for a Standard Applicant
Level 7	 Executive MBA Top-up	Level 7	Postgraduate Diploma (120 credits) in a relevant discipline, or equivalent Level 6 qualification  2-years' relevant managerial/supervisory work experience  Applicants are required to pass an interview with an Academic Tutor

### 5.1.1 Equivalent qualifications: 4-year undergraduate degrees which incorporate a Level 0 Foundation Year

The entry requirements for a Standard Applicant are 5 Ofqual-accredited GCSEs at Grade C or above (or Grade 4 or above under the new grading system).

The following qualifications meet the entry requirements (i.e. they are deemed to be equivalent qualifications):

- The applicant has a qualification or qualifications that is/are published in Section 1 of the UCAS Tariff Table 2017 (UK Benchmark Qualifications) and which has/have UCAS Tariff Points of 32 or higher
- The applicant has a qualification at Level 4 or higher (minimum 60 credits), awarded by a UK body with degree awarding powers
- The applicant has an overseas qualification that is recognised by UK NARIC as being at least equivalent to:
  - 5 Ofqual-accredited GCSEs at Grade C or above (or Grade 4 or above under the new grading system); or
  - A qualification or qualifications that is/are published in Section 1 of the UCAS Tariff Table 2017 (UK Benchmark Qualifications) and which has/have UCAS Tariff Points of 32 or higher; or
  - A qualification at Level 4 or higher (minimum 60 credits), awarded by a UK body with degree awarding powers

Our Quality Assurance and Enhancement Committee may approve other qualifications that are deemed to meet the entry requirements (i.e. they are considered to be equivalent qualifications). Any additional qualifications that are deemed to meet the entry requirements shall be published on our website.

### 5.1.2 English language

For all our undergraduate degrees (excluding the Top-up degrees), applicants must have an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system), or an equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a QAA-recognised Access to Higher Education Diploma; or

- The applicant has the Cambridge IGCSE in English Language at Grade C or above (if taken as a first language) or Grade B or above (if taken as a second language); or
- The applicant has a European Baccalaureate with English as a first language; or
- The applicant has an International Baccalaureate with English as a first language at HL4 or SL5; or
- The applicant has a qualification issued by an awarding body established in a majority English-speaking country (as defined by the UK Visas and Immigration), that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant has an Academic IELTS at the minimum score level as set out in **Section 5.4** below, or an equivalent Secure English Test; or
- The applicant passes the LSBM English Language Assessment (an online English Language test taken on-campus at LSBM, and face-to-face interview with an Academic Tutor)

### **5.1.3 Mathematics**

For all our undergraduate Accounting degrees (excluding the Top-up degree), applicants must have an Ofqual-accredited GCSE Mathematics at Grade C or above (or Grade 4 or above under the new grading system), or equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a qualification that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant passes the LSBM Numeracy Assessment (an online numeracy test taken on-campus at LSBM)

### **5.1.4 Interview with an Academic Tutor: 2-year accelerated degrees, Top-up degrees and Masters' degrees**

All applicants for a 2-year accelerated degree or a Master's degree, and external applicants for a Top-up degree, will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course, their familiarity with the subject matter and their potential to succeed on the course.

The interview may be held face-to-face, electronically or by telephone.

## **5.2 Entry Requirements: Non-Standard Applicant**

Applicants who do **not** meet the entry requirements set out in **Section 5.1** above may be eligible for admission as a **Non-Standard Applicant**.

The entry requirements for a Non-Standard Applicant are set out below in **Sections 5.2.1 to 5.2.4**.

Additional requirements for international applicants who require a Tier 4 (General) student visa to study in the UK (i.e. for applicants who are not from the UK, the European Union (EU) or the European Economic Area (EEA)) are set out at **Section 5.4** below.

### **5.2.1 4-year undergraduate degrees which incorporate a Level 0 Foundation Year**

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a 4-year undergraduate degree which incorporates a Level 0 Foundation Year, a Non-Standard Applicant must have completed Year 11 (Key Stage 4) Secondary School, or equivalent, at least 2 years prior to the start of the course.

#### ***English language***

For all our 4-year degrees, applicants must have an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system), or an equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has the Cambridge IGCSE in English Language at Grade C or above (if taken as a first language) or Grade B or above (if taken as a second language); or
- The applicant has a European Baccalaureate with English as a first language; or
- The applicant has an International Baccalaureate with English as a first language at HL4 or SL5; or
- The applicant has a qualification issued by an awarding body established in a majority English-speaking country (as defined by the UK Visas and Immigration), that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant has an Academic IELTS at the minimum score level as set out in **Section 5.4** below, or an equivalent Secure English Test; or
- The applicant passes the LSBM English Language Assessment (an online English Language test taken on-campus at LSBM, and face-to-face interview with an Academic Tutor)

#### ***Mathematics***

For all our 4-year Accounting degree, applicants must have an Ofqual-accredited GCSE Mathematics at Grade C or above (or Grade 4 or above under the new grading system), or equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a qualification that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant passes the LSBM Numeracy Assessment (an online numeracy test taken on-campus at LSBM)

### 5.2.2 3-year and 2-year undergraduate degrees

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a 3-year or 2-year undergraduate degree, a Non-Standard Applicant must have a Level 3 qualification.

A Non-Standard Applicant will be required to demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the potential to succeed on the course.

All Non-Standard Applicants will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course, their familiarity with the subject matter and their potential to succeed on the course.

The interview will be held face-to-face, electronically or by telephone.

#### ***English language***

For all our 3-year and 2-year degrees, applicants must have an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system), or an equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has the Cambridge IGCSE in English Language at Grade C or above (if taken as a first language) or Grade B or above (if taken as a second language); or
- The applicant has a European Baccalaureate with English as a first language; or
- The applicant has an International Baccalaureate with English as a first language at HL4 or SL5; or
- The applicant has a qualification issued by an awarding body established in a majority English-speaking country (as defined by the UK Visas and Immigration), that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant has an Academic IELTS at the minimum score level as set out in **Section 5.4** below, or an equivalent Secure English Test; or
- The applicant passes the LSBM English Language Assessment (an online English Language test taken on-campus at LSBM, and face-to-face interview with an Academic Tutor)

#### ***Mathematics***

For all our 3-year and 2-year Accounting degrees, applicants must have an Ofqual-accredited GCSE Mathematics at Grade C or above (or Grade 4 or above under the new grading system), or equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a qualification that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant passes the LSBM Numeracy Assessment (an online numeracy test taken on-campus at LSBM)

### **5.2.3 1-year Top-up undergraduate degrees**

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a 1-year Top-up undergraduate degree, a Non-Standard Applicant must have a Level 5 qualification.

A Non-Standard Applicant will be required to demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the potential to succeed on the course.

All Non-Standard Applicants will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course, their familiarity with the subject matter and their potential to succeed on the course.

The interview will be held face-to-face, electronically or by telephone.

### **5.2.4 Postgraduate degrees**

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a postgraduate degree, a Non-Standard Applicant must have a Level 6 qualification.

A Non-Standard Applicant will be required to demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the ability to succeed on the course.

All Non-Standard Applicants will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course, their familiarity with the subject matter and their potential to succeed on the course.

The interview will be held face-to-face, electronically or by telephone.

## **5.3 Minimum age**

Applicants who will be under 18 years of age on the advertised start date of the course, will only be eligible for entry onto the course as a Standard Applicant under **Section 5.1** above (i.e. such an applicant will not be eligible for entry as a Non-Standard Applicant under **Section 5.2** above).

Applicants who will be under 18 years of age on the advertised start date of the course will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's academic maturity, commitment to the course, their familiarity with the subject matter and their potential to succeed on the course.

The interview will be held face-to-face.

This section should be read in conjunction with our **Safeguarding Policy** which is available on our website: [www.lsbm.ac.uk/c-all-policies](http://www.lsbm.ac.uk/c-all-policies).

## 5.4 Additional requirements for international applicants

There are additional requirements for international applicants who require a Tier 4 (General) student visa to study in the UK (i.e. for applicants who are not from the UK, the European Union (EU) or the European Economic Area (EEA)). These additional requirements are in place to enable us to make a decision about issuing a Confirmation of Acceptance for Studies (CAS) which international applicants require before they can apply to the UK Home Office for a Tier 4 (General) student visa. These additional requirements, which may be amended to ensure our full compliance with the UK Home Office requirements, include the following:

- A copy of the applicant's passport and details of all visits to the UK
- Proof of English Language competence for non-native English speaking applicants:
  - 4-year undergraduate degrees which incorporate a Level 0 Foundation Year – Academic IELTS score of 5.5 (with a minimum score of 5.0 in each skill) or equivalent
  - 3-year, 2-year and Top-up undergraduate degrees – Academic IELTS score of 6.0 (with a minimum score of 5.5 in each skill) or equivalent
  - Postgraduate MBA degree – Academic IELTS score of 6.5 (with a minimum score of 5.5 in each skill) or equivalent
  - Postgraduate LLM degree – Academic IELTS score of 6.5 (with a minimum score of 6.0 in each skill) or equivalent
- To further assess an international applicant's English Language competence, we reserve the right to conduct an interview which may be held face-to-face, electronically or by telephone
- For any qualifications that are not in English, certified transcripts in translation may be required (i.e. the transcript must be certified by a professional translator/body as being a true translated copy (in English) of the original transcript)
- Proof that the applicant has sufficient finances to cover course fees and living expenses (we require a copy of the applicant's most recent bank statements in accordance with UK Visas and Immigration (UKVI) requirements)

Upon enrolment, international students are required to provide us with proof of their UK address.

Full details are available on our website: [www.lsbm.ac.uk/international-students](http://www.lsbm.ac.uk/international-students).

Guidance on the issuing of a CAS and how to apply for a Tier 4 (General) student visa can be obtained from our International Office by emailing [international@lsbm.ac.uk](mailto:international@lsbm.ac.uk) or telephoning 020 7078 8790 [International: +44 20 7078 8790].

## 6. Admissions process

Guidance on how to make an application is found in **Section 6.3** below.

For applicants who apply through our online application system, all correspondence will be sent to the applicant through our online Self Service Centre and by email. For applicants who apply through UCAS,

all correspondence will be sent to the applicant through UCAS Track and by email. If these methods of communication are not suitable for the applicant, our Admissions Department can provide an alternative method. The applicant should email [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk) or telephone 020 7078 8790 [International: +44 20 7078 8790], for details of alternative methods.

The first assessment of the application will determine whether the applicant has met the entry requirements for the course and can therefore be dealt with as a Standard Applicant in accordance with **Section 5.1** above.

If an applicant does not meet these entry requirements, the second assessment will determine whether the applicant can be dealt with as a Non-Standard Applicant in accordance with **Section 5.2** above.

Undergraduate applications that are received through UCAS 'on time' (in accordance with UCAS application cycle deadlines) are guaranteed equal consideration.

## 6.1 Accreditation of Prior Learning

We accept applications for admission with academic credit based either on prior certificated learning or prior experiential learning (APCL/APEL). We are required to comply with the University of Northampton's procedures. Any applicant seeking admission with academic credit will be provided with details of the procedures current at the time of their application. Applications are sent to the University of Northampton for a final decision.

Guidance on the current procedures for admission with academic credit can be obtained from our Admissions Department by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk) or telephoning 020 7078 8790 [International: +44 20 7078 8790].

## 6.2 Equality, diversity and inclusion

We are committed to admissions practices which positively promote equality, diversity, inclusion and fairness. We do not discriminate directly or indirectly against an applicant. In exercising our decision-making powers, we are not influenced by an applicant's characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

We have a responsibility to ensure that those with a disability, specific learning difficulty or long-term health condition are not prevented from benefitting from educational opportunities. We welcome applications from applicants with a disability, specific learning difficulty or long-term health condition. Applicants are encouraged to disclose a disability, specific learning difficulty or long-term health condition at the application stage to enable us to make any necessary 'reasonable adjustments' prior to the applicant starting the course. We are committed to going beyond a strict legal application of the 'reasonable adjustments' test.

An applicant with a disability, specific learning difficulty or long-term health condition is protected by the Equality Act 2010. Disclosing a disability, specific learning difficulty or long-term health condition does not impact on the **academic** decision about whether to make the applicant an offer. Applications are judged on their academic merits and an applicant's potential ability to meet the requirements for the course. A disability, specific learning difficulty or long-term health condition will therefore not affect any decision made on academic grounds.

If an applicant has disclosed a disability, specific learning difficulty or long-term health condition, and if an offer is made based on academic merit, details will be forwarded to our Disability Team who will contact the applicant in order to discuss the support we can provide. In very rare situations there may be elements of the course that cannot be delivered even with reasonable adjustments. In these situations, our Disability Team will discuss the options with the applicant.

The Disability Team can be contacted by emailing [disability@lsbm.ac.uk](mailto:disability@lsbm.ac.uk) or telephoning 020 7078 8840 [International: +44 20 7078 8840].

## 6.3 Making an application

Applications for undergraduate courses should be made either through UCAS, using institution code L73, or direct through our online application system: [www.lsbm.ac.uk/apply-now](http://www.lsbm.ac.uk/apply-now).

Applications for postgraduate courses should be made direct through our online application system: [www.lsbm.ac.uk/apply-now](http://www.lsbm.ac.uk/apply-now).

Applications that are made direct through our online application system will only be considered for an offer once we receive a fully completed online application form.

The following documentation is also required prior to the advertised start of the course:

- Evidence of qualifications (e.g. qualification certificates and transcripts) and/or prior experience - the applicant will be required to upload this evidence to our online Self Service Centre
- One reference from a person who can comment on the applicant's suitability to be admitted onto the course (e.g. an academic or an employer)

When applying through our direct online application system, the applicant will be required to provide details of their referee. We will email the applicant's referee to request a reference.

## 7. Offer and acceptance

Applying the entry requirements set out in **Section 5** above, if an application is approved the applicant will be made an offer. The offer may be conditional or unconditional.

### 7.1 Conditional offer

A conditional offer will be made if an applicant is required to satisfy specified requirements before enrolling on the course (e.g. the submission of academic certificates and transcripts; proof of funding). If a conditional offer is made, the conditions will be clearly set out together with any deadline for satisfying the conditions.

Some applicants, at the discretion of the Deputy Academic Principal, will be accepted to enrol on the course with a specific English Monitoring and Improvement Study Plan (EMISP) in place alongside their studies. An EMISP would be determined and communicated to the applicant in advance by our Centre for Academic Support and Enhancement (CASE). An EMISP is designed to develop students' study skills alongside their course.

### 7.2 Unconditional offer

An unconditional offer will be made if an applicant has satisfied all our requirements at the time the offer is made.

#### 7.2.1 Unconditional Offer Scheme

We also operate an Unconditional Offer Scheme for UK and EU applicants who apply to start an undergraduate BA (Hons) Business Management or LLB (Hons) Law. This Scheme, which is for our most academically gifted undergraduate applicants, targets those with evidence of exceptional

performance in their schooling to date. Eligible applicants may be made an unconditional offer on the basis of exceptional performance in their previous qualifications, without the need for their final exam results. Eligible applicants must be taking A-levels, BTECs or IB (or a combination of these).

Offers made under the Unconditional Offer Scheme will apply to applicants predicted to get at least 120 UCAS Tariff Points from A-levels, BTECs or IB (or a combination of these).

We will ensure that the Unconditional Offer Scheme operates effectively and promotes efficacy in relation to the students admitted under its provisions. The Head of Admissions (who is based within the Registry Division) will present a report to our Senior Management and Leadership Team (SMLT) and Academic Committee setting out a commentary on each applicant to whom an offer has been made under this Unconditional Offer Scheme, and whether such an offer has been accepted. A further report will be presented to the SMLT and Academic Committee at the end of the academic year showing the performance of students who were admitted under the Unconditional Offer Scheme. On the basis of this report, the Academic Committee may amend or withdraw the Unconditional Offer Scheme.

Further information about the Unconditional Offer Scheme can be obtained from our Admissions Department by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk) or telephoning 020 7078 8790 [International: +44 20 7078 8790].

### 7.3 Accepting an offer

An applicant who has applied through UCAS for one of our undergraduate courses and who has been made a conditional or unconditional offer of a place can accept the offer through UCAS Track. An applicant who has applied directly through our online application system can accept an offer through our online Self Service Centre.

If an applicant accepts a conditional offer, the applicant's place is only confirmed once all conditions have been satisfied. If the conditions are not satisfied by any deadline which is set out in the applicant's offer, the conditional offer (and any acceptance) will be automatically withdrawn.

### 7.4 False, inaccurate or misleading information

Applicants are required to confirm that all information provided on our online application form or the UCAS application form is true, complete and accurate and that none of the information requested or other material information has been omitted. An omission will include a failure to disclose courses and qualifications that have been taken but not completed. If an applicant supplies any false, inaccurate or misleading information, we reserve the right to: (i) cancel an application; (ii) withdraw any offer of a place; or (iii) withdraw the applicant from the course if the applicant has started the course.

If an international applicant supplies any false, inaccurate or misleading information to the UK Home Office to support an application for a Tier 4 (General) student visa, we reserve the right to cancel an application and/or withdraw any offer of a place.

For information relating to any applicable tuition fee charges and refunds, see our current **Terms and Conditions** (see **Section 7.5** below).

### 7.5 Terms and conditions

An applicant who accepts an offer of a place on one of our courses is required to agree to our current **Terms and Conditions**. They are available on our website: [www.lsbm.ac.uk/c-all-policies](http://www.lsbm.ac.uk/c-all-policies). They can also be obtained from our Admissions Department in hard copy by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk) or telephoning 020 7078 8790 [International: +44 20 7078 8790].

## **7.6 Deferral**

If an applicant has accepted the offer of a place on one of our courses, the applicant can request a deferral for a maximum period of 12 months. This 12-month period starts from the date of the original advertised start date for the course, as per the original offer. The applicant will be liable to pay the tuition fees which prevail at the date the applicant actually starts the course.

A request to make a deferral should be made in writing by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk).

## **7.7 Withdrawal of a course**

Any offer made to an applicant is subject to the recruitment of sufficient student numbers to make delivery of the course viable from an educational perspective. The minimum number of students for all our courses is set at 12.

If this minimum number of students has not been recruited we have the right to withdraw a course (even after an applicant has accepted an offer and (if applicable) paid a Tuition Fee Deposit), provided the applicant is notified no later than 56 calendar days prior to the course's published start date.

In these circumstances, we will refund all tuition fees paid. We will accept no responsibility for any other losses which an applicant might incur.

We will seek to make an applicant an offer for an alternative course.

## **7.8 Our right to change the awarding body**

Provided an applicant is notified no later than 56 calendar days prior to the course's published start date, we are entitled to substitute an alternative awarding body of similar standing in place of the University of Northampton for any of our courses. In these circumstances, the applicant will be entitled to cancel the contract within 14 calendar days of the date we inform the applicant of this change and we will refund all tuition fees paid. The applicant is required to make such cancellation in writing, by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk).

## **7.9 Our right to make changes to course content and structure**

We are entitled to make changes to the published course content or structure. Applicants will be informed of any significant changes to the published course content or structure no later than 56 calendar days prior to the course's published start date. In these circumstances, an applicant will be entitled to cancel the contract within 14 calendar days of the date we inform the applicant of any significant changes and we will refund all tuition fees paid. The applicant is required to make such cancellation in writing, by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk).

## **8. Criminal convictions**

We have a duty of care to all our students and staff. We will use the information declared relating to criminal convictions to ensure we fulfil our responsibilities and obligations for the safeguarding of staff and students.

Applicants are required to disclose unspent "relevant" criminal convictions on the UCAS form or through our online application system. A relevant conviction is defined as: (i) offences against the person, whether of a violent or sexual nature; and (ii) offences involving the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Convictions that are spent, as defined by the Rehabilitation of Offenders Act 1974, are not considered to be relevant.

An unspent “relevant criminal” conviction will not necessarily exclude an applicant from being offered a place on one of our courses. However, we will need to assess an applicant with an unspent relevant criminal conviction in order to ensure our staff, our students and the applicant will not be put at risk if the applicant is admitted onto one of our courses.

Consequently, once a criminal record has been disclosed to us by an applicant in the admissions process, the application will initially be considered in the normal way alongside all other applications. The criminal record will only be considered if the applicant would normally otherwise be eligible to join LSBM as a result of meeting the necessary entrance criteria. If this proves to be the case, then the Head of Admissions will undertake a review. The Head of Admissions will consult with the Academic Registrar, as appropriate. In some cases, the Head of Admissions will then go on to seek further background information on circumstances surrounding the criminal record, with particular consideration to any or all of the following:

- Whether the criminal record or other matter revealed is relevant to the course on offer (including any internship placements)
- The seriousness of any offences
- The number of any offences
- Whether the offences show a pattern of behaviour that seems to be recurrent and ongoing
- Whether the offences involve violence or threats of violence
- Whether the circumstances surrounding the offences were unique
- Whether the applicant’s circumstances have now changed
- What evidence the applicant produces to support the view that the applicant is unlikely to offend again

The Head of Admissions may require the applicant to provide information from other third parties who may have a view on the above matters. The third parties may include probation officers and others who are familiar with the applicant or who are professionally or personally involved in the rehabilitation of the applicant.

The Head of Admissions will make the final decision regarding admission and, in so doing, will aim to ensure that there is consistency in treatment of all LSBM applicants.

This section should be read in conjunction with the document: **Policy and Procedures relating to Student Criminal Convictions**. It is available on our website: [www.lsbm.ac.uk/c-all-policies](http://www.lsbm.ac.uk/c-all-policies). It can also be obtained from our Admissions Department in hard copy by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk) or telephoning 020 7078 8790 [International: +44 20 7078 8790].

## 9. Confirmation of Acceptance for Studies (CAS)

We have been conferred Tier 4 Sponsor status by the UK Home Office and can therefore issue our international applicants with a Confirmation of Acceptance for Studies (CAS). The CAS is issued by our Registry Division.

See **Section 5.4** above for further information applicable to international applicants who require a Tier 4 (General) student visa to study in the UK.

Guidance on the issuing of a CAS and how to apply for a Tier 4 (General) student visa can be obtained from our International Office by emailing [international@lsbm.ac.uk](mailto:international@lsbm.ac.uk) or telephoning 020 7078 8790 [International: +44 20 7078 8790].

## 10. Data Protection

We will handle all data and information in compliance with our **Data Protection Policy** to ensure we safeguard an applicant's personal data. We may share applicant data with third parties directly involved in the admissions process, including:

- UCAS
- An applicant's referee
- Our academic partners
- An applicant's school/college/previous institution
- An applicant's agent
- The Student Loans Company (if applicable)
- The Higher Education Statistics Agency
- Hobsons PLC (our recruitment and admissions technology partner)

All parties privy to an applicant's information are required to maintain confidentiality at all times.

We hold all applicant and student data within a secure server. Although this server is owned by a third party, no one apart from our staff, or those with whom we have a binding contract, have access.

## 11. Enrolment

Full details of our enrolment procedures are provided to all applicants who accept an offer.

An applicant may be enrolled provisionally until there is full compliance with all requirements under this Admissions Policy and under our current **Terms and Conditions**. They are available on our website: [www.lsbm.ac.uk/c-all-policies](http://www.lsbm.ac.uk/c-all-policies). They can also be obtained from our Admissions Department in hard copy by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk) or telephoning 020 7078 8790 [International: +44 20 7078 8790].

### 11.1 Attendance Policy

Our **Attendance Policy** stipulates that students are required to attend all timetabled classes unless there are exceptional circumstances that prevent a student from attending a class.

Students register their arrival and departure at classes electronically using their Student ID Card. Students are required to fully participate with the system and as such, applicants are assumed to agree to this system when accepting their offer of a place on one of our courses.

Our **Attendance Policy** provides that if a student fails to engage with their course during the first 6 weeks of the course, we may withdraw the student from the course. If a student is only provisionally enrolled on the course, we may de-register the student.

For information relating to any applicable tuition fee charges and refunds if we withdraw a student from a course, see our current **Terms and Conditions** (see **Section 7.5** above).

Our **Attendance Policy** is available on our website: [www.lsbm.ac.uk/c-all-policies](http://www.lsbm.ac.uk/c-all-policies). It can also be obtained from our Admissions Department in hard copy by emailing [admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk) or telephoning 020 7078 8790 [International: +44 20 7078 8790].

## 12. Feedback and complaints

### 12.1 Feedback

Unsuccessful applicants may be invited to apply for an alternative course.

Feedback on individual applications will be provided on request. Requests should be sent to:

Head of Admissions  
London School of Business and Management  
7 Bedford Square  
London  
WC1B 3RA

[admissions@lsbm.ac.uk](mailto:admissions@lsbm.ac.uk)

Feedback will only be provided to the applicant and not to a third party, unless written permission has been provided by the applicant.

### 12.2 Complaints

Where an applicant believes there are valid reasons for complaining about how their application has been dealt with, the applicant can submit a written complaint to our Academic Registrar by letter or email to:

Academic Registrar  
London School of Business and Management  
7 Bedford Square  
London  
WC1B 3RA

[academic.registrar@lsbm.ac.uk](mailto:academic.registrar@lsbm.ac.uk)

The Academic Registrar will investigate the applicant's complaint and respond in writing within 21 calendar days of receipt of the written complaint. The Academic Registrar's decision is final. If appropriate, the complaint may be referred to the University of Northampton.

An applicant cannot complain or appeal against the outcome of a selection decision because this is a matter of academic judgment.

Our Student Complaints Procedure does not apply to applicants.

## 13. Related Policies and Procedures

- Access and Participation Statement
- Attendance Policy

- Data Protection Policy
- Disability Policy
- Equality, Diversity and Inclusion Policy
- Information Control Procedures
- Policy and Procedures relating to Student Criminal Convictions
- Safeguarding Policy
- Terms and Conditions

## **14. Review of the Admissions Policy**

This Admissions Policy will be reviewed annually by our Quality Assurance and Enhancement Committee. Any amendments require the approval of our Academic Committee.