

## Admissions Policy (Student Admissions)

<b>Policy Category:</b>	Academic
<b>Subject:</b>	Reflective of King's College London's commitment to fair, transparent and consistent admissions practices, this policy outlines the policies that are applicable to the university's student admissions process.
<b>Approving Authority:</b>	Academic Board
<b>Responsible Officer:</b>	Vice President (Education & Student Success) and the Executive Director, Students & Education
<b>Delegated Authority:</b>	King's Admissions Office, Students & Education Directorate
<b>Related College Policies:</b>	<a href="#">Academic Regulations</a> ; <a href="#">Admissions Interview Policy and Procedure</a> ; <a href="#">Applicant Complaints Policy (Student Admissions)</a> ; <a href="#">Applicant Misconduct Policy</a> ; <a href="#">Criminal Record Disclosure Policy (Student Admissions)</a> ; <a href="#">Equality, Diversity and Inclusion Policy</a> ; <a href="#">Fee Status Assessment Policy</a> ; <a href="#">Fitness to Practise Policy</a> ; <a href="#">Terms &amp; Conditions for Students</a> .
<b>Effective Date:</b>	September 2023
<b>Supersedes:</b>	<b>Fair Admissions Policy</b> (October 2022)
<b>Next review:</b>	2026

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### PURPOSE & SCOPE

King's College London is committed to fair, transparent and consistent admissions practices. It is committed to the recruitment of students with the greatest academic ability and potential, irrespective of their social, cultural and economic background and welcomes applications from students all over the world to create an international community. To support this aim, this policy outlines and signposts applicants to the university's policies which are applicable to the admissions process.

This policy is applicable to all programmes of study at the university at Undergraduate, Postgraduate Taught and Postgraduate Research level. It also applies to programmes of study offered by the School of Professional and Continuing Education (PACE), to any programme where the admissions process is managed by the King's Admissions Office and to any programme of study that utilises the King's Apply application portal for admissions purposes.

This policy is written in line with the university's Strategic Vision 2029 with the aim of 'building a community of learners' and with consideration of the principles outlined in [UK Quality Code for HE: Admissions, Recruitment and Widening Access](#), the Schwartz [Fair Admissions Review](#), and the UUK & Guild HE [Fair Admissions Code of Practice](#). It is also written within the context of commitments to fair access and student success as set out within the [Higher Education and Research Act 2017](#), [Consumer and Markets Authority regulations](#), [equalities legislation](#) and [data protection legislation](#).

## DEFINITIONS

**Applicant** – the term used to describe an individual once they have started an application to study at the university. This term is used to describe said individual up to the point of enrolment.

**Confirmation of Acceptance of Studies (CAS) number** - a reference number issued to applicants once their place to study at the university has been secured. The CAS number must be entered on the applicant's visa application.

**Clearing** – an undergraduate application service offered by [UCAS](#) that aims to match applicants to university places that are yet to be filled. It is available to applicants who have made a UCAS Undergraduate application and do not hold any offers and is available from 5 July to 18 October every year. Applicants are advised to check the UCAS website should application windows change in the future. King's may consider utilising this service if spaces remain available after processing examination results.

**Data Protection Legislation** - any law, statute, declaration, decree, directive, legislative enactment, order, ordinance, regulation, rule or other binding restriction as updated and amended from time to time which relates to the protection of individuals with regards to the processing of Personal Data and privacy rights to which a party is subject, including the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 (amended by SI 2011 no. 6) and the GDPR (as incorporated into UK law under the UK European Union (Withdrawal) Act 2018) as the same are amended in accordance with the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019 (as amended by SI 2020 no. 1586) as amended.

**King's Admissions Office** – the department at the university that is primarily responsible for processing applications to study.

**Personal Data** - has the meaning set out in the Data Protection Legislation and for the purposes of this Agreement includes Special Category Data.

**Regulated activity** - some university activities or optional modules require students to interact with vulnerable adults and children. These are described as regulated. [An Enhanced Disclosure and Barring Service check](#) is required to participate.

**Special Category Data** - data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

**UCAS Extra** - the application service that is offered by UCAS to undergraduate applicants once the UCAS equal consideration deadline has passed. More information is available on the UCAS website.

## POLICY

### 1. Programme Information and entry requirements

- 1.1 The minimum entry requirements for programmes on offer at the university are outlined in the [Academic Regulations](#), Chapter 1: Admissions. Specific entry criteria for [Undergraduate](#) and [Postgraduate](#) programmes can be found in the online prospectus, including but not limited to, grade and subject information and qualification equivalences. Applicants are encouraged to review this information before they apply. Entry requirements are reviewed regularly and updated annually. Where information is not available, [enquiries are welcomed](#).
- 1.2 For Undergraduate programmes, examination re-sits are accepted for most programmes with restrictions to this policy published on the online prospectus.
- 1.3 In line with [Competition and Markets Authority \(CMA\)](#) advice to higher education on consumer protection law, the information aims to be accurate, clear, unambiguous and timely. The university aims to avoid altering admissions criteria during the application cycle. Where changes are unavoidable after the point of application, applicants will be informed of these via [King's Apply](#) and options will be provided to the applicant, including but not limited to, having an application considered for an alternative programme or allowing for an application to be withdrawn with a refund on deposit and application fee payments where applicable.

### 2. How to Apply and Deadlines

#### *Undergraduate Programmes*

- 2.1 Applications to study at Undergraduate level are submitted via UCAS. The university complies with equal consideration guarantees if an application has been [submitted by specified deadlines](#) and it endeavours to adhere to all [UCAS decision deadlines](#).
- 2.2 All decisions are communicated to applicants through UCAS and [King's Apply](#). The university communicates with applicants via King's Apply and applicants are responsible for checking [King's Apply](#) for updates.
- 2.3 The university may accept late applications, use [UCAS Extra](#) or [Clearing](#) if places remain available after application deadlines have passed. This information will be available prior to the start of each service on the university's website and on the UCAS website.

#### *Postgraduate Taught and Research Programmes*

- 2.4 Applicants are required to apply via [King's Apply](#) to Postgraduate Taught and Research programmes, with two exceptions outlined in 2.5. The [online prospectus](#) details application deadlines. The university reserves the right to close any Postgraduate Taught and Postgraduate Research programmes to applications at any point after the published deadline. Applicants can register only once via [King's Apply](#) within an admissions cycle, whether via an agent or direct, but may apply to more than one programme. Applications typically open in October, the year before the intended start date at the university.
- 2.5 Applications to Teacher Training programmes are made via the [Department for Education Apply](#) service, where application deadlines are published. Applicants for Postgraduate Pre-

registration Nursing programmes are required to make an application via [UCAS](#) by deadlines specified on the university's online prospectus and on the UCAS website.

- 2.6 All decisions are communicated to applicants through [King's Apply](#). Applicants are responsible for regularly checking [King's Apply](#) for updates and communications. All applications submitted by the deadline are considered equally. Applications submitted after the deadline are considered on an individual basis.
- 2.7 Several Postgraduate Taught and Research programmes require a non-refundable application fee as part of the application process, which is detailed on the university's online prospectus. Payment of an application fee is not a guarantee that an offer will be received due to the competitive nature of the application process.

#### *Additional Programmes of Study*

- 2.8 For the following programmes of study information about deadlines, how to apply and further programme information can be found on the university's website:

- i. [Pre-sessional English Programmes](#)
- ii. [King's Foundations](#)
- iii. [Incoming Study Abroad](#)
- iv. [Medical Electives](#)
- v. [Ngee Ann Nursing](#)
- vi. [King's Online](#)
- vii. [Summer Schools](#)
- viii. [Intercalated degrees](#)
- ix. Non-Award and [Visiting Research Students](#)

#### *Funding deadlines*

- 2.9 There may be additional funding application processes and deadlines for applicants for both internal and external grants, scholarships and other funding options. More information can be found on the [university's Student Funding webpages](#).

### **3. Application Assessment Process**

- 3.1 For Undergraduate programmes and for some Postgraduate Taught programmes, the university operates a centralised admissions process. The King's Admissions Office and academic admissions tutors are responsible for setting entry requirements. Admissions are responsible for assessing applications and processing decisions. All staff involved in the admissions process are required to undertake regular training to ensure decisions comply with the university's admissions policies.
- 3.2 For other Postgraduate Taught and all Postgraduate Research programmes, admissions staff are responsible for conducting an initial assessment and shortlisting of applicants, referring their recommendations to the admissions tutor for a final decision. For Postgraduate Research and a small number of Postgraduate Taught programmes, successful applicants are required to undertake an interview process. This requirement will be outlined on the online prospectus.

- 3.3 For joint programmes between the university and another Higher Education Institution or degree apprenticeship programmes, the assessment criteria and decision to offer a place may be made jointly by King's and the partner institution or by King's and the employer.
- 3.4 The university considers all aspects of the application as part of a holistic approach to selection and admissions. This may include some, or all, of the following elements:
- i. achieved and pending academic qualifications and achieved and predicted grades;
  - ii. evidence of English language proficiency;
  - iii. a personal statement and/or research proposal;
  - iv. references (academic and/or professional);
  - v. an applicant's performance at interview;
  - vi. an applicant's performance at an admissions test;
  - vii. a sample of an applicant's written work;
  - viii. the academic and geo-demographic context in which qualifications have been achieved and being completed, see Section 6;
  - ix. extenuating or mitigating circumstances (applicable to Undergraduate applications), see Section 18.
- 3.5 Some programmes operate using rolling admissions with decisions being processed promptly after the receipt of an application. Other programmes operate a "gathered field" approach with all decisions being made later in the cycle once the quality of a larger number of applications has been considered.
- 3.6 The university reserves the right to make alternative offers to candidates to the original programme to which they applied. In these cases, applicants will be contacted via [King's Apply](#) and informed that an offer will be made for an alternative programme and will be provided with further information regarding this process.

#### **4. Age requirement**

- 4.1 The university does not operate a minimum or maximum age requirement for most programmes of study. However, students must be able to demonstrate the maturity and personal skills, as well as academic potential required to succeed on a university level programme and benefit from a university education. Applicants who will be under the age of 16 on entry will be required to attend an interview, whether or not the application process for that programme requires this for admittance. Programmes requiring a Disclosure and Barring Service Check to enrol may have a minimum age requirement. In addition, the university is unable to sponsor anyone under the age of 16 requiring a visa to study. [The online prospectus provides details of this requirement.](#)

#### **5. English Language**

- 5.1 As outlined in the university's [Academic Regulations](#), Chapter 1: Admissions, students at the university are expected to have proficiency in English at an appropriate level to effectively communicate in an academic environment and succeed in their studies. All applicants are therefore required to evidence their English Language proficiency prior to enrolment. Specific terms will be outlined in offer letters available to successful applicants via [King's Apply](#).

- 5.2 The online prospectus lists the English Language requirement for each programme. More information can also be found on the university's website for [Undergraduate](#) and [Postgraduate](#) programmes, including the tests that may be requested to meet visa requirements.

## **6. Contextual admissions**

- 6.1 The university uses contextual data to holistically assess an applicant's potential to succeed. [More information about this can be found on the university's website](#). For most Undergraduate programmes, contextual data is used to assess whether the application requires further consideration, or if the applicant should receive a contextual offer. The university also uses contextual data to differentiate between similarly qualified candidates to assess which has the greatest academic potential. Students participating in King's Widening Participation programmes (such as K+) and other affiliated partner programmes may receive additional consideration or a contextual offer as part of the admissions process.
- 6.2 The university is committed to providing fair access and support to applicants from 'Priority Groups'. Priority Group applicants include those who have:
- i. spent any time in local authority care;
  - ii. become estranged from their parents/carers;
  - iii. experienced forced migration;
  - iv. assumed responsibilities as a young carer.
- 6.3 The university advises all Priority Group applicants to disclose this information in their UCAS application to allow the King's Admissions Office to consider their specific circumstances. UCAS referees should also ensure that this information is included in their reference. The [Social Mobility and Widening Participation Department](#) will contact Priority Group applications directly to verify their status and discuss any support needs.

## **7. Interviews**

- 7.1 Some programmes on offer at the university may require applicants to undertake an interview as part of the selection process as per the [Admissions Interview Policy and Procedure](#). When an interview is required, it this will be stated on the online prospectus.

## **8. Fee Status Assessment, Fee Status Assessment Appeals and Tuition Fees**

- 8.1 The university uses the [UK Council for International Student Affairs \(UKCISA\)](#) guidelines which are informed by government legislation and regulation, to assess the fee status of an applicant; either "Home" or "Overseas". The assessment made by the King's Admissions Office determines the tuition fee to be paid by an applicant for the duration of their studies and is confirmed to successful applicants in offer letters available via [King's Apply](#). The university's [Fee Status Policy](#) outlines information regarding fee status assessments and how to challenge these both pre- and post-enrolment.
- 8.2 The "Home" and "Overseas" tuition fee rate is available on the [Undergraduate](#) and [Postgraduate](#) online prospectus on a programme-by-programme basis. For other levels of study, the fee rate will be published on the university's website alongside information regarding these programmes (see Sections 1 and 2.8).

## 9. Deposits

- 9.1 For some programmes, the university requires applicants to pay a deposit by an acceptance deadline to secure their place. Deposits contribute to, and will be deducted from, the applicant's overall tuition fee. Offer letters available via [King's Apply](#) provide further information regarding whether a deposit will be required, the amount due and the deadline by which payment is required.
- 9.2 For Undergraduate applicants requiring a student visa to enter to the UK, a Confirmation of Acceptance of Studies (CAS) number will not be produced until the deposit has been paid and received by the university. For postgraduate applicants, a deposit may be required to accept an offer from the university.
- 9.3 Deposits are generally non-refundable. However, deposits can be refunded in the following scenarios, provided deadlines within the applicant's offer letters are met:
- if the applicant requests a refund in writing via a King's Apply message within 14 days of the payment being received at the university's account;
  - if the applicant's UK student visa application is refused or rejected, however, this will only be the case where the rejection is not related to the actions of the applicant, for example but not limited to, the applicant missing deadlines or the applicant's inability to provide appropriate documentation;
  - if the programme to which the applicant intended to enrol is withdrawn by the university;
  - if the applicant provides evidence that they have not meet their offer conditions and the university has as a result declined to secure the applicant's place and rejected their application;
  - if there are exceptional, unforeseen circumstances, such as but not limited to, severe poor health, death, unexpected financial hardship. However, refunds in these circumstances are made at the university's discretion and applicants need to provide evidence of their circumstances via King's Apply.
- 9.4 In some scenarios, the programme may require a deposit, but the applicant may not need to pay. For example, if the applicant can provide evidence that their tuition fees will be fully covered, either by a scholarship, sponsorship, or employer. Evidence in these scenarios needs to be submitted by the deposit deadline via [King's Apply](#) to waive the deposit payment.
- 9.5 Some deposits will be the full tuition fee for the programme and payment will be required when the applicant accepts their offer. This will be made clear in the offer letter available via [King's Apply](#). If the programme is a distance learning programme, and/or is offered outside the UK and where the country of study requires tax to be added to fees, a Goods and Services Tax (GST) will be automatically added to the fee required. More information about GST can be found on the [university's website](#).

## 10. Deferrals

- 10.1 Undergraduate applicants considering deferred entry are advised to consult the online prospectus for any programme specific guidance or restrictions. Typically, deferral requests of one year will be considered and accepted. [More information regarding deferrals can be found on the university's website.](#)



- 10.2 Postgraduate Taught programmes do not currently allow deferrals. The [university's website](#) offers the most up-to-date advice regarding Postgraduate Taught deferrals.
- 10.3 Postgraduate Research deferrals are dependent upon agreement from the proposed supervisor. All deferral requests must be submitted in writing through [King's Apply](#) stating the reason for deferral. The King's Admissions Office will respond with further advice. Deferral requests must be received before the end of the enrolment period for scheduled start of the programme. [More information can be found on the university's website.](#)
- 10.4 Applicants requesting a deferral need to be aware that all conditions of their offer are to be met by the deadlines outlined in offer letters to allow for a deferral to take place. A deposit may also be required to defer.
- 10.5 Applicants should be aware of the implications of deferring, as outlined on [the university's website](#), which includes but not limited to:
- i. the ability to access to funding in a given academic year;
  - ii. changes to fee status assessments;
  - iii. the need to undertake an English Language test to meet visa requirements;
  - iv. tuition fee increases and/or changes to GST;
  - v. the need to reapply for other services at the university such as accommodation.

## **11. Transfers**

- 11.1 Some Undergraduate programmes may consider applicants wishing to transfer their studies to King's College London. The [university's website](#) details the programmes that are open to transfer in a given year and the policies, requirements and application process for a transfer to take place.
- 11.2 Postgraduate Research students may apply to transfer their PhD to King's College London, subject to the current [Academic Regulations](#) relating to Postgraduate Research degrees (Section 6.5). Candidates should submit an application via [King's Apply](#) in the same way as those applying to start their PhD from scratch, ensuring that they make it clear they wish to transfer.

## **12. Student Visas and ATAS**

- 12.1 Applicants requiring a student visa to enter the UK to study will be required to meet conditions as set out by [UK Visas and Immigration \(UKVI\)](#). The university will issue a CAS number to applicants who have met all the conditions of their offer and therefore have an Unconditional Firm (UF) offer and, if required, paid a deposit.
- 12.2 Applicants requiring a student visa must declare this via [King's Apply](#) and ensure that they provide the necessary documentation and information when requested. CAS numbers will be issued by the King's Admissions Office, via [King's Apply](#), no more than 6 months before the programme start date to allow for applicants to make their visa application. More information about visa requirements and applications can be found in offer letters on [King's Apply](#).
- 12.3 The King's Admissions Office can also issue a [Standard Visitor Visa](#) to some students who are required to enter the UK to study for 6 months or less. More information about the process to obtain this visa will be available in offer letters available via [King's Apply](#).



- 12.4 Some applicants studying sensitive subjects as deemed by UKVI will also be required to obtain [Academic Technology Approval Scheme \(ATAS\)](#) clearance before entering the UK. Specific requirements will be outlined in offer letters on [King's Apply](#).
- 12.5 Further information and advice can be accessed via the university's [Student Visa webpages](#). Applicants should also make reference to the university's [Student Visa Policy](#).

### **13. Criminal Record Disclosure and Enhanced DBS checks**

- 13.1 For programmes or modules of study that contain regulated activity, applicants will be required to declare if they have a criminal record at the point of application. An enhanced DBS check will be required prior to enrolment. Applicants are advised to review the [Criminal Record Disclosure Policy and Procedure](#) for detailed information on when a criminal record disclosure is required and the procedures for collection and consideration of this information as part of the admissions process.

### **14. Occupational Health and Fitness to Practise**

- 14.1 Some programmes on offer at the university require occupational health clearance before the commencement of study. If this is the case, the requirement will be outlined on the online prospectus and further information about the process is provided to successful applicants in their offer letter available on [King's Apply](#).
- 14.2 In addition, some programmes require applicants to demonstrate high levels of behaviour at all times to support their professional registration. These programmes have [Fitness to Practise Policies and Procedures](#) surrounding them. Further information regarding these can be found on the [university's website](#) and also in offer letters which are available to successful applicants via [King's Apply](#).

### **15. Disability support**

- 15.1 Applicants with a disability are encouraged to declare this at the point of application. This allows admissions staff to consider any reasonable adjustments that may be required to support the applicant in the admissions process. Applications are considered based upon academic merit and potential for their chosen programme and any support needs or adjustments will be considered independently of the admissions decision. The [Disability Support and Inclusion Team](#) provides applicants with information, advice and guidance on disability support issues.

### **16. Expected Applicant Behaviour and Applicant Misconduct**

- 16.1 Applicants to the university are expected to demonstrate good conduct, show respect for the persons within and for the property of the King's community, and to behave in a way that does not interfere with the proper functioning or activities of the university. This includes, but is not limited to, their behaviour and conduct at university site visits, open days or interviews, correspondence with the university via email, telephone calls and/or King's Apply messages, and the use of social media.
- 16.2 The university reserves the right to withdraw an offer and/or cancel an application where evidence can be provided that an applicant's behaviour falls short of these expected standards. Examples of unacceptable behaviour can be found in the university's [Non-](#)

[Academic Misconduct Guidance](#). This list is not exhaustive and other examples of inappropriate behaviour will not be tolerated. More information regarding the [Applicant Misconduct Procedure can be found here](#).

- 16.3 Where evidence is detected that a personal statement may be plagiarised, or that any other element of an application may be fraudulent including the provision of falsified documents, the application will not be progressed until the matter has been investigated by the King's Admissions Office and resolved. The university reserves the right to withdraw an offer if incorrect or misleading information is provided in the application.

## **17. Feedback**

- 17.1 The university operates a competitive admissions system and therefore a considerable number of applicants may be unsuccessful in their application to study. Feedback can be provided to any candidate whose application is unsuccessful. All requests for feedback should be made in writing via [King's Apply](#) within 30 days of an unsuccessful decision. The university is not obliged to provide feedback to applicants who are successful in obtaining an offer, nor to applicants submitting feedback requests after 30 days of their decision.

## **18. Mitigating Circumstances**

- 18.1 The university understands that there are times when unexpected events occur that can affect an applicant's studies and exams. This would include illness or bereavement or perhaps adverse family circumstances. Information regarding the [mitigating circumstances procedures for undergraduate programmes can be found on the university's website](#). Applicants should contact their examination or awarding body in the first instance to discuss how their circumstances affected their performance. Information regarding mitigating circumstances can contextualise academic performance, however, the final decision as to whether to offer the applicant a place remains at the university's discretion.

- 18.2 For entry to Postgraduate programmes, and for any other programme offered outside of Undergraduate level, the university expects applicants to have taken appropriate action to ensure the relevant examination bodies have allowed for such circumstances prior to the announcement of results or following an appeal.

## **19. Complaints**

- 19.1 The university is committed to providing a high-quality admissions process in line with admissions policies for all applicants. However, the university recognises that there may be occasions when applicants may have cause for complaint. More information regarding [the university's Applicants Complaint Policy can be found here](#). Applicants should be aware that there is no right to appeal an academic judgement on their application which results in an unsuccessful decision.

## **20. Cancellation Rights**

- 20.1 Applicants have the right to cancel their acceptance of a place at the university for any reason during a fourteen (14) day cancellation period (the "Cancellation Period"), which starts on the day the applicant accepts an offer from King's.
- 20.2 To cancel the acceptance of an offer, the applicant must clearly inform the King's Admissions Office in writing of their decision to cancel before the Cancellation Period has expired.

Applicants should do this by sending a message via King's Apply or alternatively by contacting the King's Admissions Office by email. Applicants can also use the [Cancellation Form](#) to notify the university of their decision to cancel.

- 20.3 To meet the cancellation deadline, it is sufficient for applicants to send their communication to exercise of the right to cancel before the Cancellation Period has expired.
- 20.4 If the applicant cancels their offer acceptance within the 14 day Cancellation Period, the university will reimburse any tuition fee payment including any deposit received no later than 14 days after the day on which the applicant informed the King's Admissions Office of their decision to cancel their acceptance.

## **21. Data Protection**

- 21.1 The university will process Personal and Special Category Data in accordance with the Data Protection Legislation and in compliance with the university's [Data Protection Policy](#). The Applicant Privacy Notice can be found [here](#). Applicant data will be held in line with the university's [retention schedules](#).

## **22. Policy Implementation and Review**

- 22.1 The King's Admissions Office will review this policy every three years from the point of approval and publication. However, should there be a change in relevant legislation, regulation, government or university policy before this point, the policy will be reviewed in line with this. The Admissions Manager (Policy) within the King's Admissions Office is responsible for monitoring changes that may impact this policy.

## **23. Reporting**

- 23.1 The King's Admissions Office closely monitors the implementation of the university's admissions policies. Senior Admissions Officers and Admissions Managers have oversight of all decisions that are made as part of the admissions process and can review this information to ensure consistency in the application of admissions policies. The [Applicant Complaints Policy](#) and feedback process (see section 17) also allows for admissions to ensure consistency in the application of the policies. The King's Admissions Office can also use this information to develop and implement improvements in the admissions process for future cycles.