

Admissions Policy

1. Scope of the Policy

This policy covers entry to University of Essex Online (UoEO) Undergraduate and Postgraduate Courses, along with our Online Short Courses. It covers all stages of an applicant's interaction with UoEO from initial enquiry through application and receipt of the selection decision.

University of Essex Online Courses are delivered by Kaplan Higher Education UK.

We are committed to fair access and encourage applications from all students who are able to demonstrate the potential to meet the entry criteria for the relevant course.

2. Principles Governing Admissions

We believe that a diverse community forms an essential part of our core values and that diversity amongst our student body enriches learning, teaching and the overall student experience.

Our courses combine the advantages of a traditional classroom environment with the flexibility of distance learning. They are part-time and delivered entirely online and are therefore ideally suited to the needs of working adults and those who cannot or do not want to study full-time at a traditional campus-based university.

This policy sets out the means by which we encourage and welcome applicants from different backgrounds. We are committed to ensuring that every student who has the potential to succeed has the opportunity to apply. All applicants will be considered and evaluated on the basis of the relevant entry criteria, their past achievements where applicable, and their potential to complete the course successfully. Our admissions policies and procedures are designed to ensure that all applicants are considered fairly and consistently and in accordance with professional standards. We acknowledge the principles governing good admissions practice set out in the **QAA Advice and Guidance on Admissions, Recruitment and Widening Access**.

We also strive to observe the good practice guidance provided by **UCAS** where it is applicable to part-time online distance learning provision and to comply with all relevant legislation in relation to admissions activity. The University of Essex Online is also a signatory of the Fair Admissions Code of Practice co-owned by Universities UK and GuildHE, which can be found at: **Fair admissions code of practice.**

We are committed to equality of opportunity and to a pro-active and inclusive approach to equality to ensure that admission to our courses is determined only by personal merit. Our Inclusion and Equal Opportunities Policy sets out how we safeguard equality for our students and our staff. Monitoring and review of this Admissions Policy is undertaken by the Academic Board and Senior Management Team.

3. Entry Requirements

We have flexible entry requirements that look at both academic and work-based experience.

Entry requirements vary depending on whether an applicant is applying for an Undergraduate, Postgraduate or Online Short Course.

The specific entry requirements for each course are outlined in the 'Entry requirements' section on the relevant course information page on our website **online.essex.ac.uk**.

We offer the following entry routes:

Academic Entry Route

In order to satisfy the Academic Entry Route requirements for our Undergraduate and Postgraduate courses, applicants must meet the academic qualification criteria detailed in the 'Entry requirements' section on our website and be able to provide evidence of their academic achievement at the point of application.



Work Experience Entry Route

We recognise that candidates can gain skills in a wide variety of ways and that prior academic performance is not the only indicator of an applicant's ability. Therefore, if applicants do not meet the Academic Entry Route requirements, they may still be eligible to enrol via the Work Experience Route.

In order to satisfy the Work Experience Entry Route requirements for our Undergraduate and Postgraduate courses, applicants must meet the criteria detailed in the 'Entry requirements' section on our website and be able to provide evidence of their academic achievement and work experience at the point of application.

Open Entry Route

The Open Entry Route applies to Certificate of Higher Education (CertHE) courses at undergraduate level. We believe that education should be accessible to everyone, so applicants do not need any previous academic qualifications or work experience to apply for one of our CertHE courses.

Online Short Courses

Online Short Courses have flexible entry criteria and do not normally require applicants to have prior academic qualifications or work experience. Any specific entry requirements are outlined in the 'Entry Requirements' section on the relevant Online Short Course information pages on our website.

4. English Language Competence

All applicants whose first language is not English, and who have not studied in an English-speaking country or institution, must meet the relevant minimum IELTS (or equivalent) English language requirements before admission. The specific IELTS requirement for each course is set out in the 'Entry Requirements' section on the relevant course information pages on our website.

If applicants do not hold an IELTS or equivalent qualification, we require them to complete the Kaplan Test of English (KTE). Students must achieve a KTE score equivalent to the IELTS requirement for the course they wish to enrol on before being offered a place.

5. Money Back Guarantee

For Undergraduate and Postgraduate courses we offer a 21-day money back guarantee period. Within the relevant period, students may be required to participate in a range of activities which will allow them to experience online study and, where applicable, allow our academic team to assess a student's potential to succeed on their chosen course. Engagement in the activities will also help the academic team to determine if any additional support may be required when a student commences their studies.

Students who do not actively engage with the required activities may not be permitted to proceed on the course and will be offered one further attempt. The student will be provided with advice and guidance about how to address any issues to improve their potential for success at the next attempt.

For Online Short Courses, we offer a 14-day money back guarantee period.

Students who decide not to continue, or who are not permitted to proceed on a Course, within the relevant money back guarantee period, will receive a full refund within 14 working days.

6. Recognition of Prior Learning and Professional Exemptions

Applicants who believe they may be eligible for Recognition of Prior Certificated Learning (RPCL) or professional exemptions will be given the opportunity to have this assessed and accredited towards a relevant course:

- Applicants who have completed modules at Levels 4 and 5 are able to apply for RPCL for relevant individual undergraduate modules.



- Applicants who have completed relevant qualifications equivalent to 240 credits (120 credits at Levels 4 and 120 credits at level 5) are able to apply for direct entry onto our Level 6 top-up programmes leading to a full Bachelors' degree.
- Applicants who have completed modules at Level 7 or a professional qualification in a relevant subject are able to apply for up to 90 credits of module exemptions on our postgraduate courses.
- Online Short Courses are not eligible for RPCL.

All applications are considered on a case-by-case basis and should be made before the applicant commences study on the Undergraduate or Postgraduate course into which they are hoping to enrol. Please refer to our **Recognition of Prior Learning Policy** for further details.

7. The Admissions Process

Each applicant will be allocated a dedicated Admissions Adviser who will be their principal contact and will guide them through the admissions process:

Quality evaluation

All applications are subject to a quality evaluation by an Admissions Adviser. This ensures that the application form has been fully completed and that the required information and documentation has been provided as a minimum:

- A copy of an official form of photo ID;
- A Personal Statement, where required for the relevant programme; and
- IELTS or equivalent English language certificate, where applicable.

The following additional evidence may also be requested to support the application:

- Copies of prior educational certificates.
- Reference(s).

- IELTS or equivalent English language certificate.

Admissions approval

In accordance with our commitment to fair admissions, each application is considered individually. The reviewer will determine whether an offer should be made on the basis of the relevant entry criteria, academic achievements to date where applicable, and any other evidence of the applicant's ability and potential to complete the course or programme for which they have applied.

Conditional Offers

Upon review of an application, where it is determined that the applicant is likely to meet the entry requirements for their chosen course, but additional supporting documentation is required, a conditional offer letter may be issued. The condition must be satisfied prior to enrolment onto the course.

Successful applicants

Where we decide to make an unconditional offer, this will be communicated to the student by their allocated Admissions Adviser. The Admissions Adviser will send an offer letter and answer any further questions in relation to the course.

Unsuccessful applicants

Where we decide that an offer cannot be made, the Admissions Adviser will contact the applicant explaining the reasons for the decision. Where possible, the Admissions Adviser will offer guidance as to what alternative qualifications or experience an applicant would need to gain in order to pursue their chosen path of study.

Re-admission of withdrawn students

Students who previously withdrew from a course voluntarily or who were required to withdraw without obtaining an award and now wish to reapply will be considered in accordance with our Re-admission Policy.



Discontinuation or suspension of courses

We reserve the right to discontinue or suspend a course or programme for which offers have already been issued but undertake to do this in exceptional circumstances only. Where a course or programme is discontinued, applicants holding offers will be informed as soon as possible, and where possible and appropriate, will be offered a place on an alternative course or delivered by us.

Applicants with disabilities

The University of Essex Online is dedicated to providing all our applicants with an equal opportunity to engage, learn, and succeed on their chosen course or programme. In order to provide the most appropriate support, it is important that we are made aware of any disability or condition an applicant has – whether the applicant believes it may affect their studies or not. Although it is the right of the applicant not to disclose a disability if they do not wish to.

Applicants who declare a disability will be provided with advice and guidance on the level of support that we can provide prior to them enrolling to enable them to make an informed decision about joining the course. We can also provide information on any funding that may be available.

8. Responsibility of applicants in the application process

Applicants are expected to:

- Provide full, accurate and honest information with respect to their application;
- Communicate any changes to the information originally supplied in their application as soon as possible; and
- Respond in a timely manner to requests for further information from us.

Any application found to contain false or misleading information will be rejected and no further applications from these candidates will be considered.



We reserve the right to withdraw or amend any offer in light of additional information which may come to light after the original decision has been made.

9. Complaints

Where an applicant is dissatisfied with the outcome of their application, we encourage them to let us know as soon as possible to allow us to resolve the matter as quickly as possible.

A complaint does not necessarily have to be regarding an unsuccessful application but may be in connection with any aspect of the admissions process or any belief that a procedure has not been properly followed.

It is possible that we may not be able to resolve the matter informally, and in these cases the applicant may initiate a formal complaint. Further details of how to raise a formal complaint can be found in the [**Complaints and Appeals Policy for Applicants**](#).

10. Data Protection and Communication with Third Parties

We operate in compliance with data protection legislation and good records management practice. Applicants' data is treated as confidential by all staff involved in the admissions process and is not divulged unnecessarily or inappropriately.

Data may be shared with our University partner, Government agencies and, if appropriate, our recruitment agents. In accordance with University policy, staff involved in the admissions process communicate only with applicants themselves, unless the applicant has given express permission for a third party to communicate on his/her behalf. Third parties may be parents, employees, advisers or agents acting on behalf of applicants.

11. Registration and Induction

We provide an academic and pastoral induction period to support the transition of applicants to registered students at the end of the admissions process. The Student Support Manager will allocate a Student Support Team to each enrolled student who will be the main point of contact, wherever possible, throughout their studies with us.

The Student Support Team will send out a Welcome Email to introduce themselves, explain the induction process and introduce students to the learning platform and online resources that will be available to them. This will normally also include information on general study skills, access to online libraries and good academic practice, such as effective referencing and advice on how to avoid plagiarism.

Responsible Manager	Name	Date approved	Related Policies
Head of Student Recruitment and Admissions	Katie Flanagan	September 2026	<u>Recognition of Prior Learning Policy</u>
Director of Student Recruitment and Admissions	Faye Coates		<u>Re-admission Policy</u>
			<u>Disability Disclosure and Reasonable Adjustment Policy</u>
			<u>Inclusion and Equal Opportunities Policy</u>
			<u>Complaints and Appeals Policy for Applicants</u>

			<u>Terms and Conditions</u> <u>(Undergraduate and</u> <u>Postgraduate Courses)</u> <u>Terms and Conditions (Online</u> <u>Short Courses)</u>
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