

# 10. Undergraduate Admissions

- 10.1 Introduction

1. This section provides a set of guidance notes for all those involved in undergraduate selection. It outlines policies relating to undergraduate selection as well as procedures for dealing with applications. This section is also a reference point for applicants.

2. The AQH section will be reviewed at the end of each undergraduate admissions cycle and updated to reflect policy and/or procedural developments.

3. The Undergraduate Admissions Office is part of Global Marketing and Student Recruitment and is located on the ground floor of the Cledwyn Building.

Undergraduate Admissions Office  
Global Marketing and Student Recruitment  
Cledwyn Building  
Aberystwyth University  
Penglais Campus  
Aberystwyth  
Ceredigion SY23 3DD

Generic contact details:

Tel: 01970 622021

E-mail: [ug-admissions@aber.ac.uk](mailto:ug-admissions@aber.ac.uk)

4. The Undergraduate Admissions Office is open 9am – 5pm Monday-Thursday and 9am – 4pm on Friday (excluding public holidays and university closed days). Enquiries can be made in person, over the phone or via email. The office does not have dedicated social media platforms.

5. The Undergraduate Admissions Office processes applications for undergraduate study (including distance learning).

6. The Undergraduate Admissions Office also develops and maintains benchmarking for the comparison of international qualifications, and procedures for verifying the qualifications and fee status of applicants.

7. The focus of the Undergraduate Admissions Office is with undergraduate applicants, and specifically with the admissions process. Enquiries relating to course content, reading lists etc. should be directed to the relevant academic department, who are best placed to respond.

- **10.2 General Principles**

1. Aberystwyth University, in conformity with the general intention of its Charter, confirms its commitment to a comprehensive policy of equal consideration for all applicants to the University.

2. No applicant for a place, whether at undergraduate or postgraduate level, should receive less favourable treatment on grounds such as age, disability, gender reassignment, pregnancy, maternity, or parental status, race, religion or belief, sex, sexual orientation, or any comparable grounds.

3. The University aims to provide opportunities for prospective students who are capable of benefiting from, and successfully completing, a degree or other scheme irrespective of their background.

4. The University is committed to operating efficient and effective central admissions procedures in accordance with legislative requirements and nationally agreed best practice.

5. The University is committed to the five core principles of fair admissions as defined in the Schwartz Report (2014): An admissions system based on transparency, selection based on the applicants' achievements and potential, adopting assessment methods that are reliable and valid, minimising barriers to entry, and professional in every respect and underpinned by structures and processes.

6. All applications received by the appropriate UCAS deadlines of the year of entry are guaranteed to be given equal consideration. Applications received beyond this date will be considered at the discretion of the University.

- **10.3 Strategic Approach and Internal Structures**

1. Undergraduate enrolment targets are approved by the University Executive.

2. Annual undergraduate applications targets are developed by the Planning Department. These targets are set as part of the contract between the University Executive and Academic Faculties, and are reported to the Recruitment and Marketing Board.

3. The Marketing, Recruitment and Admissions Board, which reports to Senate, is responsible for overseeing and monitoring the development and implementation of the University's marketing, recruitment and admissions strategies that drive recruitment of students to the University. The Board is also responsible for ensuring that the University meets the expectations of the UK Quality Code Section Admissions, Recruitment and Widening Access.

- **10.4 Application Routes**

1. The vast majority of undergraduate applications are received online via the Universities and Colleges Admissions Service (UCAS). Full details in regard to the 'UCAS Apply' online application process are available at [www.ucas.com/apply](http://www.ucas.com/apply)

2. Whilst it is recommended that applicants apply via UCAS wherever possible, a direct application route is also available. Please note that this route should only be used by applicants: a) applying solely to Aberystwyth University, and not to multiple higher education providers or b) applicants applying for any provision with a non-standard start date). Aberystwyth University is also a member of the Common Application membership organisation, through which candidates from the USA may apply.

- **10.5 The Undergraduate Application Process**

1. All applications are initially received and processed by staff in the Admissions Office. Receipt, and each stage of the subsequent admissions process, is recorded on the electronic admissions system.

2. Admissions staff conduct the initial assessment of each application to ascertain the applicant's ability to meet specified academic and English language entry requirements, comparability of non-UK qualifications, fee status and UKVI compliance issues. A note of the above is made on the electronic admissions system, and can be viewed by admissions tutors and authorised staff as appropriate.

3. Designated staff in the Admissions Office have authority to make offers on behalf of academic departments for the majority of undergraduate courses according to agreed criteria. Please note that applications for foundation courses, and courses in fine art, creative art and nursing are sent directly to the relevant departmental admissions tutor for their review and decision.

4. Any application falling outside of standard admissions criteria will be forwarded to the admissions tutor(s) within the relevant academic department for their review and decision.

5. The University has a defined set of roles and responsibilities for all admissions tutors who are based in academic departments (see 10.26 below).

6. The decision to issue offer(s) for any course will be dependent on the admissions criteria defined for the course(s) applied for.

7. All decisions will be processed by the Admissions Office and communicated to applicants via UCAS Track in the case of UCAS applicants, and in writing by e-mail attachment in the case of direct applicants and those applying through the Common Application.

- [10.6 Entry Requirements](#)

1. The University operates an inclusive admissions policy which values breadth as well as depth of prior study. Applicants are selected on their individual merits, and offers can vary.

2. Academic Departments, in consultation with the Admissions Office and Planning Department, will be invited each autumn to submit details of their proposed undergraduate entry requirements for the next application cycle. This information will be collated by the Admissions Office in the form of an offer making strategy, presented to the Marketing, Recruitment and Admissions Board and forwarded to the University Executive for their approval.

3. Approved offer levels will be published on the University's website, UCAS.com and in the undergraduate prospectus.

4. Admissions Tutors will be informed by the Admissions Office in regard to external curriculum changes and/or qualification reform which could affect future offer making.

5. Enquiries relating to the University's entry requirements should be directed to [ug-admissions@aber.ac.uk](mailto:ug-admissions@aber.ac.uk)

- **10.7 Qualifications**

1. Undergraduate applicants are generally required to demonstrate current or prior study at Level Three (e.g. A level or equivalent) of the Regulated Qualifications Framework (RQF) and the Credit and Qualifications Framework for Wales (CQFW).

2. The University accepts a range of non-UK qualifications for admission onto undergraduate programmes. Qualification equivalences are set by the University in consultation with UK ENIC and sector approved standards.

3. Enquiries relating to the University's accepted undergraduate qualifications should be directed to [ug-admissions@aber.ac.uk](mailto:ug-admissions@aber.ac.uk)

- **10.8 Contextual Admissions and Special Circumstances**

1. Contextual admissions is a term used to describe additional information, such as where a potential student lives or which school they go to, which provides the context for assessing their attainment and potential. This information enables the University to take into account the circumstances in which a student's academic performance has been achieved, which may lead to a contextual offer being made (adjustment to the standard offer issued) for the course applied to.

2. The University will make a contextual offer to eligible applicants studying A-levels (including the Welsh Baccalaureate Skills Challenge Certificate) or International Baccalaureate in the UK. Contextual offers will typically be made at the lowest point of the published offer range for the course/s applied to. Contextual offer eligibility criteria for applicants applying for undergraduate courses in the 2022/23 application cycle are as follows:

- Your home postcode is in a low HE participation neighbourhood (this information is collected from the Participation of Local Areas (POLAR) and sourced by UCAS). The score ranges from 1 (low participation) to 5 (high participation). The University will make a contextual offer to those applicants from POLAR4 Quintiles 1 and 2.
- You are the first generation in your family to go to university (identified through self-declared information on the UCAS application that you have parents or guardians who have not attended university)
- You are under the age of 25 and have spent a period of three or more months in care since the age of 14, you are a young carer, or you are estranged from your family (identified through self-declared information on the designated application form)
- You have one of the following immigration statuses:

- Refugee

- Humanitarian Protection

- Asylum Seeker

(identified through self-declared information on the UCAS application in the first instance)

## Access All Aber

All students that successfully complete our Access All Aber programme will receive an enhanced contextual offer of 2 A Level grades or 16 UCAS points below the lowest published offer range for all Aberystwyth University Undergraduate courses.

3. It is the responsibility of an applicant to inform the University of any circumstances that may have unduly affected their previous or current study. This information should be submitted to the Admissions Office at the point of application or at the earliest opportunity if the special circumstances arise post-application. Special circumstances, will be considered at the discretion of the relevant admissions tutor, where these have not already been taken into account by the relevant examination board.

4. The University's Student Support and Careers Service offers pre- and post-application information, advice and guidance to students with additional learning needs. Further information is available <https://www.aber.ac.uk/en/student-support/>.

5. The University's policy on the admission of disabled students can be found in [Appendix 2](#).

- [10.9 Credit for Prior Learning](#)

1. Applicants wishing to apply to transfer credits for taught modules onto Aberystwyth University taught undergraduate schemes must submit an application for study via the standard routes and indicate their proposed academic year/point of entry. Applicants must also submit a transcript for the relevant studies to be transferred, together with the relevant syllabus (either as a pdf document or provide the relevant URL).

2. Applicants wishing to claim credit for prior learning are advised to review our rules and regulations in respect of Credit Accumulation and Transfer Scheme

which are available at: <https://www.aber.ac.uk/en/academic-registry/handbook/learning/#>

3. Requests for credit transfer will be considered by the relevant departmental admissions tutor or subject expert who will determine whether or not credit transfer is appropriate. The Credit Transfer Authorisation Form will need to be completed and authorised by the relevant departmental admissions tutor in each case.

- **10.10 References**

1. All applicants for undergraduate courses are required to provide a reference in support of their application for study. In most cases this will be an academic reference. However, in some cases a work-based reference may be more appropriate, for example, in the case of mature-aged applicants.

2. Offers may be made for undergraduate courses prior to the receipt of a reference. In such cases, receipt of a satisfactory reference will be a condition of the offer.

- **10.11 Interviews**

1. The University does not typically require applicants to be interviewed as part of the undergraduate admissions process, with the exception of applicants to BSc Nursing (Adult) and BSc Nursing (Mental Health) and BVSc Veterinary Science (joint programme offered with the Royal Veterinary College).

2. At a department's discretion, applicants with non-standard qualifications, or mature applicants who do not meet standard entry requirements, may be invited by to take part in an interview. In such cases, the relevant academic department will liaise with the applicant regarding the nature of the interview and other arrangements (e.g. location, date).

3. Applicants travelling to Aberystwyth to attend an interview may claim a contribution towards travel expenses incurred in accordance with the current approved criteria and rates. Details of these, in addition to the form to claim the



relevant level of reimbursement for undergraduate interview related travel expenses, are available from the Undergraduate Admissions Office.

- **10.12 English Language Requirements**

1. Non-UK applicants will need to show evidence of a sufficient proficiency in English. This must be proved before an applicant commences a course. Details of the required proficiency standards required for undergraduate study, along with accepted English language qualifications and tests are available at: <https://www.aber.ac.uk/en/international/english-requirements/ug-english-requirements/>

2. Applicants who have not achieved the required level before submitting their application will have a condition included with their formal offer. This will state the necessary English language requirements that need to be achieved before commencing undergraduate study.

- **10.13 Applicants Under the Age of 18**

1. Aberystwyth University is an adult environment where students are treated as independent and mature individuals. Students at Aberystwyth University are normally aged 18 years or above. However, the University occasionally admits students who are under the age of 18 years at the start of their programme of study. For the majority of these students, that status will be for a limited time period, as they will usually turn 18 in the course of their first year.

2. Applications from individuals who will be under the age of 18 at the point of registration will be considered on a case-by-case basis, and the University may require that admission be subject to the application of specific entry criteria and/or conditions. The signing of the Aberystwyth University's Consent Form for the Admission of Students under the Age of 18 Years will be required as a condition of any offer of admission of any student under 18.

3. No applicant under the age of 18 will be admitted by the University until the Consent Form has been signed by both the student and their

parents/guardians, returned, and a risk assessment commenced (to include accommodation / departmental support / student support).

The University's Policy and Process Statement for the Admission of Students Under the Age of 18 Years can be found in full in [Appendix 2](#).

- **10.14 Criminal Convictions**

1. The University aims to provide opportunities for prospective students who are capable of benefiting from, and successfully completing, a degree or other scheme irrespective of their background. The University also recognises that it has a duty of care in respect of students, staff and visitors.

2. It is the responsibility of individual students to declare any legal restrictions which may impact their own studies and/or present a risk to the safeguarding of University staff and students. Students have responsibility to disclose any legal reasons that limit or prevent them entering university property, and/or working with individuals, and/or working with groups, and/or accessing the internet via the University's systems and facilities. Please contact the Admissions Office for more information via the confidential e-mail address: [arconf@aber.ac.uk](mailto:arconf@aber.ac.uk). Failure to declare this information to the University may be deemed a breach of the University's Disciplinary Procedures and penalties may be imposed accordingly.

3. The University's Policy and Procedure for the Admission of Students with Criminal Convictions can be found in full in [Appendix 4](#).

- **10.15 Offer making**

1. The decision to issue an offer/s will be dependent on the receipt of a full and complete application and subject to the admissions criteria defined by each academic Faculty/ Department in the annual offer making strategy.

2. The Admissions Office aims to process standard undergraduate applications within two weeks of receiving them. Non-standard applications which are required to be sent to academic departments may require a longer turnaround.

The processing of International applications which are incomplete or missing evidence may extend beyond the typical turnaround times.

3. Undergraduate offers will usually be communicated to applicants in the form of UCAS Tariff Points for those taking qualifications included in the Tariff. For international applicants, or those taking qualifications that are not included the UCAS Tariff, offers will be expressed in UCAS tariff equivalence as appropriate to the qualifications taken.

4. Applicants will be informed of their offer status online via UCAS Track (for UCAS applicants) and in writing by email for those making a direct application or via Common Application.

5. Applicants who are made an offer of study will receive an offer and correspondence relating to opportunities to visit. Further correspondence (e.g. details of accommodation options) will be sent to the applicant at various points during the application cycle.

- **10.16 The Applicant's Decision**

Successful applicants will notify the University of how they wish to proceed with their offer either through UCAS Track, in the case of UCAS applicants, or by submitting the Offer Reply Form, for those making a direct application or applying via the Common Application.

## **1. Acceptance**

In accepting an offer at Aberystwyth University, applicants confirm the following:

- that they accept the terms of the offer made to them
- that they agree to the University continuing to process their data; and
- that they wish to accept their offer of the place.

At this stage, acceptance of a place is not confirmation that the applicant will actually register. They may withdraw or defer at a later stage.

Applicants are required to meet all the conditions attached to their offer before being able to register.

Non-UK nationals must pay a non-refundable tuition fee deposit unless they have provided evidence of sponsorship to cover relevant tuition fees, or are exempted for any other reason (see [Appendix 4](#)).

Distance Learning applicants are not required to provide evidence that they can meet the costs of the course as most are in employment and opt to pay per module. Some students are sponsored by their employers. All distance learning applicants must pay a non-refundable Registration Fee.

Applicants requiring a Confirmation of Acceptance of Studies (CAS) in order to apply for a Student Visa, must meet all conditions attached to their offer before the CAS can be issued. Where relevant, the Admissions Office will also be required to seek evidence that the applicant has sufficient funds (for themselves and also any dependents that they intend to bring with them to the UK) in their own account for the requisite 28-day period, as required by the UKVI.

## **2. Deferral**

1. Undergraduate applicants may request to defer the commencement of their studies by one academic year by contacting the Admissions Office at: [ug-admissions@aber.ac.uk](mailto:ug-admissions@aber.ac.uk)

2. All requests for deferral must be approved by the University, and the outcome will be confirmed with the applicant by the Admissions Office.

## **3. Withdrawal**

1. Applicants wishing to withdraw their application to study at Aberystwyth University may do so either through UCAS Track, or, in the case of direct applicants, by notifying the Undergraduate Admissions Office at: [ug-admissions@aber.ac.uk](mailto:ug-admissions@aber.ac.uk)

2. Following withdrawal, an applicant may be asked to complete the relevant Decliner's Survey.

- **10.17 Student Visas**

1. Aberystwyth University is a registered 'sponsor' under the Student Visa Point-Based Immigration system (PBS). This gives the University the ability to recruit and sponsor students who are nationals of countries outside of the UK. The Home Office places responsibilities on students and universities to ensure immigration laws are adhered to.

2. Applicants from outside the UK will typically require a study type visa before they can enrol and study on a course at the University, except for those in receipt of settled or pre-settled status as part of the EU Settlement Scheme.

3. Applicants applying for a Student Visa will require a Confirmation of Acceptance for Studies (CAS) from the University. Prior to issuing a CAS, the University will undertake a checklist which includes:

- Evidence of how the academic decision has been made;
- A copy of the offer letter outlining full course title and course dates;
- A copy of final academic qualifications reviewed in reaching an offer decision, including certified translated versions where applicable;
- Evidence of valid English language proficiency;
- A copy of the applicant's valid passport;
- Financial evidence checks (where applicable);
- Confirmation that the applicant has supplied a financial deposit to the University (where applicable);

- Receipt of an Academic Technology Approved Scheme (ATAS) certificate (if applicable);
- Statement of satisfactory academic progression (where applicable).

Following completion of the CAS checklist, a draft CAS will be issued by the University and emailed to the applicant for review.

4. When an applicant confirms the draft as correct, a CAS will be assigned and the Home Office will then issue a CAS number to the University. This number will be forwarded to the applicant. (NB: A Student Visa application cannot be made more than six months before the start date of a course).

Enquiries relating to the University's Visa, Immigration and Compliance policies should be directed to [compliance@aber.ac.uk](mailto:compliance@aber.ac.uk)

- **10.18 Partnership Courses**

1. The University works in partnership with a number of providers to offer franchised undergraduate courses and joint programmes.

2. A franchise is a process by which the University agrees to authorise a delivery organisation to deliver (and sometimes assess) part or all of one (or more) of its own approved programmes.

3. Typically, applications for franchised programmes will be processed in accordance with Sections 10.5.

4. Enquiries relating to the University's current franchise arrangements should be directed to [collaboration@aber.ac.uk](mailto:collaboration@aber.ac.uk)

5. The BVSc Veterinary Science degree is a joint programme offered through a partnership between Aberystwyth University and the Royal Veterinary College. Students of this course spend the first two years of the course based at Aberystwyth University, and the third, fourth and fifth years at the RVC's Hawkshead Campus in Hertfordshire.

6. As a joint degree programme, separate admissions policies and procedures apply to the BVSc Veterinary Science, which can be found in [Appendix 5](#).

- [10.19 Admission to the University](#)

1. The University will only guarantee acceptance of an undergraduate applicant if the terms of an offer are met in full.

2. Where an applicant has narrowly missed the terms of their offer, their application will be reviewed by the relevant departmental admissions tutor or their nominee and a decision made as to whether or not to confirm the place.

3. As a condition of enrolment, all students are required to agree to abide by the rules and regulations of Aberystwyth University. These can be found at: [Part B - Rules & Regulations](#)

- [10.20 Registration](#)

1. All students are required to formally register at the start of their course and at the beginning of each subsequent academic year. All queries relating to registration should be directed to the Student Administration Team within the Academic Registry (e-mail: [ugfstaff@aber.ac.uk](mailto:ugfstaff@aber.ac.uk)). Information regarding the undergraduate registration process can be found at: <https://www.aber.ac.uk/en/academic-registry/students/ug-issues/registration/>

- [10.21 Tuition Fees](#)

1. Fees for all undergraduate and distance learning courses are agreed by the University's Executive, following recommendations made by the Aberystwyth University Fees and Scholarships Group. In addition, major fees require approval by the University's Resources and Performance Committee (RPC). Unless stated otherwise, tuition fees are payable on an annual basis and are subject to an annual review. Please see <https://www.aber.ac.uk/en/undergrad/before-you-apply/fees-finance/tuition-fees/> for a full list of tuition fees.

2. The Welsh Government undertakes an annual review of whether or not universities in Wales are permitted to increase the programme Fees for those students with 'Home' fee status. Should inflationary increases be permitted and implemented by the University, these would apply to both new and continuing undergraduate students with 'Home' fee status. These increases would also apply for the proportional fees charged for Year Abroad and Year in Industry. The University will confirm any inflation-linked increases to tuition fees on a yearly basis as soon as they are confirmed by the Welsh Government.

3. Tuition Fees charged at the 'International' Fee rate fall outside of regulation by the Welsh Government and students will not be subject to an annual inflation linked increase in tuition fees whilst pursuing their programme of study. This cohort protection means that the International Fee charged to a student in year one will remain at the same level for each of the subsequent years of their programme of study.

4. Tuition Fees charged for distance learning courses will be subject to annual inflation linked increases, which will be determined by the University and applied to both new and continuing students. The University will confirm any inflation-linked increase in tuition fees on a yearly basis.

5. An applicant's fee status (whether they are classified as being in the Home or International category) is determined by Admissions staff in accordance with UKCISA guidelines. Where the fee status is not clear from the submitted application form, further information will be sought from the applicant.

6. Information regarding the different payment options for tuition fees can be found at: <https://www.aber.ac.uk/en/study-with-us/fees/student-fees/how-to-pay/>

7. International applicants are required to pay a non-refundable deposit in order to confirm their place, or provide evidence of sponsorship to cover tuition fees. Details of the deposit payable by international applicants can be found



at: <https://www.aber.ac.uk/en/study-with-us/fees/undergrad/tuition-fees/#new-students-starting-from-september>

8. Distance learning courses are subject to a registration fee which must be paid when an applicant confirms their acceptance of their place on the course. Following this, distance learning students may opt to pay course fees either per year or per module.

- **10.22 Funding**

1. Aberystwyth University offers a wide range of scholarships and bursaries. These currently include Entrance Scholarships and Merit Awards, Academic Excellence Scholarships, Sports Scholarships, the International Accommodation Award for International students, and awards for study through the medium of Welsh, bursaries for care leavers, young careers and estranged students, and a number of departmental awards.

2. Information regarding specific funding opportunities can be found at: <https://www.aber.ac.uk/en/undergrad/before-you-apply/scholarships/>

- **10.23 Consumer Law**

1. All higher education providers in the UK have obligations in regard to consumer law. The Competition and Markets Authority (CMA) has produced compliance advice for providers which all admissions tutors should familiarise themselves with

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/428549/HE\\_providers\\_-\\_advice\\_on\\_consumer\\_protection\\_law.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428549/HE_providers_-_advice_on_consumer_protection_law.pdf)

2. Information provided to applicants, including at the offer stage, should be accurate and not include false or misleading information.

3. Enquiries relating to the University's consumer protection responsibilities should be directed to the Academic Registrar.

4. The University's Consumer Protection Regulations can be found in [Appendix 6](#).

- **10.24 Data Protection and Freedom of Information**

1. Personal information will be held by the University in accordance with the terms of the Data Protection Act 2018, and other associated legislation.

Personal information concerning applicants, or submitted by applicants, will only be accessed by those immediately involved in the processing of the application for undergraduate study.

2. Access to the Aberystwyth electronic admissions system (including Aberystwyth Student Records and Admissions System (AStRA)) is strictly controlled and only accessible to staff with approved authorisation.

3. Under the Data Protection Act 2018 and in certain circumstances, the Freedom of Information Act, individuals, both within and outside of the University, have a right to access to their own personal data as held by AU, and to correct this as necessary or to request 'to be forgotten'.

4. Data access requests and all Enquiries relating to the University's data protection and GDPR policies should be directed to the Data Protection Manager (email: [infocompliance@aber.ac.uk](mailto:infocompliance@aber.ac.uk))

- **10.25 Appeals and Complaints**

1. Decisions on applications for study are made on academic grounds in the context of our general principles of fair and inclusive admissions, as outlined above in 10.2. These decisions are final, and there are no grounds for appeal.

2. In the event an applicant wishes to make a formal complaint in regard to an aspect of the admissions service, the applicant should write to:

**Director of Global Marketing and Student Recruitment**

**Email:** [enquiries@aber.ac.uk](mailto:enquiries@aber.ac.uk)

**Post:**

Cledwyn Building  
Penglais Campus  
Aberystwyth University  
Aberystwyth  
Ceredigion  
SY23 3DD

The Director of Global Marketing and Student Recruitment, or their nominee, will contact the applicant within five working days of receiving the complaint.

In the event that an applicant is not satisfied with the initial reply received, they should contact the relevant Pro Vice-Chancellor:

**Pro Vice-Chancellor (Learning, Teaching and Student Experience)**

**Email:** [vcostaff@aber.ac.uk](mailto:vcostaff@aber.ac.uk)

**Post:**

Visualisation Centre  
Penglais Campus  
Aberystwyth University  
Aberystwyth  
Ceredigion  
SY23 3BF

The Pro Vice-Chancellor will endeavour to respond to the complaint within five working days of receiving it. Should a delay be anticipated, the University will contact the applicant to explain the reason for the delay and indicate when they can expect to receive the response to their complaint.

- [10.26 Roles and Responsibilities of Admissions Tutors](#)

1. The designated admissions tutor(s) within each academic department is responsible to the relevant Faculty Pro Vice-Chancellor for the management of admissions to that department.

2. Departments may have more than one admissions tutor. In these cases, there will be one member of staff appointed to co-ordinate the operation of selection and to liaise with the Admissions Office.

3. Departments are asked to confirm the names and contact details of admissions tutors prior to the start of each admissions cycle, and should notify the Admissions Office promptly should this change during the course of the year.

4. New admissions tutors, or those returning to the role following a period of absence, are invited to contact the Admissions Office to arrange initial training on the current admissions systems and processes in place. Further training and support is provided by the Admissions Office to all admissions tutors in the form of training sessions to support activities such as Clearing, or bespoke sessions/advice for individual admissions tutors/departments as required. Email bulletins are also circulated to admissions tutors, Heads of academic department and other stakeholders on various admissions related matters as required.

5. Admissions tutors will be invited to attend the University's Recruitment Action Group, the minutes of which are reported to the Marketing, Recruitment and Admissions Board. In addition to discussing recruitment activities and events, admissions training and information dissemination takes place on a regular basis.

6. In respect of the processing of undergraduate applications, admissions tutors have the following overall responsibilities:

(i) The admissions tutor will give responsible advice and will consult with the Admissions Office, as necessary.

(ii) The admissions tutor will work within the University's and UCAS deadlines to ensure prompt and efficient decision-making.

(iii) The admissions tutor will liaise with tutors in other Faculties / Departments in the case of Joint Honours applicants and applicants to inter-departmental degree schemes to make decisions jointly.

(iv) The admissions tutor will take the entire portfolio of evidence into account, as presented by the UCAS form, and will request further evidence as necessary. It is not the case at Aberystwyth that decisions are made solely on the basis of predicted grades. The admissions tutor will also ensure that mature age students are given every opportunity to discuss their individual case.

(v) The admissions tutor will liaise with the Admissions Office in all cases where there are implications for other areas within the institution e.g. in cases of student support, disability, financial status, discipline, etc.

(vi) The admissions tutor will support the implementation of the University's admissions policies, and will be responsible for implementing and maintaining the Faculty / Department's stated policy criteria on admissions.

(vii) The admissions tutor will not communicate with an applicant who has declined our offer or with an applicant whose record has been cancelled.

(viii) The admissions tutor will adhere to the Code of Practice in the use of the networked Aberystwyth Admissions System (AStRA and APEX).

(ix) Neither the University nor the Faculty / Department can take responsibility for advice given over the phone. Misunderstandings can often arise. It is therefore the responsibility of the admissions tutor to ensure that advice proffered is not misleading. Important advice e.g. with regards to eligibility for consideration, should be followed up in writing.

(x) The admissions tutor will draw the Faculties attention (through the Admissions Office) to any serious inconsistencies between the personal

statement and the reference and will be vigilant concerning false statements, omissions or misrepresentations in the application form.

(xi) The admissions tutor should ask their department to inform the Admissions Office of any prolonged period of absence e.g. through illness. The Faculty Pro Vice-Chancellor or Head of Department should then inform the Admissions Office of the replacement.

(xii) The admissions tutor should be in office for an entire admissions cycle to ensure continuity between offer making and decisions concerning acceptance. It is essential that the admissions tutor should be present during Confirmation and Clearing.

(xiii) The admissions tutor is responsible to the Faculty Pro Vice-Chancellor and Head of Department (where applicable) for ensuring best practice in admission. The admissions tutor will be mindful of the University's need to recruit students who have the potential to progress and succeed at the University.

Chapter reviewed: March 2023

- [10.27 Appendices](#)

Appendix 1: [Admission of Disabled Students policy](#)

Appendix 2: [Policy and Process Statement for the Admission of Students Under the Age of 18 Years](#)

Appendix 3: [Policy and Procedure for the Admission of Students with Criminal Convictions](#)

Appendix 4: [Tuition Fee Deposits for International Applicants](#)

Appendix 5: [Admissions Statement: Bachelor of Veterinary Science – BVSc](#)

Appendix 6: [Consumer Protection Regulations](#)

