

A2: ADMISSION

INTRODUCTION

The entry requirements for each course of the University are defined in terms of stated qualifications or their equivalents, and are intended to facilitate assessment of the candidate's ability to meet the demands of the course. Where Recognition of Prior Learning is permitted as a route for entry, responsibility rests with the applicant for making the claim to relevant knowledge and skills and also for supporting the claim with appropriate evidence. The University may require an applicant to submit to an entrance assessment. Admission to an appropriate point in a course may be permitted where evidence exists that an applicant has fulfilled particular progression requirements of the course.

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REGULATION

1. PRINCIPLES OF ADMISSION

- 1.1 The principal academic criterion for determining a candidate's suitability for admission to a course within the University is that there is a reasonable expectation that he/she will be able to fulfil the learning outcomes of the course, meet any relevant professional, statutory or regulatory body requirements and achieve the standard required for the award.
- 1.2 The admissions policy of the University seeks to ensure equality of opportunity for all applicants.
- 1.3 All applicants shall be required to declare on his/her application form whether he/she is currently an enrolled student of the University or has previously been so. Failure to accurately complete the declaration may result in disciplinary action being taken in accordance with [Regulation A3, Section 2: Student Misconduct Procedure](#), and may result in termination of enrolment.

- 1.4 Admission to more than one course of the University shall be subject to the approval of the relevant School(s).

2. ENROLMENT

- 2.1 Each student of the University shall enrol at the time of initial admission to a course and re-enrol every twelve months during the period in which he/she undertakes the course*.

- 2.2 To be eligible to enrol every twelve months, a student shall have either:

- (i) complied with the requirements for student progress prescribed for his/her particular course and have received notification of permission to proceed to the subsequent stage of the course, or
- (ii) received notification of permission to re-attend the whole or part of the course for which he/she is enrolled.

- 2.3 A student who enrolls for a course of full-time or part-time study leading to an award of the University, or who enrolls for a course offered by the University but leading to an award of another body, shall be deemed to be an enrolled student of the University and shall receive an enrolment card.

- 2.4 As part of the enrolment procedure a student, including those designated as associate students, shall formally acknowledge that he/she accepts and will abide by the University Regulations.

3. ADMISSION REQUIREMENTS FOR UNDERGRADUATE COURSES

- 3.1 In addition to the requirements of [paragraph 1.1](#) of this Regulation, the minimum level of attainment normally required for entry to the start of courses leading to awards at first degree level shall be equivalent to passes in five subjects of the Scottish Qualifications Certificate of which three shall be at Higher grade, or in four subjects all at Higher grade. The equivalent GCE/GCSE requirement shall be two passes at Advanced level in the General Certificate of Education (GCE A level) supported by passes in three other subjects in the General Certificate of School Education (GCSE).

- 3.2 The minimum level of attainment normally required for entry to the start of a course leading to University awards of Certificate/Diploma of Higher Education shall be equivalent to passes in five subjects of the Scottish Qualifications Certificate of which two shall be at Higher Grade.

- 3.3 Prospective entrants may offer other patterns of passes equivalent to these levels of attainment. The University also accepts a variety of vocational, professional and other qualifications for entry purposes such as Scottish Qualifications Authority qualifications, EdExcel awards, SVQ/NVQ, Open University qualifications, access and foundation courses, international and overseas qualifications.

* Or such other period as agreed between the Course/Programme Management Team and the University's Student Administration Department

- 3.4 Some courses may require entrants to have reached a standard above the minimum level for entry in one or more specified subjects; candidates for entry should consult the entrance requirements for courses contained in the University prospectus.

English Language Proficiency

- 3.5 The language of instruction at the University is English and proficiency in speaking, listening to, reading and writing English is essential. Students whose first language is not English, or who originate from countries whose national language is not English, are additionally required to demonstrate English language proficiency to the standard required by the University and published on its website (www.rgu.ac.uk/elr) and, where appropriate, in accordance with current UK legislation.
- 3.6 Exceptionally, there may be a requirement for more stringent English language competency in some courses and this shall be set out in the relevant Course Specification.

4. ADMISSION REQUIREMENTS FOR TAUGHT POSTGRADUATE DEGREES

- 4.1 In addition to the requirements of [paragraph 1.1](#) of this Regulation, to be eligible for admission, an applicant shall normally possess either a relevant honours degree or any other qualification deemed by Academic Council to be acceptable for this purpose.

English Language Proficiency

- 4.2 The language of instruction at the University is English and proficiency in speaking, listening to, reading and writing English is essential. Students whose first language is not English, or who originate from countries whose national language is not English, are additionally required to demonstrate English language proficiency to the standard required by the University and published on its website (www.rgu.ac.uk/elr) and, where appropriate, in accordance with current UK legislation.
- 4.3 Exceptionally, there may be a requirement for more stringent English language competency in some courses and this shall be set out in the relevant Course Specification.

5. RECOGNITION OF PRIOR LEARNING (RPL)

- 5.1 The University recognises two types of prior learning - certificated (RPCL) and experiential (RPEL) - which may facilitate the following:
- (i) entry to the first stage of a course for which the applicant does not possess the necessary entry qualifications;
 - (ii) exemption from specific modules/elements of a course, e.g. the work placement;
 - (iii) advanced entry to a course.
- 5.2 (i) The Course/Programme Management Team, operating with delegated authority from Academic Council, must decide whether the candidate has achieved the learning outcomes associated with elements of their chosen course as a result of

their prior learning. It is the learning arising from the candidate's experience which should be accredited and not the experience itself. One exception to this rule is where candidates are seeking exemption from the work placement element of a course, in which case their prior work experience would be taken into consideration. Discussion at a meeting of a Course/Programme Management Team on any particular student case shall be reserved business.

- (ii) The simultaneous double counting of credit for the same module towards awards of the University shall not be permitted. Therefore, once credit has been counted towards one award of the University, it cannot be used towards another award of the University. In such circumstances where exemptions cannot be granted, alternative modules should be selected on the advice of the Course/Programme Management Team.

- 5.3 The requirements of the relevant professional body should be carefully considered by Course/Programme Management Teams. In particular, there may be restrictions on a candidate's entitlement to exemption from professionally-recognised courses.

Maximum Credit per RPL Claim that may be Approved by the Course/Programme Management Team

- 5.4 Credit per RPL Claim applies to both Recognition of Prior Certificated Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL). Any claim shall be subject to the approval of the Course/Programme Management Teams.

Intended Final Award's SCQF Credit Value	Maximum APCL/APEL Claim	SCQF Credits that must be achieved at the University
60	30	30
120	60	60
180	90	90
240	135, with only 15 credits permitted in the award-bearing stage	105
360	255, with only 15 credits permitted in the award-bearing stage	105
480	375, with only 15 credits permitted in the award-bearing stage	105

For both undergraduate and postgraduate awards exceptions to the minimum period of enrolment must be approved in advance by Academic Council or the Academic Development Committee on its behalf. Following such approval details must be clearly stated in the Course Specification.

Provision for RPL for Professional Doctorates shall be specified within the Course Specification.

5.5 Obligations

- (i) Responsibility for operating the RPL scheme rests with the appropriate School.
- (ii) The candidate is responsible for making the claim to have their prior learning accredited.
- (iii) Where candidates qualify for entry with advanced standing, they may gain exemption from the whole or part of a stage of study. Where candidates are exempt from specific modules as a result of their prior learning, this should be indicated on each student's record and reported at the appropriate Assessment Board. Candidates' portfolios of evidence should be made available for consideration by the External Examiners.

5.6 Determination of Final Award

For candidates who gain entry with advanced standing as a result of a successful claim to have their prior learning accredited the final award will be based on the remaining non-exempt part (refer also to [paragraph 5.4](#) of this Regulation).

5.7 Charging Arrangements

All candidates shall be entitled to an initial interview to discuss their claim for RPL. This interview will be provided free of charge and shall enable candidates to decide if they wish to proceed with making a full claim. If they do wish to proceed, they should be informed of any fee(s) they will be charged, details of which can be obtained from the University's Financial Services Department.

6. RE-ADMISSION

- 6.1 A student who elects to leave the course prior to the final stage and to accept the award appropriate to the part of the course which has been successfully completed shall be entitled to seek re-admission to the course at a later date. The terms of any such re-admission shall be at the discretion of the University, and specifically shall take account of any changes in the content of the course which have been made since the applicant's previous attendance. Where the course and/or modules have changed since the student exited then it might not be appropriate to carry module grades forward. Instead, such modules shall be recorded as credit transfer, i.e. 'CT'. Any such decisions shall be at the discretion of the Course/Programme Management Team.
- 6.2 Where such an applicant is re-admitted and subsequently satisfies the requirements for a higher level of award in the course concerned, he/she shall be eligible to receive the higher award only on agreeing to relinquish the lower level award previously accepted.