Admissions and Recognition of Prior Learning Policy and Procedures

Engineering College of Technology.

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1. Purpose and Principles

Scope

1.1. This *Admissions and Recognition of Prior Learning Policy and Procedures* provides a framework for the admission of students for all programmes of study at the Engineering College of Technology (ECT). The policy applies to all prospective students and members of ECT's higher education community who are involved in higher education admission and enrolment decisions, processes and procedures.

Commitment

1.2 Aligned to our vision for global reach in industry-focussed engineering education, ECT undertakes to administer an effective, supportive and fair admissions process that reflects our strategic commitment to equality and social justice.

Principles

1.3. ECT is committed to the following principles that underpin the *Admissions and Recognition of Prior Learning Policy and Procedures*:

- The admissions process effectively assesses the potential of candidates to succeed on their chosen programme of study and to achieve high-quality outcomes.
- Applicants are treated fairly and consistently and supported through the admissions process to make informed choices.
- Reasonable adjustments facilitate access to the admissions process for candidates with disabilities and/ or learning needs.
- Applicants are supported through transfers and the recognition of prior learning, where applicable;
- Alternative pathways are offered to applicants who do not meet the initial entry requirements, where appropriate;
- Admissions decisions draw on rigorous checks of candidate eligibility and are equitable, transparent, based on merit, and made in a timely manner;
- Admissions information on entry requirements, key dates and fees is accurate and accessible. Procedures are transparent, clearly communicated and consistently applied. Salient changes to advertised provision are promptly communicated to applicants with clear information on options and implications to facilitate applicant choices;
- Transparent and accessible procedures are in place on making an admissions appeal or complaint;
- Feedback on admissions and student progress once on programme are continuously monitored and reviewed to ensure effective entry criteria and processes;
- Admissions protocols reflect ECT's strategic commitments to equality and social justice, and adhere to good sector practice and regulator expectations, including the Office for Students Conditions of Registration and the UK Quality Code for Higher Education.

Equality, Diversity and Inclusion

1.4 ECT's commitment to access and participation is encapsulated in the core value of respect for "the individual, equality, diversity, inclusion, social justice and ethics".

1.5 In accordance with *ECT Strategic Plan UK 2024-2029* to encourage Excellence in Equality, Diversity, Inclusion and Social Justice (Goal 7), and aligned with its *Access and Participation Statement,* ECT supports the access, participation, success and progression of students from disadvantaged backgrounds and under-represented groups, with a specific focus on students from Black and Minority Ethnic (BME) groups, people with disabilities and women from all backgrounds in view of their under-representation in engineering occupations[1].

Applicants with Disabilities and/ or Learning Needs

1.6 ECT welcomes applicants with disabilities, health or other special needs and works to remove barriers to accessing the admissions process.

1.7 Applicants with disabilities, health or other special needs are considered on the same academic grounds as other prospective students, and are, additionally, encouraged to disclose any specific requirements that would support them in their learning. They are supported through the application process by an Admissions Officer who will also recommend reasonable adjustments and support appropriate to the candidate's specific needs.

1.8 Declared support requirements do not influence admissions decisions. However, if ECT is unable to meet additional support needs, or there is a perceived risk to the candidate not meeting stated learning outcomes or professional competencies on account of their disability, candidates will be advised.

1.9 Records of students' needs will be confidential, and only shared with consent, on a 'need-to-know' basis, to enable tailored support for the individual.

2. Entry Requirements and Conditions

General Criteria

2.1 The entry criteria for each higher education programme will be specified, as appropriate to the level and discipline area of the programme, in alignment with any accrediting bodies, and as approved by the Academic Board.

2.2 The minimum age requirement for all ECT's programmes is 18 years.

2.3 Applicants will not be able to enter a programme in its final year.

2.4 Candidates who satisfy the entry requirements are not automatically guaranteed a place on their chosen programme.

Specific Criteria

2.5 The specific entry requirements for a higher education programme may specify:

- Whether a prior award must meet a minimum level of achievement or have particular areas of study;
- Whether credit for prior learning may be available, and the general circumstances where credit may be offered;

[1] *ECT Strategic Plan UK 2024-2029; ECT Access and Participation Statement*

- Whether other qualifications are acceptable if the applicant does not fully meet the specified entry requirements (e.g. a candidate for a post-graduate programme does not have a degree);
- Whether work or other professional experience is required, or may be substituted for a formal qualification;
- Whether membership of a professional body is required;
- The proficiency level in English and Mathematics required.

Discretionary Criteria

2.6 Where demand for the programme from candidates who meet the minimum entry requirements exceeds the number of places, discretionary criteria may be applied. For example, weight may be given to an applicant's most recent and/or relevant previous qualification, study, and/or experience. Discretionary criteria will be determined by the Head of Engineering and be consistently applied. Additional documentation may be required from applicants.

English Language Proficiency

2.7 All applicants for whom English is not their first language are required to provide results from a recognised language test such as ESOL, IELTS, TOEFL iBT or equivalent. The evidence of English language proficiency should have been obtained within two years of commencement of the programmes. Admissions Officers will verify English language test results with the issuing body and check their recency.

2.8 The required level of English language proficiency will be detailed in the entry requirements for each programme.

2.9 The requisite level of English language proficiency (ELP) for entry into the Bachelor (Hons) degree can be evidenced through (but not limited to):

- GSCE: A minimum of grade 4/C in English Language or equivalent grade in an academic or technical certificate; or,
- A or AS Level: Grade D or above in English; or,
- International Baccalaureate Middle Years Programme: minimum grade 4–7 in English Language; or,
- ESOL (English for Speakers of Other Languages), Skills for Life (when all three components completed) – Level 1, required for entry into a Bachelor's degree; or,
- Pearson and Cambridge iGCSE: Grade C or above in English; or,
- A specified level of achievement in a recognised English language test, such as IELTS, Pearson PTE Academic, TOEFL, C1 Advanced and C2 proficiency, i.e. IELTS 6.0 overall, with a minimum of 5.5 in each component; or,
- A prior degree taught and assessed in English; or,
- Satisfactory completion of another programme offered by ECT in English, or by another higher education institution;
- The student is a national of a Majority English Speaking Country[2]; or
- Extensive educational history of having been taught and assessed in English[3].

2.10 For applicants for a Master's degree, the IETLS requirement is 6.5 overall, with no less than 6.0 in any component, in addition to meeting the stipulated requirements relating

[2] For a list of countries, see Student visa : Knowledge of English - GOV.UK
[3] For the most up-to-date list of acceptable English language qualifications, please consult the ECT website.

to having achieved an undergraduate degree (or equivalent) and any programme-specific requirements.

2.11 Applicants who do not meet the ELP requirements above will be assessed on a case-by-case basis and may be advised of English Language programmes that are open access or offered by other providers. Any costs associated with a third-party English language programme will be the responsibility of the student.

English Language Requirements for Visa

2.12 International students who require a visa (e.g. for completing practical work at the ECT campus), must meet the English language qualification requirements of the UK Visas and Immigration (UKVI) regulations. See Student visa : Knowledge of English - GOV.UK

International Qualifications

2.13 ECT welcomes applicants with a range of international qualifications. Independent guidelines, e.g. UK ENIC, will be applied in determining equivalence.

Disclosure of Criminal Records

2.14 Having a criminal record does not necessarily preclude an individual from applying for one of ECT's programmes. Applicants are expected to disclose any spent, unspent or new criminal charges, convictions or pending investigations during the admissions process to enable ECT to discharge its duty in relation to safeguarding of their staff and students.

2.15 Applicants may be advised that a criminal conviction can impact their registration with relevant professional bodies.

2.16 All information and documents an applicant provides relating to criminal records will be treated confidentially and in accordance with ECT's *Data Protection Policy and Procedures*. Access to the information and documents will be restricted to the Student Experience Manager and ECT staff who need access for performing their duties.

2.17 Enrolled students should, equally, inform ECT of any new convictions, cautions, reprimands, warnings, pending investigations or charges since their last declaration. Failure to disclose relevant information, could result in the withdrawal of the offer of enrolment or withdrawal from the programme.

3. Advice and Guidance to Applicants

3.1 Course Advisors and Admissions Officers will provide advice and guidance to assist prospective students to make informed decisions on selecting an appropriate programme based on their learning and career goals, as well as their previous formal education.

- They will advise applicants with previous relevant learning and/or work experience of the possibility of gaining recognition for these achievements, which may allow them entry into a programme with advance credit, which may reduce the programme duration (See Section 4);

- They will advise applicants who do not initially meet stipulated requirements on alternative programmes offered by ECT, or alternative open-source programmes, for example, for improving their proficiency in mathematics and English;
- They will provide applicants with information on programme fees, payment options and scholarships provided by ECT. They will assist them to access information on the financial support provided by the Student Loans Company, and other grants and bursaries that are aimed at students from Black and Minority Ethnic (BME) groups, disadvantaged backgrounds and other under-represented groups, such as women and people with disabilities;
- They will advise applicants on any requirements and/ or accreditations of professional, statutory and regulatory bodies, as applicable to their chosen programme;
- They will explain and guide applicants through the online application process.

4. Credit and Recognition of Prior Learning

4.1 ECT enables the assessment and granting of credit for prior learning that contributes to the satisfactory completion of entry and/or award requirements for students undertaking its higher education programmes. The granting of credit may enable students to transfer between programmes and reduce the timeframe for completion of the overall qualification.

4.2 Credit may be granted as specified credit, block credit, and advanced standing. ECT may grant credit for two broad categories of prior learning: formal certificated learning and the more informally acquired experiential learning.

4.3 ECT's recognition of prior learning (RPL) processes seek to maintain the integrity of higher education programmes and to protecting award standards. Admission to a programme offered by ECT is based on merit within approved criteria. An applicant who is eligible for credit is not guaranteed an offer of a place on a programme.

4.4 Credit will only be granted if:

- It maintains ECT's standards and has regard for the requirements of this policy, and the specific programme and/or entry requirements.
- Students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification.
- The integrity of the course of study and the qualification are maintained.

Credit Transfer / Prior Certificated Learning

4.5 Credit may be granted for learning acquired through a formal learning process, such as the successful completion of (or part of) a programme at another recognised educational institution.

4.6 Applicants seeking credit for certificated learning will be required to complete and submit the necessary application form, as well as certified evidence of successful completion of the formal module/programme. Credit may be granted for formal study undertaken at ECT, other recognised tertiary and higher education institutions in the UK or other countries.

4.7 The credit transfer process involves:

- Mapping, comparing and evaluating the extent to which the learning outcomes, discipline content, duration and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content, duration and assessment requirements of the individual components of an ECT qualification, as well as the currency;
- Confirming the currency of the certificated learning (see paragraphs 4.12, 4.13);
- Making a judgment about the credit(s) to be assigned between the matched components of the two qualifications.

4.8 Students receiving credit on the basis of credit transfer agreements should receive the same form and amount of credits as set out in the formal ECT records, providing they can provide the relevant official evidence. However, the total number of credits will vary from individual to individual, based on which qualification(s) or combinations of qualification components have been successfully completed.

4.9 Credit transfer will not be recognised under the following conditions:

- Credit will not be granted for entry or modules where the level of achievement is a “Compensated Pass” or lower;
- Work/life experience and other forms of experiential learning cannot be considered for granting credits towards a postgraduate programme;
- Credit may not be granted for studies that are not at the correct level of the FHEQ, i.e. levels 4 to 7;
- Credit will not be granted towards a thesis or alternative research component;
- Credit granted by another higher education provider on the basis of prior learning is not transferrable to ECT;
- Credit cannot be granted towards a postgraduate programme for previous completion of undergraduate modules.

Prior Experiential Learning

4.10 Experiential learning refers to learning acquired through a less formal learning process, such as employer/ workplace-based training, and through relevant work and/or life experience. Applicants seeking credit for recognition of prior experiential learning will be assessed taking account of the following:

- Credit for prior experiential learning will only be awarded against specific elements of a programme if it is judged that the applicant has acquired the skills and knowledge in terms of content, level and currency;
- Applicants seeking credit for experiential learning will be required to complete and submit the required application form, together with all required evidence of prior learning. Acceptable evidence includes a verified resume, references, and certified copies of any training certificates;
- Additional assessment methods may be required for an exemption assessment, such as an interview with the Programme Leader, Head of Engineering or Dean to ensure that applicants can meet the entry requirements and/or the requirements of the element(s) of the programme for which exemption is being sought;
- Work/life experience cannot be considered for granting credits towards a postgraduate programme. However, these may form supporting evidence for professional certification.

4.11 The onus will be on applicants to demonstrate that they have the relevant skills, knowledge and understanding and to provide the required evidence. ECT staff are not

responsible for collecting or formulating the required evidence or associated submissions.

Currency of Credits

4.12 Prior learning that has been attained within five years of the date of application for credit will, generally, be considered current.

4.13 A shorter timeframe of less than five years may be applied to meet professional accreditation requirements or where there have been significant changes in the relevant field of study since the prior study occurred.

Credit Limits

4.14 The minimum claim for prior credit will be one standard module, i.e. 15 credits.

4.15 ECT shall apply the following credit limits for its higher education programmes:

- 120 credits for the Bachelor's degree at level 4 or above.
- 90 credits for the Master's degree at level 7.
- Credits from higher education programmes which articulate with ECT's programmes may be recognised as satisfying the requirements of the ECT programme. These arrangements are not limited by the restrictions on the amount of credit that may be granted as set out above, and as stated below.
- Credit cannot be granted for final year projects or units of a thesis.

5. Application for Admission

5.1 Students apply directly to ECT. To apply for admission onto a higher education programme at ECT, applicants must complete the ECT online admissions form on the ECT website, provide evidence of meeting the entry requirements and attend an online interview. In order to be considered for a place, candidates must submit their application within published deadlines, in the correct manner, and comply with the required documentation, as set out below.

Documentary Submission

5.2 The standard list of documentary requirements includes:

- ECT Online Admissions Form (which also includes sections on declaring a disability, health or other special need)
- Identification documentation which includes a photograph, and where the name matches the name on the application. Acceptable official identification documents include: a copy of a current passport, a driver's licence, or ID card.
- Certified copies of academic records for previously completed programmes at other institutions
- Academic references from a previous education institution
- Resume, professional reference, or other evidence of work experience, including the scope and levels of responsibility, employer's name and contact details and length of time in each position, where relevant;
- If applying for recognition of prior credit, certified evidence on the basis of which credit exemption is being sought (See Section 4 and paragraphs 5.6 – 5.11, 6.8 – 6.15);

- Certified copy of an English language test, where relevant
- Confirmation of meeting the entrance requirements for mathematics for the specific programme

5.3 Additional evidence may be requested depending on specific programme requirements or the applicant's personal circumstances.

5.4 Evidence submitted in a language other than English must be accompanied by an official certified translation into English.

Interview

5.5 Applicants will be invited to attend an interview with a Programme Leader, which is designed to ascertain academic potential, motivation and suitability for the course.

Application for Credit

5.6 Students can apply for credit of prior learning at the time of application for admission or at any point during their programme. Although if a student is applying for credit for a module(s) that they are enrolled in, or are intending to enrol into for an upcoming study period, then the credit application, with a complete set of evidence, should be submitted at least 15 working days before the start of that study period to ensure sufficient time for evaluation and assessment.

5.7 Students must submit the relevant supporting documents and application forms, along with payment of the applicable fee, before an application can be assessed.

5.8 Supporting documents required with a credit application include certified copies of official transcripts; official academic records and institutional information detailing the course of study for which recognition of certificated learning is sought. Documentation for recognition of prior experiential learning could include a resume, references, work samples and detailed descriptions of prior learning that demonstrate how this meets the outcomes for the modules within the programme for which the student is applying for exemption.

5.9 Students should understand that if applying for recognition of prior learning, they are expected to have recent and relevant evidence of their previous studies or experience.

Re-use of Credit

5.10 Once a student has been assessed for a qualification, the accumulated credit achieved cannot be re-used for another qualification.

5.11 However, this restriction may be waived in the exceptional circumstance where the qualification is deemed to be incorporated in the higher-level qualification within the same programme of study, and the student's learning is judged to be current.

Late Applications and Prohibited Registration

5.12 Students will normally not be permitted to enrol more than 14 days after the official start date of their programme. Enrolment after 14 days will be conditional upon ECT being satisfied that late enrolment will not have a detrimental impact upon a student's learning and ability to meet the learning outcomes of their programme of study.

5.13 No student will be permitted to enrol concurrently for more than one degree or to be enrolled at ECT whilst enrolled at another higher education provider.

6. Assessment of Admissions Applications

6.1 Admissions Officers, on behalf of the Head of Engineering, will process applications and select applicants for admission seeking to ensure that decisions are applied fairly and consistently and are equitable, transparent, based on merit, and made in a timely manner. Their responsibilities are to:

- Ensure that students admitted to higher education programmes have the academic preparation and English proficiency to succeed in their intended programme of study;
- Select students with the potential to complete the programmes and achieve high quality outcomes;
- Review applicants' forms and documents, e.g. certified copies of degree awards/ academic records, equivalence of international qualifications, evidence of English language proficiency and mathematics, and, also, arrange interviews with ECT representatives where needed;
- Liaise with Programme Leaders over applications for recognition of prior credit or experiential learning;
- Provide the *ECT Letter of Offer* to successful applicants who have met the requirements of a programme;
- Explain the *Higher Education Fees and Refund Policy*, Programme Handbook, and the *Academic Regulations w*hich students need to understand before they sign an Acceptance of Offer;
- Ensure that students are informed of their rights and obligations prior to enrolment and payment of fees;
- In consultation with the LSO's, support applicants with disabilities, health or other special needs with their application and assessment of additional support required;
- Provide refusal letters, and reasons for refusal, to unsuccessful applicants, and inform them of their rights to appeal;
- Advise unsuccessful applicants of alternative learning pathways.

6.2 Where the information and documentation submitted by an applicant is unclear or incomplete, the Admissions Officer will contact the candidate for clarification. This is likely to delay the admission decision.

Selection Decisions

6.3 Programme entry requirements and selection methodology will be applied consistently to all applicants for a programme.

6.4 For applicants who meet the standard admission requirements, selection decisions are made by Admissions Officers under delegated authority from the Head of Engineering. Admissions Officers will apply the published criteria and review the candidate's entire application.

6.5 Non-standard applications and applications for approval of prior learning will be referred to the relevant Programme Leader for evaluation and determination.

6.6 Admissions decisions requiring escalation, will be submitted to an Admissions Panel, which will be chaired by the Head of Engineering and include the Programme Leader.

6.7 During the selection process, due consideration will be given to ECT's

Equality, Diversity and Inclusion Strategy and *Access and Participation Statement* in supporting equitable participation of students from Black and Minority Ethnic (BME) groups, under-represented groups such as women and people with disabilities, and deserving students from disadvantaged backgrounds.

Credit Assessment

6.8 Credit applications will be assessed by the Programme Leader with assistance from another subject matter expert, where required, and each application will be considered on its own merits.

6.9 The type and level of credit that can be awarded to applicants for prior learning will be dependent on the type and level of prior learning undertaken as well as specific entry and/or programme requirements.

6.10 Credit applications will be assessed against the evidence provided to determine that it demonstrates equivalence with the entry requirements and/or learning outcomes for which credit is sought. The designated assessor may request further information to assess the application.

6.11 Principal factors to consider in the granting of credit are:

a) The objectives and requirements of a particular course of study or module;
b) Level of entry and/or entry requirements for the award for which credit is sought;
c) The duration of the programme or module;
d) The methods of assessment of student progress;
e) Practical training and experience as part of the programme or module;
f) Relevance and currency of the modules, programme and/or experience;
g) The relevant learning outcomes for the content/elements being claimed are met at an appropriate level and to the required standard and that this equivalence can be appropriately evidenced.

6.12 If applicants are unable to present satisfactory documentary evidence, they may be eligible to undertake an Exemption Assessment to determine their level of knowledge or skill. This decision will be made by the Head of Engineering with assistance from the Programme Leader and a subject matter expert, where required.

6.13 In some circumstances, for example, on Mathematics modules, additional testing or assessment may be required before RPL can be granted.

6.14 Credit will be awarded on a case-by-case basis, with due regard for precedent.

Integrity of Selection Decisions

6.15 If any staff member involved in a selection decision has, may have, or may be perceived to have a conflict of interest, they must disclose this conflict to their manager.

6.16 If any staff member involved in a selection decision becomes aware of any attempt to breach the Admissions and Recognition of Prior Learning Policy and Procedures by an applicant, they must immediately notify the Student Experience Manager. If the Student Experience Manager is unavailable or in any way compromised in their ability

to make a decision regarding the conflict, the staff member must notify the Head of Engineering.

7. Admissions Outcomes

7.1 Once an application has been received and verified, the decision could one of the following outcomes:

- An unconditional offer, i.e. acceptance of the student without conditions; or,
- A conditional offer, with applicants required to submit further evidence, e.g. on English language proficiency; or,
- A decision not to accept the application for enrolment.

8. Notification of Admission Decision

8.1 Students will be notified of the decision on the application admission within seven working days of the admissions decision being made.

8.2 The duration of RPL assessments may vary depending on the level of assessment required, however applicants should be notified no later than four weeks after the application submission.

8.3 If an applicant has met the requirements and been accepted into a programme, the applicant will receive a *Letter of Offer*. The *Letters of Offer* and any approval of deferment of offer are issued by the Admissions Team.

8.4 Admission and other contractual arrangements with students will be in writing and include any particular conditions of enrolment and participation for undertaking specific programme that may not apply more generally to other programmes.

8.5 The *Letter Offer* will include:

a) The admission outcome;
b) Requests for further documentation or information, as required, and any conditions imposed on the student's enrolment;
c) Details of any credit granted for prior learning, where applicable;
d) Terms and Conditions, which will include;

- Programme details (start date, duration, location etc.) ;
- Any prerequisites necessary to enter the programme, including requirements relating to English language and Mathematics;
- Details of all tuition payable by the student for the programme, the periods to which those tuition fees relate and payment options;
- Details of any non-tuition fees the student may incur, including as a result of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply;
- The circumstances in which personal information about the student may be disclosed by ECT in accordance with the Data Protection Act 2018;
- ECT's internal and external complaints and appeals processes;
- Details in relation to the refund of tuition fees and non-tuition fees in the case of student default and ECT default;

e) An 'Acceptance of Offer' form and instructions to the student for accepting the offer.

9. Acceptance of an Offer of Admission

9.1 To accept an offer, applicants must complete and sign the 'Acceptance of Offer' form and return it no later than the response deadline which is indicated in the Letter of Offer.

9.2 If the Letter of Offer is conditional then all conditions must be met by a date set by the Admissions Officer. If the conditions are not met by the set date, then the offer will be withdrawn, and the student may need to reapply.

9.3 If a student accepts an offer after the response deadline the offer may be withdrawn and the student may need to reapply.

Acceptance of Credit

9.4 Once a student is notified of the outcome of a credit application, they must agree to the credit awarded by signing and returning an "Acceptance of Credit/RPL" document. The process is then finalised.

9.5 Where a module serves as a prerequisite to one or more other modules, a successful RPL outcome will fulfil the prerequisite requirement.

10. Feedback to Unsuccessful Applicants

10.1 Unsuccessful applicants will receive refusal letters issued by Admissions Officers (under delegated authority from the Head of Engineering), which will state the reasons for the refusal, and include information on how to appeal the admissions decision, alongside advice on options available, such as alternative pathways for entry into the selected programme (if applicable).

10.2 In addition, unsuccessful applicants will have the opportunity to request further feedback within 28 days of the admissions decision. ECT undertakes to provide applicant feedback within 21 days from receipt of the request. This provision extends to candidates whose application for accredited prior learning has not been accepted.

11. Withdrawal of Offer of Admission

11.1 ECT reserves the right to withdraw an offer of admission if it finds that incomplete or inaccurate information was provided by the applicant, or if circumstances change significantly such that the applicant no longer meets the entry requirements or the offer has expired.

11.2 ECT may refuse admission, even if the applicant has met the entry requirements, if it is discovered that the applicant has:

- An unsatisfactory academic history that has not been resolved, such as failing to make academic progress on another programme
- Inadvertent or intentional fraud, dishonesty or serious irregularity;
- Undisclosed criminal conviction that has come to light;
- Been expelled from a programme offered by ECT or another provider due to a serious incident or repeated academic misconduct

Prior Educational Exclusion

11.3 Applicants who have met the entry requirements, but have been excluded from any other educational institution, will need to provide the reasons for the exclusion that demonstrate to the satisfaction of the ECT admissions staff that these do not constitute valid reasons for refusing admission to the ECT programme.

Undisclosed Criminal Convictions

11.4 Candidates with criminal convictions will be invited to make a disclosure to enable ECT to assess the circumstances of the individual case and any potential safeguarding risks to its community, before a final decision on the admissions outcome can be made.

Fraudulent Applications

11.5 Cases of fraudulent applications will be referred to the Head of Engineering for determination. Depending on the circumstances of an individual case, the applicant may be invited to submit valid evidence or be subject to stricter measures.

11.6 Depending on the severity of the case, the actions could include:

a) Requesting the applicant to resubmit the application with valid evidence
b) Rejecting the application without giving the applicant the opportunity to resubmit the application
c) Not enrolling the student, if the application was submitted before enrolment
d) Dealing with the matter in accordance with ECT's *Academic Honesty and Misconduct Policy and Procedures* if the student has been enrolled.

11.7 In all cases, the student will have the opportunity to appeal the decision, in accordance with section 14 below.

12. Deferred Applications

12.1 The *Admissions and Recognition of Prior Learning Policy and Procedures* makes provision for students to apply for deferred entry.

12.2 Deferment of an offer prior to commencing a programme, may be permitted for up to one year. Applicants who wish to apply for a longer deferment must withdraw and re-apply for admission in the same manner as the original application for admission, should they wish to commence or continue study at a later date. Students should refer to the ***Deferral, Interruption and Withdrawal Policy.***

12.4 Deferment will not be permitted to allow commencement of another tertiary/higher education programme offered by ECT or another provider.

12.5 If a student defers their place, they will be subject to the Terms and Conditions and Academic Regulations that apply at the time they accept and register for their chosen programme.

13. Re-admission

13.1 Re-admission may be permitted in limited circumstances and is not an automatic right. In all instances, the entry criteria for the programme must be satisfied. Candidates for readmission may be invited to explain how their circumstances have changed to enable a more successful engagement with the programme.

13.2 Applicants whose enrolment has lapsed may be permitted to re-apply under the same entry requirements as all other applicants.

13.3 Academic withdrawal is usually final. Where an application for re-admission from a withdrawn former student is considered, the student's prior record will be reviewed. Exemptions from modules previously studied are not guaranteed.

13.4 A student whose registration for a programme has been terminated on the grounds of academic misconduct will not usually be re-admitted to an ECT programme. Consideration may be given in exceptional circumstances and typically only after a period of two academic years.

13.5 For a student to be re-admitted onto an ECT programme, the Programme Leader would need to recommend readmission to the Head of Engineering for approval.

13.6 A student who is re-admitted is expected to pay the stipulated tuition fee for the year of re-admission.

14. Appeals

14.1 Applicants may appeal admission decisions by writing to the Admissions Team within 10 days of receiving the decision notice, if they believe that the decision has not considered all the facts or was unfairly made. Applicants who are unhappy with aspects of the service received from ECT can lodge a complaint.

14.2 Appeals against academic judgement will not be considered.

Stage One: Informal Resolution

14.3 The appeals process includes an informal and a formal stage. ECT expects that most appeals can be solved at the informal stage to ensure the prompt resolution of the matter. However, applicants are not required to pursue informal resolution before submitting a formal appeal.

14.4 Applicants who select to follow the informal resolution procedure, should approach the Admissions team as the error could be rectified promptly or the matter explained to the applicant's satisfaction so that no further appeal is necessary. Matters that cannot be solved informally should move to the Stage Two process.

Stage Two: Formal Appeal and Investigation

14.5 The applicant should submit their appeal in writing to the Admissions team within 10 days of receiving the decision. The applicant must describe the grounds for making the appeal and, where additional evidence is supplied, explain how the evidence supports the grounds of the appeal. The Admissions Team will acknowledge receipt of the appeal within two working days.

14.6 The Student Experience Manager, and the Compliance and Risk Manager will review the appeal, consulting with other colleagues as appropriate, and the applicant will be notified of the outcome within twenty working days of the appeal submission. Where an appeal is upheld, the applicant will be notified of the remedial actions that will be

taken. Where an appeal is not upheld, the applicant will be provided with the reasons for the findings.

Stage 3: Internal Review of the Appeal

14.7 An applicant may request a review of their appeal if they are dissatisfied with the conduct of the original investigation. The applicant will need to provide a statement explaining why they believe the outcome of the formal appeal to be incorrect, or that there is new evidence to be considered. This should be submitted within 10 working days of receiving the decision.

14.8 The Head of Academics and Operations will review the submission and the outcome of the Stage 2 formal process, along with any additional evidence. The final decision will be provided to the applicant by the Admissions team within 20 working days of the review submission.

15. Complaints

15.1 An applicant can make a complaint if they are dissatisfied with the service that they have received during the admissions process. Complaints cannot be made in relation to the outcome of an appeal.

Stage One: Informal Resolution

15.2 Informal resolution is encouraged where appropriate to achieve early and constructive outcomes, but it is voluntary and does not affect an applicant's right to pursue formal procedures.

15.3 All informal complaints should be submitted via email to the Admissions team, who will acknowledge receipt within 2 working days and begin an assessment within 5 working days.

15.4 The Admissions team will consider the complaint and provide a written response to the applicant summarising the findings and a proposed resolution within 15 working days. Where justified delays occur (e.g. staff leave, semester breaks, illness), time may be extended by agreement up to a maximum of 20 working days. The applicant will have 5 working days from the date of the written outcome to confirm acceptance, or request escalation to the formal stage two procedure.

Stage Two: Formal Lodgement and Initial Investigation

15.5 All formal complaints should be submitted to the Admissions team or have been escalated following the outcome of the informal stage.

15.6 The Admissions team will acknowledge receipt of the complaint within 2 working days, and an assessment will begin within 5 working days. The Student Experience Manager will gather relevant information from the complainant and any other parties. They will provide a written summary of the findings and the proposed action and resolution within 20 working days of the complaint submission. The complainant has 5 working days to confirm acceptance of the proposed resolution or request escalation to Stage 3 of the process.

Stage Three: Internal Review of the Complaint

15.7 Stage 3 aims to conduct an impartial review of the complaint, establishing findings of fact and to determine appropriate recommended actions, led by an independent senior member of staff.

15.8 If stage 2 of the process does not resolve the matter and escalation is requested by the complainant, the case is referred to the Head of Academics and Operations (or an alternative member of staff if a conflict exists). They will conduct an interview with the complainant within 5 working days of the referral. Further interviews and evidence gathering may occur for up to 15 working days.

15.9 A written report will be prepared, and sent to the complainant, within 5 working days of the final interview, setting out findings, rationale and recommended actions.

15.10 The Office of the Independent Adjudicator will not accept complaints from applicants and therefore the process is concluded after stage 3 has been carried out.

15. Data Protection15.1 All personal information held by ECT will be treated in confidence, in line with the Data Protection Act 2018, the General Data Protection Regulation (GDPR), and ECT's Data Protection and Privacy Policies.

16. Staff Development

16.1 ECT commits to providing appropriate, timely and regular training for all staff engaged with the admission of students and to sufficient resourcing to ensure effective operation. In addition to development on admissions processes, unconscious bias, safeguarding and CMA compliance, ECT staff will receive role-relevant guidance and policy updates.

17. Monitoring and Review

17.1 The *Admissions and Recognition of Prior Learning Policy* is reviewed annually and updated in line with staff and student feedback, and good sector practice.

17.2 To enable the continuous improvement of processes, applicants are invited to offer feedback on their admissions experience with ECT.

17.3 Programme Leaders monitor student performance in conjunction with the entry criteria of programmes, and recommend revisions, as appropriate.

17.4 An annual Admissions Report is submitted to the Academic Board, containing data on admissions, salient feedback from staff, students and appeals/ complaints processes, and recommendations for further enhancements.

18. Definitions

Admission: the process for admitting an applicant into a programme at ECT, following a successful application and acceptance of the offer of a place in the programme.
Advanced standing: is the granting of block credit of a semester or more. Advanced standing indicates that the student is deemed to have satisfied all the programme requirements that are embedded in the semester(s) for which block credit has been awarded. Advanced standing reduces the number of subjects the student must undertake to successfully complete the programme.
Applicant: a person who applies for a place in a programme at ECT. An applicant becomes a student upon enrolment.

Block Credit: is credit granted towards whole stages or components of a course of study leading to a qualification. For example, when a group of subjects undertaken at another

institution is recognised as broadly equivalent to the learning outcomes of a group of subjects within an ECT programme, block credit is granted.

Credit: is the numerical value assigned to a unit of learning indicating the amount of learning expected from a typical student to the learning outcomes of the unit, with the number of credits based on the estimated learning hours, with one credit representing 10 notional hours of learning.

Credit arrangements: are formal negotiated arrangements within and between issuing organisations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organisations and students.
Credit granted: is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. The number of credits is based on the estimated learning hours (where one credit typically represents 10 notional hours of learning. Credits awarded may reduce the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.
Credit outcomes: are the results of a process of determining a student's application for credit or credit transfer.

Credit transfer: is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Deferment: an agreement to allow an applicant to defer taking up the place they have been offered, or postpone their current studies, until a later time.
Entry requirements: the stipulated requirements that an applicant must meet in order to be eligible to enter a programme, in accordance with the requirements specified for the specific programme. Entry requirements comprise general entry requirements, including English language proficiency and specific programme entry requirements.
FTE: Full Time Equivalent - a measure of the students undertaking a course of study on a part- or full-time basis, expressed as a fraction (or decimal).
GSCE: General Certificate of Secondary Education – the qualification obtained at the end of the compulsory school education by UK students to provide a uniform framework for assessment in England, Wales and Northern Ireland.
IELTS: International English Language Testing System is an international standardised test of English language proficiency. It is jointly managed by University of Cambridge ESOL Examinations, the British Council and IDP Education Pty Ltd.
Module: A self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria – normally with an allocated credit rating and level of study
Offer: the offer of a place in a programme to a successful applicant.
Programme: a sequence of learning and teaching activities - generally consisting of a number of modules - that is formally structured and leads to an award in the form of a qualification, credits or some form of recognition for learning achievement.
Recognition of prior learning: an assessment process that involves the assessment of an individual's relevant prior learning (including formal certificated learning and the more informally acquired experiential learning) for the formal recognition of such learning in the form of credits, or as confirmation of meeting entry requirements into a course.
Selection: process of assessing applicants for programmes and deciding to which applicants an offer will be made of a place in the programme.
Specified credit: is granted for one or more specific modules in a programme, exempting students from those modules, and awarding the appropriate credits in their place. Specified credit may be granted where the applicant has met the learning outcomes, attained the knowledge and/or developed the skills related to a specific module.
Teaching Period: A scheduled duration within an academic year. ECT generally refer to teaching periods as 'semesters'.

TOEFL iBT: an Internet-Based Test (iBT) that measures a person's ability to combine listening, reading, speaking and writing skills, making it the most comprehensive English-language proficiency test. It is considered an industry standard in English-language assessment.

19. Accountabilities

19.1 The Academic Board is responsible for the review and approval of this policy.

19.2 The policy is to be implemented via induction and training of staff and distribution to students and ECT's community via the website and other publications.

Document Control	
Document title	Admissions and Recognition of Prior Learning
Version no.	2
Date Approved	27 January 2026
Approving Body	Academic Board
Policy Custodian	Head of Academics and Operations
Policy Contact	Compliance and Risk Manager
Commencement Date	*January 2026*
Review Period	Annually
Next Review Date	*January 2027*
Related documents	• Academic Regulations • Equality, Diversity and Inclusion Strategy • Data Protection Policy • Higher Education Fee and Refund Policy • Access and Participation Statement • Student Protection Plan

Revision History		
Version	**Date**	**Description of key changes**