

King's College London

Undergraduate Admissions Policy

1. Introduction

This policy applies to all categories of applicants to accredited programmes of undergraduate (UG) study and is intended to provide a central framework to inform all policies and procedures involved in recruitment, selection and admissions.

King's College London is committed to the recruitment of students with the greatest academic ability and potential, irrespective of their social, cultural and economic background.

The university is committed to equality in education and applications are considered on their individual merits, utilising a holistic approach and reviewing all information provided to the College through the application process.

King's is committed to fair, transparent and consistent admissions practices and aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices.

This policy is consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's 'UK Quality Code for Higher Education' and the Schwartz Report 'Fair admissions to higher education: recommendations for good practice' and complies with current legislation affecting the admission of students.

2. Roles and responsibilities

2.1 King's operates a largely centralised undergraduate admissions process. For the majority of programmes, academic admissions tutors set entry requirements which are then applied by the professional admissions staff who are responsible for processing decisions. Non- standard and marginal applications will be sent to the Admissions Tutor for review.

2.2 King's Admissions Office staff and Admissions Tutors are provided with regular and detailed training to ensure decisions comply with the Undergraduate Admissions Policy and all related policies.

3. Academic entry criteria

3.1 King's publishes entry criteria in a printed and online prospectus and external sources of information, advice and guidance (for example, UCAS Entry Profiles).

3.2 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. As such, King's aims to avoid altering admissions criteria during the course of the application cycle.

- 3.3 King's accepts applicants with a wide range of qualifications and publishes the range of qualification equivalences on our online prospectus. Where an equivalency has not been published, enquiries to prospective@kcl.ac.uk are welcomed. King's is committed to a regular review of entry requirements.

The published entry requirements reflect a typical offer; however, meeting or being predicted to meet this does not guarantee an offer. This is due to variations in the number of applications we receive each cycle.

- 3.4 The majority of programmes consider applicants who are re-sitting exams in order to improve grades. The online prospectus provides guidance for programmes which have restrictions on re-sits.

4. Subject specific requirements

- 4.1 A Level and GCSE (and equivalents) specific subject requirements for each programme are listed in the online prospectus. If a subject is listed as required at any level, an application will be unsuccessful if this subject has not been listed as completed or pending completion.
- 4.2 Whilst King's does not include the Extended Project Qualification, General Studies or Critical Thinking in its undergraduate offers, their contribution to a student's overall development is valued and will be considered as part of the holistic assessment of the application.
- 4.3 King's does not have preferred A Level subjects, all accepted A Levels are considered equally. The Russell Group's '[Informed Choices](#)' is recommended as reading for students choosing their post-16 subject choices.
- 4.4 Overall GCSE (or equivalent) performance may be considered as part of the holistic assessment of an application. Students who take GCSEs earlier than would be the norm, should be aware that the grades obtained will be considered as if they were taken at the standard juncture.

5. English language requirements

- 5.1 All students are required to prove their English language proficiency.

English language requirements vary between programmes, the online prospectus lists the requirement for each programme and what is accepted as meeting this English language requirement.

6. Application assessment

- 6.1 King's considers all aspects of the application as part of a holistic approach to selection and admissions.

This may include the following: achieved and pending academic qualifications; achieved and predicted grades; evidence of English language proficiency; the personal statement or additional information which demonstrates motivation for a programme of study; academic reference and school experience; an applicant's performance at interview; an applicant's sample of written work; the academic and geo-demographic context in which qualifications have been achieved and being completed and/or extenuating or mitigating circumstances.

- 6.2 King's may, on occasion, require additional written work or offer applicants the opportunity to provide an additional personal statement. When this is required, the reason for the request will be clearly stated.

7. Application procedure

- 7.1 Applications to all full time undergraduate degree programmes are submitted through Universities & Colleges Admissions Service (UCAS). International students may also apply through the Common Application.
- 7.2 Applications to the Professional Certificate in Education (PGCE) and Nursing with Registration (graduate entry) PG Dip are submitted through UCAS.
- 7.3 Applications to visiting and exchange programmes are submitted directly through King's Apply.
- 7.4 King's complies with the UCAS equal consideration guarantee to all applications submitted by 15 January, with the exception of the majority of Medical and Dental programmes' earlier equal consideration deadline of 15 October.
- 7.5 Applications submitted post 15 January are considered on an individual basis after all 'on-time' applications have been fully considered. Post 15 January applications are processed in order of the date they are received.
- 7.6 King's reserves the right to close undergraduate programmes to applications at any point after the 15 January deadline.
- 7.7 Many programmes operate on rolling admissions, with decisions being processed from October each year. All decisions are communicated to applicants through King's Apply and UCAS Track. King's endeavours to adhere to all UCAS decision deadlines.
- 7.5 King's may use UCAS Extra, Adjustment and/or Clearing. This information will be available prior to the start of each service.
- 7.6 Applicants considering deferred entry are advised to consult the relevant programme page on the online prospectus for any programme-specific guidance or restrictions on deferred entry. Typically, deferrals will be considered if applicants wish to defer entry to gain specific experience, earn funds in preparation for their studies or generally broaden their interests. It is suggested that applicants apply in their final year of secondary or further education, indicating in their UCAS application that they will be deferring entry and outlining their general plans in the personal statement. Applicants are also welcome to apply during their gap year after completing their qualifications.
- 7.7 The deadline for offer holders to meet the conditions of their offer is 31st August in the year of application, or within two weeks of the publication of the final exam results, whichever is earlier. This is the deadline for King's to receive evidence that the conditions of an offer have been met. Applicants who believe they will meet the offer conditions by these deadlines, however will not be able to evidence it, should contact the admissions office as soon as they become aware of this situation.
- 7.8 King's College reserves the right to withdraw a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances. Where relevant to the programme,

Disclosure and Barring Service checks, Occupational Health appointments and Fitness to Practice information may also form part of the assessment of an applicant's suitability.

- 7.9 Applicants should be aware that under the Data Protection Act 1998, King's is only able to speak directly with them. The UCAS application's Nominated Access field provides the option for applicants to confirm an adult (teacher, parent or guardian) to act on their behalf and speak directly with the university.

8. Contextualised admissions

- 8.1 King's may use contextual data to holistically assess an applicant's future potential to succeed. Contextual data includes: the ACORN index (an index which assigns specific geodemographic profiles to individual UK postcodes), school performance data and if the applicant is defined as a 'care leaver'.
- 8.2 Certain programmes may use contextual data to highlight if the application requires further consideration by an Admissions Manager or to assess if the applicant should receive a differential offer.

Contextual data may also be used in order to differentiate between similar highly qualified candidates in order to assess which has the greatest academic potential for the course.

Students participating in the Widening Participation scheme K+, and other key partner programmes, may receive additional consideration as part of the admissions process.

9. Fraud and plagiarism

- 9.1 It is essential that any personal statement or other written materials submitted as part of an application are the work of the applicant. Similarity detection software may be used to evaluate the originality of a piece of work.
- 9.2 UCAS informs all applicants of the importance of originality in personal statements and deploys similarity detection software on all statements submitted with an application. A copy of this guidance can be found on the [UCAS website](#).
- 9.3 Where either Kings or UCAS detect evidence that a personal statement may be plagiarised, or that any other element of an application may be fraudulent, no offer or invitation to interview or a selection day will be made until the matter has been resolved. Any irregularities in the personal statement or other written work will be investigated by contacting the applicant through King's Apply. Where an application is due to be rejected on academic grounds, no further action will be taken with regard to any suspected fraud or plagiarism.

- King's reserves the right to withdraw an offer if incorrect or misleading information is provided in the application. Within the guidelines set by UCAS, King's also
- 9.4 reserves the right to amend or withdraw an offer if a genuine error has been made at offer making.

10. Disclosure of criminal convictions

- 10.1 The university recognises its duty to protect the King's community and the communities around us, and that information regarding an individual's criminal

convictions may need to be taken into account when deciding whether that individual may begin or continue their studies.

- 10.2 The application process requires all applicants to disclose relevant unspent convictions.

- 10.3 Programmes involving interaction with children and/or vulnerable adults require applicants to disclose all convictions, including cautions, reprimands, final warnings, bind over orders and spent convictions. For such programmes or modules where an enhanced disclosure is required, the online prospectus will give details of this requirement and instructions and guidance will be available from the Admissions Office.
- 10.4

- Applicants with declared criminal convictions are initially assessed on standard academic and non-academic selection criteria. If it is recommended that an offer be made, further investigation of the relevance of the criminal conviction(s) will be carried out before the final decision is made.
- 10.5

Detailed information regarding this policy can be found in the [Criminal Conviction Declarations \(student applications\) Policy](#).

11. Mitigating circumstances

- 11.1 King's understands circumstances beyond an applicant's control, such as illness or bereavement, may detrimentally affect their academic progress. In such instances, applicants are encouraged to submit details of their mitigating circumstances for consideration by the Admissions Office. Information regarding mitigating circumstances should be submitted as soon as they are known to be affecting, or to have the potential to affect, academic progress.
- 11.2 Although the information regarding mitigating circumstances can serve to contextualise the academic performance, or predicted academic performance of an applicant, the final decisions as to whether to offer the applicant a place on the course, and under what conditions, will remain at the discretion of the university.
- 11.3 Detailed information regarding submitting mitigating circumstances can be found in [Mitigating circumstances and the admissions process](#).

12. Disabled applicants

- 12.1 Applications from disabled applicants will be considered based upon academic merit and potential for their chosen programme. Any support needs or adjustments will be considered independently of the admissions decision. Where an applicant believes that their disability has impacted detrimentally upon their academic performance to date, they should notify the College using the mitigating circumstances procedure outlined in [Section 11.3](#).

- Applicants to programmes of study with 'fitness to practise' criteria (for example Medicine, Nursing, and Midwifery) will be required to complete an occupational health questionnaire if they are successful in gaining an offer.
- 12.2

- The [Disability Advisory Service](#) provides applicants with information, advice and guidance on disability support issues.
- 12.3

13. Care leavers

13.1 King's is committed to providing fair access and support to applicants who have spent time in local authority care. The term 'care leaver' refers to a young person under the age of 25 who is currently, or has been, in public care for a minimum of three months.

13.2 It is strongly advised for all care-experienced applicants to disclose this information in their UCAS application to allow the Admissions Office to take these circumstances into consideration. Academic referees are also asked to ensure this information is included in the reference.

13.3 If an applicant discloses they have spent time in local authority care, they will be contacted directly by the Widening Participation team to verify their 'care leaver' status and discuss their support needs.

14. Age requirement

14.1 King's does not operate a minimum or maximum age requirement for the large majority of its 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 course and benefit from a university education.

14.2 Programmes requiring a Disclosure and Barring Service Check may have a minimum age requirement. The online prospectus provides details of this requirement and additional guidance is available from the Admissions Office.

15. Unsuccessful applications- feedback

15.1 King's operates a competitive admissions system and therefore a considerable number of applicants may be unsuccessful.

15.2 King's is happy to provide feedback to any candidate whose application has been unsuccessful.

All requests for feedback should be made in writing via King's Apply within one month of the decision.

15.3 Following feedback, if a candidate wants to appeal the admissions decision, the process, as outlined in Section 16 should be followed.

16. Complaints and appeals procedure

16.1 Applicants who are unsuccessful in applying for admission to study at the university, and who wish to appeal the decision, should follow the two stage appeal process as outlined in the Admissions Appeal Procedure.

16.2 Receipt of the appeal shall normally be acknowledged within 10 working days, with the response to the appeal normally being provided within a further 20 working days. Where the appeal is upheld, the response will indicate the outcome of the reconsideration of the application.

16.3 Applicants who do not wish to appeal the decision made on their application, but who are dissatisfied with their experience or the service they received during the

application process, may make use of the two stage complaints process as outlined in the [Admissions Complaints Procedure](#). Applicants are recommended to attempt informal resolution of any complaint at the local level before initiating a formal complaint.

17. Monitoring and review

This policy will be reviewed every two years by the Admissions Manager (Policy, Data & Enquiries) and revised in light of changes in legislation and the strategic priorities of the College. If you have any enquiries regarding this policy, please direct them to apet-admin@kcl.ac.uk.

College Education Committee

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