Admissions Policy

1. Introduction

1.1   NMITE seeks to revolutionise the way engineering and technology related courses are taught in order to not only meet the increasing demand for engineers and technology professionals, but also to increase their diversity.

1.2   This Admissions Policy sets the standards and expectations by which NMITE will select and accept students into its learning community – where 'students' is used to refer to learners on any programme or course of study. It is designed to be an open and transparent policy that takes account of the UK Quality Code for Higher Education, relevant legislation, and other appropriate guidance.

1.3   Some programmes of study have programme-specific requirements for admission, set out in the Programme Regulations. Where Programme Regulations set out specific requirements for admission to a programme which differ from the terms of this Policy, the Programme Regulations shall take precedence.

2. Principles

2.1   The Admissions Policy adheres to the following general principles:

i.   NMITE aims to extend the range of educational opportunities for all, and promote diversity in terms of access, educational experience, and support for students. It aims to develop a recruitment strategy which extends beyond traditional markets for engineering and technology applicants.

ii. The policy encourages applications from prospective students who may not meet the entry requirements of traditional universities (for example, applicants who have not achieved, or do not expect to achieve, A levels in science, mathematics, or engineering subjects) provided they can demonstrate an ability and commitment to succeed in the NMITE learning environment.

iii. All offers of admission are made to ensure that NMITE promotes equality and prevents and eliminates discrimination for staff and students on the grounds of age, disability, gender, marital status, race, sexual orientation, religious belief, social or national origin in a proactive manner in line with our duties under the law and our belief in the value of a diverse student body and within the NMITE community overall.

3. Aim of the Admissions Policy

3.1   The Policy aims to recruit highly motivated, creative, and curious students who will thrive in an active-learning environment, and passionate problem-solvers who benefit from a team and project-based learning approach.

4. Making an Application to NMITE

4.1   Applications to study at NMITE can be made in one of two ways, as follows:

i.   Applicants who do not have formal qualifications and are applying on the basis of Recognition of Prior Experiential Learning (RPEL), please apply directly to NMITE at this link: www.nmite.ac.uk/admissions/apply-now

ii. Applicants who have formal qualifications can apply by either of the following routes:

- directly to NMITE at this link: NMITE – Apply Now;

- via the Universities and Colleges Admissions Service (UCAS), at this link: Student sign in | UCAS.

4.2   All formal offers for the programme are made via the Registry. The Admissions process is led by the Director of Student Lifecycle.

4.3   All applicants will be fully informed of NMITEs' Terms and Conditions and Tuition Fees and the Refund Policy via the Publication Scheme on the website.

5. Entry Requirements

5.1   Entry requirements for each programme of study offered by NMITE are stipulated in the Programme Specification and on both the NMITE and UCAS websites.

5.2   All applicants who have the potential to benefit from higher education and who meet the entry requirements (via the standard route with qualifications/exam results), or the alternative route (via RPEL) will be given full consideration regarding an offer of a place.

5.3   Candidates wishing to apply for Recognition of Prior Experiential Learning will be required to evidence their experience within Part 1 of the application process (see 6.2 below). NMITE does not prescribe the format for this evidence, but it must demonstrate the applicant's ability to apply both practice and theory, and how their experience makes them a suitable candidate to join their intended programme of study. The candidate presents the evidence themselves in their own words to add context and their experience: supplying a job description, for example, could provide supporting evidence but not constitute the evidence in its entirety.

6.   Admissions Procedure

6.1   In order to widen access to engineering and technology education, NMITE's admissions procedures emphasize looking beyond grades and qualifications and understanding applicants more holistically.

6.2   Programme-specific selection procedures are set out in the Programme Regulations for each programme of study.

6.3   Following the receipt of an application, NMITE will evaluate the applicant's suitability to their intended programme of study, taking into consideration their education history – academic and language qualifications, and a written statement.

        This is to assess the students' academic potential, motivation, and core skills for studying a chosen programme. On some occasions, when an applicant's written statement or personal statement (via UCAS) comprises elements of incompletion and/or vagueness, and these could be addressed in a follow-up discussion. A member of the NMITE Academic staff may wish to invite the candidate to complete an interview, to better understand their passion and potential studying the programme.

6.4   Equal Opportunities data is used to monitor our process and does not form part of the selection criteria.

6.5   Applicants will be contacted at each stage of the process to provide written outcomes in relation to their application, and if unsuccessful the reason will be stated. All elements will be clear and transparent.

6.6   All the information provided at any part of the Admissions, Recruitment and Selection Process will be processed consistently across all applicants, and in accordance with the process set out in this Policy.

6.7   Assessment of applicants' application form, written statement, and/or interview is completed by trained members of NMITE staff, using pre-determined scoring rubric to ensure consistency and fairness. The Academic Lead for Selection will make the final decision.

6.8   At least two members of staff will be involved in the decisions about each applicant and a record maintained of how applicants were assessed against NMITE's agreed

criteria and the reasons for rejecting an application. The Academic Leader for Selection will make the final decision.

6.9 Any applicants who do not have standard qualifications, and/or those who qualified as mature applicants[1], who do not satisfy the general entrance requirements, will be fully considered in accordance with 5.3 of this policy. This process provides applicants with the opportunity to evidence that they have, in principle, the ability to undertake the programme, and if successful to then be invited to the next part of the Recruitment and Selection Process.

6.10 Where possible, candidates invited to interview will be offered alternative dates where the candidate notifies NMITE in advance that the originally proposed date is unsuitable.

7.   Clearing

7.1 During the UCAS Clearing period each summer, NMITE may vary its admissions process in order to process applications expeditiously, in line with Clearing principles. The process for admissions during Clearing will be clearly notified on the NMITE website and will adhere to the principles set out in this Policy.

8.   Deferred Entry

8.1 Applicants should normally make their application within a year of the time they wish to begin study.

8.2 Applicants who wish to defer their start date after receiving an offer should make a request in writing to the Director of Student Lifecycle via admissions@nmite.ac.uk

8.3 Approved applications for deferral of entrance will normally be for a maximum of one academic year only, and deferred applicants will join under the terms and conditions applicable at their start date.

8.4 If, after a period of deferral, an applicant wishes to postpone entry for a further period, the applicant will be required to reapply to the programme of study.

9.   Applicants Under the Age of 18

9.1 Applicants under the age of 18 years of age on the date of intended commencement of studies require permission from the President and CEO to join NMITE. Applicants for whom this applies should contact the Director of Student Lifecycle via admissions@nmite.ac.uk. in advance of making an application.

10.   Applications for Advanced Standing or Credit Transfer

10.1 Owing to the innovative delivery model of NMITE's programmes, applicants for Advanced Standing or Credit Transfer are not normally accepted. All students are usually expected to complete an entire programme of study with NMITE. Refer to specific programme regulations for further details.

---

[1] Mature students are those who are aged 21 or over. Source: Definitions and benchmark factors | HESA. Accessed on 10 October 2022.

11.   Overseas Students

11.1   NMITE accepts applications from international students who meet the entry requirements for their proposed programme of study and, where their first language is not English, the English Language requirements as detailed in Section 12 below.

11.2   Applicants from overseas who are successful in NMITE's selection process and who require visa sponsorship will be asked to submit relevant supporting documents to enable NMITE to issue Confirmation of Acceptance for Studies (CAS) to permit them to apply for a Student Visa to enter and reside in the UK.

12.   English Language Requirements

12.1   All NMITE courses are taught in English language. Applicants whose first language is not English must evidence English Language skills, with IELTS grade 7 with a minimum 6.5 in each component, or alternative acceptable English language qualification.

13.   Applicants with Additional Requirements

13.1   NMITE fulfils every aspect of its moral and legal obligations under the Equality Act 2010. As such, any applicant who is covered or believes they are covered by the Equality Act 2010 should let us know as soon as possible.

13.2   Applicants who need additional support, or believe that they may, but who are not covered by the Equality Act 2010 should contact NMITE as in Paragraph 13.3.

13.3   We encourage all applicants with any form of additional support need(s) to indicate this on the initial online application form. This enables any reasonable adjustments in our process to be in place as soon as possible.

13.4   The process for applicants with additional requirements works as follows:

   i.   After NMITE is notified by the applicant of a potential support need, the Student Support Team will contact the applicant to arrange a suitable time for a one-to-one conversation/meeting to discuss the candidate's detailed requirements.

   ii.   The Student Support Team and/or specialist assessors will work with the applicant to discuss and agree the level and nature of support required to fully engage in studying with NMITE. Those discussions will include:

   -    Adaptations to the physical environment (including residential accommodation as appropriate).

   -    Programme-specific requirements.

   -    General learning and teaching requirements; and

   -    Additional support needs and associated funding.

13.5   Discussions under paragraph 13.4 will remain wholly separate from the assessment of the application for a place of study.

13.6 NMITE academic staff involved in selection activities will be notified of any support needs a candidate has to assist them in maximizing opportunities for engagement and success.

13.7 Information on the range of disability support services available to NMITE students is published on NMITE's website. Additional details of named contacts are sent to all applicants offered a place of study.

14. Enrolment and Induction

14.1 All students are required to complete enrolment formalities and pay their fees or satisfy the Finance Director that they will be able to do so prior to the commencement of their programme of study. Information will be published on the website and sent in advance to all students explaining what is required.

14.2 A full induction to NMITE will be given to incoming students upon arrival, which will cover both their academic programme, the wider student experience, and other pertinent information, at NMITE we call this Welcome Week. Information about Welcome Week is published on our website and all incoming students will be provided with a schedule of their induction activities prior to their arrival at NMITE.

15. Data Protection

15.1 All data provided by applicants or generated as part of the application process will be kept in accordance with the Data Protection/GDPR legislation of 2018 and as detailed in [NMITE's Data Protection Policy](#)**.**

15.2 No data, including information on offers and acceptances, will be released to a third party without the applicant's written permission - other than in the specific circumstances provided in the Data Protection Policy or under contractual terms with UCAS.

16. Accuracy & Availability of Information

16.1 NMITE reviews its marketing materials annually to ensure they are fit-for-purpose and to ensure they provide prospective applicants with sufficient information for them to make an informed decision.

16.2 NMITE will produce information in alternative formats where requested. Please contact studentsupport@nmite.ac.uk

16.3 NMITE provides full information on tuition fees and student funding on the website: www.nmite.ac.uk/study/fees-financial-support

17. Complaints & Appeals regarding the Admissions Process

17.1 Applicants who have a complaint regarding any aspect of their admissions application should address this in writing to the Director of Student Lifecycle at registrar@nmite.ac.uk setting out the nature of their complaint and expected resolution.

17.2 The Director of Student Lifecycle will ensure that the complaint is dealt with and responded to within 15 working days of receipt of the initial letter.

17.3   Applicants may appeal against a decision to reject an application. Appeals will be considered by the Director of Student Lifecycle and the President & Chief Executive (or nominee), who will fully consider applicant's qualifications for the programme, the records of the selection activities undertaken by the applicant, alongside any further information he/she wish to put forward in support of the appeal against the Admissions Panel's decision.

17.4   Appeals may only be made on one or more of the following grounds:

    i.   administrative error.

    ii.   irregularities in the conduct of the admissions process.

    iii. prejudice or unreasonable bias.

    Applicants may not appeal against academic judgement.

17.5   Applicants will be notified of the result of their appeal within 15 working days and issued with an NMITE Completion of Procedures letter.

17.6   Applicants who remain dissatisfied with the final outcome of NMITE's internal procedures, may be able to complain to The Office of the Independent Adjudicator (OIA), provided the complaint is eligible under OIA rules, that the internal procedures have been concluded and the Completion of Procedures letter has been provided.

17.7   Information about the role of the OIA and the procedure for submitting complaints can be obtained from the OIA website: www.oiahe.org.uk

Policy Owner	Director of Student Lifecycle	
Version Number	7.0	
Date Policy (Re)Approved	08/2023	
Approval authority	Academic Council	
Date of Commencement	08/2023	
Equality Impact Assessment (EIA) completed	April 2022	
Amendment History	Date	Reason for Update
	08/2023	Annual review
Summary of changes made to this version	Change to Policy ownership and job role throughout 4.3 – removal of paragraph referencing part-time study and subsequent renumbering New 4.3 – clarification of website location for T&Cs Section 6 – removal of Stage 3 of application process 6.9 – removal of reference to a RPEL policy	

	Removal of Section 14 – unspent convictions and subsequent renumbering of sections New section 14 – clarification that details of enrolment are provided pre-arrival. 17.6 – reference to appeal to OU removed 17.7 - updated top remove reference to OU
Date for next review	01/08/2025
Related Policies, Procedures, Guidance, Forms or Templates	RPEL Guidance Tuition Fees and Refund Policy Terms and Conditions
Policies superseded by this Policy	V6 - 01/23