



Admissions Procedure for Long Courses

1. Once the College has received your completed Application Form (either hard copy or online application) we will contact you by email to let you know. If you do not hear from the College saying that we have received your application within two weeks please contact 01865 759600 or enquiries@ruskin.ac.uk.
2. If you post in an Application Form please ensure that you attach the correct postage. Not attaching the correct postage can mean that the processing of your application form is delayed by up to four weeks.
3. Once received, your application will be checked to make sure it has been completed in full. Incomplete applications will be returned.
4. Your Application Form will then be passed onto the Programme Coordinator for the course you have applied for. They will review your application.
5. The programme Coordinator will decide if they would like to invite you in for an interview. If you are asked to come in for an interview you must attend. Places are not offered to applicants who have not attended an interview. In rare circumstances the College may allow you to take part in a phone interview (if you are an overseas student for example). You will not be able to take part in a phone interview if you are applying for a place on the Social Work or Community Development and Youth Work courses.
6. If you are not asked in for an interview you will be sent a letter offering advice on what you should do next. For example, you may be advised to attend some preparatory short courses, complete an Access Course or carryout some work experience.
7. You will usually be given at least five days' notice if you are to be asked in for an interview. If you are unable to attend, please inform the College as soon as possible. Failure to do so may affect your application and you may not be offered an alternative date.
8. Social Work or Community Development and Youth Work interviews usually take all day. You will be required to take part in a series of interviews (on your own and in a group) and take part in a number of tests, including a free writing assessment. If you are asked in for one of these interviews you will be told clearly what you will be expected to do during the day prior to the interview. After you interview you

will be told when you will be informed of the decision. This may be a couple of weeks later.

9. All other course interviews (not Social Work or Community Development and Youth Work) usually take 30-45 minutes. During these interviews you will be asked a series of questions about why you want to return to study, why you are interested in the subject you have applied for, what you have studied previously, your interests, any difficulties you may have with returning to study and what your aspirations are after you have finished studying at Ruskin. Unless your interview is for an MA course you will be required to carry out a free writing assessment. You will be informed within a week of your interview of the decision.

10. All interviews will give you the opportunity to ask any questions that you may have.

11. For all courses, if you have not been offered a place after your interview you will normally be advised on what you should do next so that you can re-apply to the College at a later date.

12. All offers made (any course) will be conditional upon you providing evidence that you have made arrangements for financial support (**your fees need to be in place or confirmed at enrolment otherwise you will not be allowed to enrol**) and will also be subject to the College receiving:

- One satisfactory reference
- Health Check for Social Work, Community Development and Youth Work students and students who wish to live at Ruskin College
- Satisfactory enhanced DBS check (for Social Work, Youth and Community Work, and Writing for Performance, where applicable)

13. The College may impose additional conditions such as attending a short course or passing an Access to HE Diploma if you are currently studying on one.

14. Joining Instructions will be sent to you during the summer. It is extremely important that you return these completed to the College as soon as possible.

15. Students who have not fulfilled the offer conditions and have not returned their joining instructions will not be allowed to enrol on their course in October.

16. [College Admission Policy](#)