

THE ENGINEERING & DESIGN INSTITUTE LONDON

ADMISSIONS POLICY

Summary	Policy detailing: <ul style="list-style-type: none"> – the methods used to admit students – how applicants can use existing credits gained elsewhere to gain entry to our programmes, via recognition of prior learning (RPL) – how applicants can appeal an admissions decision 		
Policy Owner	Admissions, Access and Participation Manager		
Policy Sponsor	Learning and Teaching Quality Committee		
Policy applies to	Applicants for programmes at TEDI-London, students, and staff of TEDI-London		
Equality impact assessment completed	[date]		
Version	6		
Date of implementation	September 2023	Date of next formal review	July 2024

DOCUMENT CONTROL

Date	Version	Action	Amendments
12/2019	1	Document created	
09/2020	2	Document updated	Inclusion of admissions appeals and RPL information
01/2022	3	Document updated	Revision of RPL information to allow greater flexibility.
05/2022	4	Document updated	Changes made to roles following restructure
24/06/2022	5	Document updated	Changes made to update following a full admissions process review
30/01/2024	6	Document updated	Changes made to nomenclature, responsibilities and admissions process and pipelines following

			staffing changes, restructure of the Registry and Admissions functions
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1. INTRODUCTION

- This document sets out the TEDI-London Admissions Policy, it covers all applicants to our undergraduate and postgraduate degree programmes.
- The purpose of this policy is to inform all applicants, students, and staff of TEDI-London of the principles and processes followed to select and admit new students. to ensure they are transparent and consistently applied.
- The policy also outlines the process for making an appeal if the applicant is not satisfied with an admissions decision.

2. POLICY STATEMENT

- This Policy adheres to:
 - [Office for Students Conditions of Registration B2](#)
 - [QAA Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access](#)
 - [Consumer law advice for higher education providers \(publishing.service.gov.uk\)](#)
 - [Equality Act 2010](#)
 - [Data Protection Act 2018](#)
 - [Freedom of Information Act 2000](#)
 - [UK Visa and Immigration Student visa guidance](#)
- This policy should be read in conjunction with the following [TEDI-London Policies](#):
 - Academic Regulations
 - Criminal Convictions Policy
 - Appropriate Policy Document
 - Data Protection Policy
 - Equality, Diversity and Inclusion Policy
 - Safeguarding Policy
 - Student Charter
 - Student Protection Plan
 - Student Terms and Conditions
- Admission to a programme at TEDI-London is based on a belief by staff involved in the admissions process that an applicant will be able to:

- meet the intended learning outcomes of that programme; and
 - successfully achieve the required standard for the award.
- TEDI-London aims to attract students from a wide range of backgrounds, from those with predicted Level 3 grades, to those with other relevant education and work skills. Every application is considered on an individual basis, and every applicant has an equal and fair opportunity to prove they have the potential to succeed on our programmes.
 - All personal information will be treated as sensitive data and stored securely to ensure that confidentiality can be maintained. We will need to process personal information (whether supplied directly by the applicant or a third parties) in order to process the application to a programme and (if the candidate enrolls) to manage the student record and student experience. This includes sharing data with other third parties where this may be required for the fulfilment of the student contract, managing student experience and for statutory and other legal reasons. Applicants who apply via our direct application form will have their data shared with UCAS, this will be done after enrolment with the student’s consent and knowledge. We are also required to complete data returns to HESA and will share anonymised applicant information with our founders. There is more information available in our [Privacy Notice](#).

3. ROLES AND RESPONSIBILITIES

- This Policy has been considered and approved by Learning and Teaching Quality Committee.
- The Admissions, Access and Participation Manager has ultimate responsibility for the development and implementation of this policy.
- Relevant academic staff will have responsibility and accountability in the application of this policy and to make admissions decisions.

4. RECRUITMENT AND ADMISSIONS PRINCIPLES

- Our work in recruiting and admitting new students, supports the goals and ambitions set out in our [Strategic Plan](#).

- Our aim is to attract a diverse body of engineering students and prepare them to be confident citizens and potential leaders in an increasingly globalised work environment.
- We are committed to providing an admissions process that delivers fairness, transparency, objectivity, and equal opportunities within the legal and best practice framework of the UK. We welcome applications from individuals with diverse backgrounds and experience and will ensure our admissions decisions do not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- We will provide accurate information and advice to prospective students to enable applicants to make an informed choice.

5. TRAINING, DISSEMINATION, AND IMPLEMENTATION

- All staff involved in admissions will be fully trained on all matters pertaining to the admission of students to TEDI-London.
- The Admissions Policy will be available on our website. In most cases (during normal working hours), a personal conversation, with a team member, will be possible.

6. MONITORING AND REVIEW

- This Policy will be reviewed by the Admissions, Access and Participation Manager on an annual basis and any changes recommended for approval by LTQC.

PART A: ADMISSIONS

7. APPLICATION METHODS

- We accept applications via the following routes:
 - Direct applications (from our website)
 - University and Colleges Admission Service (UCAS)
 - International Agents

8. ADMISSIONS CRITERIA

- We will publish annually the typical admissions criteria for our programmes of study. This information will be included in print and digital format and our website. Typical admissions criteria are recommended by Academic Director and Admissions Team. These are approved by LTQC and implemented by the relevant staff through the admissions process.
- We will periodically review these criteria, but such criteria will not be changed during an admissions cycle, unless it is to the benefit of the applicant – for example removing a requirement or lowering required grades. The criteria published on our website will be the most up-to-date and will always take precedence over that contained in hard copy publications, and/or third-party websites.
- Contextual admissions is the practice of using additional information to assess attainment and potential. We will use contextual information to the advantage of applicants as part of our admissions process. Examples of the types of contextual criteria we will consider include applicants who are: young carers, care experienced, refugees, etc.
- We may decide to admit an applicant who has not met the minimum entry requirements, these applicants require approval from the Academic Director or their nominee.
- We welcome potential students who may be in or have left employment, seeking to retrain, upskill or cross-train in the engineering and design field. Applicants applying from an employment background will be asked for details of their employment and may be invited to interview.
- Offers for international students will be made using the guidance from ECCTIS ([Education Counseling and Credit Transfer Information Service](#)) and International Agents.
- We are committed to giving full and fair consideration to all relevant information presented by each applicant and will use professional judgement of prior experience of qualifications when determining their equivalence.
- To make a better-informed assessment of our applicants we will in certain circumstances invite candidates to an online interview to assess their suitability

for study at TEDI-London. This opportunity will be given to applicants who would otherwise not be admissible to the programme and is intended that the Admissions team can make further assessment and that the applicant can make informed decisions about choosing to study with us.

9. APPLICATIONS FOR ADMISSION ON THE BASIS OF PRIOR LEARNING

- In certain circumstances, we allow admission directly into year 2. Candidates will be required to demonstrate evidence of prior learning that is directly relevant to our programme. Candidates will need to have successfully completed 120 credits at level 4.
- We review all applications for admission with prior learning on an individual basis. We strongly advise that candidates contact the [Admissions Team](#) to discuss options for admission with prior learning at the earliest opportunity. They will advise on the relevant next steps in each individual case.
- Candidates will be asked to complete an application form and an [Admission with Prior Learning Form](#).
- Candidates will then be invited to an interview to establish motivation to study at TEDI-London and to ensure that the candidate can succeed and adapt to the TEDI-London pedagogic approach.
- To be admitted into year 2 of a full-time programme, candidates will need to evidence the attainment of 120 credits at level 4 in a directly relevant programme. We will assess these in line with the relevant higher education qualifications framework and may be able to exempt candidates from undertaking these credits at TEDI-London.
- When a candidate joins a programme, we will determine how many credits we can award for prior learning (if any). We will also agree how each candidate will catch up on any missed content.
- We are committed to giving full and fair consideration to all relevant information presented by each applicant and will use professional judgement of prior qualifications when determining their equivalence.

- Information that may be requested and considered as part of an application for admission with prior learning includes, but is not limited to:
 - An academic or employer reference
 - An academic transcript of previous studies
 - Certificates of professional development awards, employment-based awards or non-UK awards
 - Information about current or previous course of study e.g. Module Specifications, Programme Specifications
 - Coursework or project work.

10. ENGLISH LANGUAGE PROFICIENCY

- All our programmes are delivered in English, applicants need to demonstrate that their ability to understand and to express themselves in English (including in reading, writing, speaking, and listening) is sufficient to enable them to engage with programme and achieve the learning outcomes.
- We publish our minimum English language proficiency criteria for all programmes of study. These are set in line with the UK Visa and Immigration guidance.

11. INTERNATIONAL STUDENTS

- All applicants must provide evidence that they hold the right to study in the UK or are eligible to apply for a [Student visa](#).
- We reserve the right not to admit an applicant if they do not have the right to study in the UK.
- Offers for international students will be made using the guidance from ECCTIS and International Agents.
- All International students are required to pass an online interview as part of the admissions process.

12. SELECTION PROCESS

- Where an offer is made by TEDI-London, the offer will set out clearly if it is conditional upon the applicant achieving an academic or other standard, and/or on the provision of suitable references, and/or on evidence demonstrating that all

non-academic conditions have been satisfied. In all cases, where evidence is written in a language other than English, the applicant will be responsible for providing a notarised translation of the same into English and for arranging the submission of both the original and translated copies to TEDI-London

- Unconditional offers will only be made when all conditions of the offer have been met – including any outstanding Visa or language requirements.
- Applicants will be informed how to accept or decline any offer they are made. Applicants cannot enrol until all conditions of an offer have been satisfied in full.
- Offers can be deferred for up to one academic year. Such requests should be submitted via email to admissions@tedi-london.ac.uk the Admissions portal.

13. REGISTRATION

- Offer holders will be made aware of arrangements for registration. In order to complete the registration process offer holders must submit full, original documentation as detailed in the offer letter.

14. APPLICANTS WITH A DISABILITY AND/OR ADDITIONAL SUPPORT NEEDS

- We welcome applications from candidates with a disability or additional support needs. Applications will be considered against the same criteria, as all other candidates following the process outlined in this policy.
- The procedure for admission of disabled applicants will follow the legislative requirements of the [Equality Act 2010](#) and one in which the consideration of academic suitability is separated from the discussion centred on an applicants other needs.
- Further information for prospective students regarding disabilities and additional support needs is available from the [Student Hub](#).

15. CRIMINAL CONVICTIONS

- We have a duty of care to all staff and students and will require new students to complete a criminal convictions declaration. No information will be required at the application stage, but successful applicants will be asked to complete the Criminal Convictions Declaration form during the registration process. Further information can be found in our [Criminal Convictions Policy](#).

16. FRAUDULENT AND MISLEADING INFORMATION

- TEDI-London expects that applicants and/or their representatives will have provided full, honest, and accurate information on their application form and in all subsequent communications with us. Where we have reason to suspect that this may not be the case, we reserve the right to investigate the matter fully. If, during such an investigation, we find that an application contains fraudulent or misleading claims, we reserve the right to withdraw any offer made.

17. GENERAL RIGHT TO REFUSE ADMISSION

- We reserve the right to reject an applicant or withdraw any offer made based on behaviour during any part of the application process, if such behaviour is deemed to be unacceptable in accordance with our Equality, Diversity & Inclusion Policy, Dignity at Work Policy, any other relevant policy, or our [values](#).
- Applicants under the age of 18 at the time they begin their studies are required to accept the terms and conditions of study as set out in our [Under-18s policy](#). Specifically that TEDI-London is not obliged, nor is it able, to take on the usual rights, responsibilities, and authority that parents/guardians have in relation to a child, and it will not act in loco parentis.

18. FEEDBACK AND APPEALS

- All unsuccessful applicants will be provided with the reason that their application was unsuccessful. We will provide further appropriate feedback within resource constraints upon request. Requests for feedback should be submitted in writing to admissions@tedi-london.ac.uk.
- In cases where a dispute arises as a result of the application process and / or decision, applicants should seek to resolve the issue informally, through discussion with the Admissions team. Where this is not possible or appropriate, or

this route has been exhausted, applicants may pursue their appeal or complaint through the formal process outlined in [Part B](#) of this Policy.

PART B: ADMISSIONS APPEALS

19. INTRODUCTION TO ADMISSIONS APPEALS

- At TEDI-London, we are committed to the provision of high quality and transparent admissions procedures.
- If a candidate has cause for concern about the way their application was handled and are dissatisfied with the initial feedback received, they may use the procedure outlined within this Policy to inform us of concerns through a formal channel.
- The Admissions Appeals Policy enables applicants to raise matters of concern regarding the admissions process without risk of being disadvantaged and for TEDI-London to resolve these concerns quickly and objectively.
- Admissions decisions that can be appealed against include not being offered a place on a programme or being assigned to what the candidate deems to be an incorrect fee status as described in the Student Fees Policy.
- We are committed to treating all admissions appeals seriously and constructively. We will deal with admissions appeals quickly and consistently.
- If it is found that decision has been made based on incorrect information or erroneously, we will make every effort to either reverse or rectify the error and will do so promptly.
- Applicants and those against whom the appeal is made can expect the matter to be dealt with confidentially and with respect for the privacy of all parties. However, it may be necessary to disclose information to others to deal with the complaint or appeal and in these circumstances the parties concerned will be informed of such a disclosure.

- Applicants can be assured that the formal submission of an Admissions Appeal will not prejudice any opinion of the applicant or be used to adversely affect any later dealings with the applicant, including any future applications.

20. CRITERIA FOR ADMISSIONS APPEALS

- Applicants may appeal against the handling of their application if there is reason to believe that:
 - the decision made contradicts the published entry criteria or our Equal Opportunities Policy
 - there was an administrative or procedural error in the handling of the application
 - there was concern regarding a member of staff’s behaviour during the application process
 - an incorrect decision was made in relation to fee status
 - substantial new information has emerged which may have affected the decision, which could not have been available at the time the original decision was made.
- Appeals will not be considered if:
 - the dispute is against a decision made on academic grounds
 - an appeal is submitted anonymously or through a third party
 - the dispute concerns a decision from a previous admissions cycle.

21. STAGE 1: INFORMAL STAGE

- We will attempt, wherever possible, to resolve application queries quickly and informally. In the first instance, the applicant should contact the Admissions team to ask for feedback and an explanation as to why the decision was made. If this course of action proves unsatisfactory, then the applicant should move to [Stage 2: Admissions Appeal](#).

22. STAGE 2: ADMISSIONS APPEAL PROCESS

- If the applicant remain dissatisfied with the decision, or there is substantial new information, the applicant may appeal in writing by completing the [Admissions Appeal Form](#). The completed form, together with any supporting documentation

should be submitted within 14 days following receipt of a response to the initial query or complaint made as per [Stage 1](#) of the process.

- The Admissions, Access and Participation Manager or their nominee will investigate the appeal and will respond within ten working days of receipt of the complaint.
- We may request additional information and may, in some cases, convene a meeting to discuss the appeal.
- We will find either:
 - a. that the appeal is upheld, and that TEDI-London will take appropriate action.
OR
 - b. that the appeal is not upheld and will communicate the reasons for this decision and confirm that no action will be taken.
- The decision reached will be communicated to candidate and relevant staff within ten working days of considering the appeal.

23. STAGE 3: APPEAL REVIEW PROCESS

- If the candidate remains dissatisfied with the outcome of the application following the Admissions Appeal, they may request a review of the decision. These requests should be made in writing to Admissions.
- Stage 3 Appeal Reviews can only be considered where:
 - a. That there was an error in the proceedings of the Admissions Appeal which affected the decision on the Admissions Appeal; and/or
 - b. That new information has become available which could not have been made known in the original Admissions Appeal for a demonstrated, valid, and over-riding reason.
- The Admissions, Access and Participation Manager (or their nominee) will consider the review request within 10 working days of receipt. The outcome of the Stage 3 Appeal Review is final.
- If the Appeal is upheld, in all circumstances, Admissions will work with the applicant to find a suitable remedy, wherever possible.

APPENDIX 1: TEDI-LONDON ADMISSION WITH CREDIT APPLICATION FORM

Please read all the information in this application form carefully as it contains important information for candidates who wish to submit a successful application for admission with credit.

If an applicant has previously studied at Higher Education level and wishes to apply for admission with credit to year 2 of a TEDI-London programme a direct application form needs to be completed.

HOW TO APPLY

Please apply via our direct application form.

Candidates will need to send a completed application form along with electronic copies of any official academic transcript(s). Candidates will also need to provide syllabus information/learning outcomes.

Please note – Candidates may be required to send original documents at a later stage. If this is required it will be requested via email.

EVIDENCE REQUIRED

Candidates should provide an official academic transcript that lists the modules completed, grades achieved, and credits awarded at each academic level/in each year. It will either be on official letter headed paper or be stamped/signed by the registry department

If the candidates does not have the necessary documentation, they will need to contact the university or professional/awarding body to request the documents. The application cannot be considered without these documents.

SYLLABUS INFORMATION

In most cases an academic transcript only gives the module/unit titles and does not given enough information to allow a decision to be made about the appropriateness of previous study. To do that we need more information on the details of the syllabus studied. Please provide a detailed description of each of the modules/units that have been completed. This might be in the form of module or unit specifications.

Your details	
Title:	
Surname/Family name:	
First name/Given name:	
Address:	
Postcode:	Email:
Date of birth:	Telephone number:
Which degree programme are you applying for? Please tick the relevant box TEDI-London only permits admission with credit into year 2 of a full-time degree programme.	
BEng (Hons) Global Design Engineering	<input type="checkbox"/>
MEng (Hons) Global Design Engineering	<input type="checkbox"/>
Please provide information about your previous Higher Education Please continue on a separate sheet if necessary.	
Title of qualification completed/studying towards:	
Name of institution:	
Country:	
Start date:	End date:
Mode of study: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
Did you complete this qualification? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Declaration - please sign below to confirm the following:	
I have fully read and understood this application form	<input type="checkbox"/>
I have read and understood the Admission with Credit Policy and the Admissions Policy and I understand that I can only be accepted if I can evidence the equivalent of 120 credits at level 4 in an appropriate discipline.	<input type="checkbox"/>
I have provided my official documents pertaining to my Higher Education study.	<input type="checkbox"/>
I have provided syllabus information.	<input type="checkbox"/>
Signed:	Date:

APPENDIX 2: ADMISSIONS APPEAL FORM

This form is only for the purpose of submitting a formal appeal in accordance with TEDI-London's Admissions Policy.

Please read this information prior to submitting the form as we may be unable to consider an inappropriate or incomplete submission. If you have any queries concerning the completion or submission of this form, please contact: admissions@tedi-london.ac.uk.

APPLICANT DETAILS

APPLICANT NAME:	
APPLICATION NUMBER/ UCAS ID:	
PROGRAMME APPLIED TO:	

GROUNDINGS FOR APPEAL

I am appealing the Admissions decision because (tick all categories that apply):

I believe the decision made contradicts the published entry criteria or TEDI-London's Equal Opportunities Policy	
I believe there was an administrative or procedural error in the handling of the application	
I have a concern regarding a member of staff's behaviour during the application process	
I believe an incorrect decision was made in relation to my fee status	
Substantial new information has emerged which may have affected the decision, which could not have been available at the time the original decision was made.	

DETAILS OF THE APPEAL

Please provide details of your appeal below:

Please explain why you are not satisfied with the feedback or communications you have received:

Have you already discussed your appeal informally with a member of TEDI-London staff?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please provide details

YOUR DECLARATION AND SIGNATURE

I confirm that the information given on the form is accurate and a true reflection of events to the best of my knowledge and that it does not contain any false or fraudulent information.

I confirm that this appeal:

- is not a dispute against a decision made on academic grounds
- is submitted on my own behalf, and does not come from a third party
- concerns a decision from the current admissions cycle.

I agree to the investigating officer on behalf of TEDI-London sharing details of this case, including information from my application, with other persons as part of any investigation.

Signed	
Date	

Please send the completed form and any additional documentation to admissions@tedi-london.ac.uk

APPENDIX 3: ADMISSIONS APPEAL REVIEW FORM

This form is only for the purpose of submitting a Stage 3 Admissions Appeals Review accordance with TEDI-London’s Admissions Policy.

Please read this information prior to submitting the form as we may be unable to consider an inappropriate or incomplete submission. If you have any queries concerning the completion or submission of this form, please contact: admissions@tedi-london.ac.uk.

APPLICANT DETAILS

APPLICANT NAME:	
APPLICATION NUMBER/ UCAS ID:	
PROGRAMME APPLIED TO:	

GROUNDINGS FOR APPEAL

I am appealing the decision of the Admissions Appeal because (tick all categories that apply):

there was an error in the proceedings of the Admissions Appeal which affected the decision on your Admissions Appeal; and/or	
new information has become available which could not have been made known in the original Admissions Appeal for a demonstrated, valid and over-riding reason.	

DETAILS OF THE APPEAL

Please provide information about why you are requesting a review of the Admissions Appeal decision below:

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YOUR DECLARATION AND SIGNATURE

I confirm that the information given on the form is accurate and a true reflection of events to the best of my knowledge and that it does not contain any false or fraudulent information.

I agree to the investigating officer on behalf of TEDI-London sharing details of this case, including information from my application, with other persons as part of any investigation.

Signed	
Date	

Please send the completed form and any additional documentation to admissions@tedi-london.ac.uk