



Higher Education Admissions Procedures

Admission requirements

All candidates must be able to satisfy the general admissions requirements for Ruskin College. These are:

- Candidates must attend an interview
- Candidates must demonstrate commitment to the ethos and vocation of Ruskin College
- Candidates must demonstrate the ability to benefit from study at this level, fulfil the learning outcomes of the programme and achieve the standard required for the award

Admissions Procedure

1. On enquiry a Prospectus and application form will be sent within a week. A record will be made of the enquirer's name and address, noting date of enquiry.
2. When an application is received this is acknowledged immediately. If an application form is not completed in full it will be returned to the applicant with the sections that need to be completed and/or expanded on highlighted. The applicant will be given two weeks to return the completed form.
3. Upon receipt of an application form it is sent to the relevant admissions administrator who will pass it on to the relevant Programme Co-ordinator or Admissions Tutor
4. A letter will be sent to the applicant normally within two weeks of receipt of the completed application which will inform them whether they have an interview.
5. For Humanities and Social Science programmes and Law and Trade Union Studies programmes applicants will normally be offered a personal interview with two academic staff. In exceptional circumstances (e.g. overseas applicants) a telephone interview may be offered. Social Work

and Youth and Community Work applicants are required to attend a whole day interview which may include written tests, an individual interview with a panel, and group interviews.

6. Applicants invited for an interview will normally be given at least ten days notice of an interview date (unless they are offered the opportunity of filling in after a late cancellation). Applicants unable to make the original interview date offered and who wish to continue with their application will be offered another interview date as detailed above. When an applicant does not attend an interview and does not give a reason for not attending, their application will not be pursued.
7. Tutors conducting interviews will return the Interview Report to the relevant administrator no later than the second working day following the interviews. This report will contain clear recommendations.
8. A letter will be sent to the applicant within ten days of the interview informing them of the interviewer's decision. Successful applicants will be offered a conditional place. For all programmes the offer of a place will be conditional upon:
 - A satisfactory medical report
 - Two satisfactory references
 - Sitting a literacy test (not applicable to MA or Social Work applicants). Applicants who already hold the equivalent of GCSE English (Grades A* - C) or A or AS level English Language, English Literature, or English Language and Literature (Grades A – E) will not be required to sit a literacy test.
 - Passing the probationary first term (see Probationary First Term Policy)
 - Having tuition fee funding and maintenance funding (for residential students). Information on the Adult Education Bursary will be sent to eligible applicants as soon as it is available. Information on how to apply for funding available through Student Finance England will be included in the offer letter.
 - Applicants may have additional conditions added to their offer as appropriate, for example attending one or more short courses.
 - For International learners, demonstrating that their communication skills in English are to a minimum level of IELTS 6.0 or TOEFL 550 – 600 and that previous qualifications gained can be equated to a United Kingdom qualification.
 - International learners will need to ensure that they have been granted a Tier 4 visa that allows them to study for the duration of the course. International learners, once offered a conditional place, will be issued with a Confirmation of Acceptance of Studies (CAS) number. This will need to be presented when applying for a visa. International learners are responsible for ensuring they apply for the correct visa and produce

the evidence (including having monies in their account) as required by the UKBA.

9. On receipt of the medical report by the College Medical Adviser a form will be forwarded by him to the Academic Registrar recommending whether or not the applicant should be admitted. The Medical Adviser may recommend admission, or monitoring during the probationary term, or a postponed admission date (subject to a satisfactory report at that time) or no admission on health grounds.
10. The Academic Registry will send out detailed Joining Instructions, normally about four weeks before the start of the programme.

Admission Appeals procedure

Applicants who wish to complain about any decision made during the admissions and enrolment process should contact the Academic Registrar within one month of receipt of the relevant College letter or email. If the Academic Registrar is unable to resolve the matter to the applicant's satisfaction within two weeks of receipt of the complaint, the matter will be dealt with under the College's complaints procedure.