



Admissions Policy

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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 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](#).
 - ii. 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
- 4.2 All formal offers for the programme are made via the Admissions Team. The Admissions process is led by the Director of Registry and Student Life.
- 4.3 All applicants will be fully informed of NMITEs' Terms and Conditions and Tuition Fees and the Refund Policy via the [Key Policies](#) section 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 (see 6.10 below). This evidence 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 for their chosen programme of study, taking into consideration their educational history – academic and language qualifications, and a personal statement.

This is to assess the students' academic potential, motivation, and core skills for studying a chosen programme.

6.4 If an applicant's personal statement comprises elements of incompleteness and/or vagueness, and these could be addressed in a follow-up discussion, a member of the NMITE Academic staff will invite the candidate to complete an interview, to better understand their passion and potential for studying the programme.

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.

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

6.6 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.

6.7 All the information provided at any part of the admissions process will be administered consistently across all applicants, and in accordance with the process set out in this Policy.

6.8 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.

6.9 A record will be maintained of how applicants were assessed against NMITE's agreed criteria and the reasons for rejecting an application.

6.10 Any applicants who do not satisfy the general entrance requirements but can evidence their learning through professional experience (normally for a



period of at least three years) will be considered via the Recognition of Prior Experiential Learning procedure (RPEL). This process provides applicants with the opportunity to evidence that they have, in principle, the ability to undertake the programme.

- 6.11 To be considered for a place via the RPEL process, applicants will be asked to provide a portfolio containing the following:
- i. A written summary containing a minimum of 1,000 words describing the learning gained in a professional context or from other experiences.
 - ii. An up-to-date Curriculum Vitae (CV).
 - iii. A reference or testimonial from a recent employer.
 - iv. Evidence of development activities such as online courses or other training events or learning experiences.

The portfolio will be assessed by an academic panel and the applicant may be invited to attend an interview to discuss their application further.

7. Clearing

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

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 Registry and Student Life 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 Registry and Student Life via admissions@nmite.ac.uk in advance of making an application.

10. Applications for Advanced Standing or Credit Transfer

- 10.1 NMITE offers applicants the opportunity to utilise prior academic qualifications and credits as Advanced Standing (i.e. entry to NMITE programmes at a stage later than the normal entry point).
- 10.2 Where an applicant intends to apply for Advanced Standing partially supported by non-academic experience, Section 6.10 of the Admissions Policy also applies.
- 10.3 Following receipt of an application for Advanced Standing, the process detailed in Section 6 Admissions Procedure applies, with the following additions:
- i. Approval of Admission with Advanced Standing must be sought from the Registrar and Academic Director. This is to ensure space is available within the intended cohort, and to confirm availability of the resource required to manage the admission.
 - ii. Applicants must provide official transcripts of previous qualifications, detailed course descriptions or syllabi of complete modules.
 - iii. Submission of additional evidence of relevant experience or learning should follow the requirements for RPEL (Section 6.10).
 - iv. The application will be reviewed by the Academic Admissions Lead, in consultation with the Programme Lead and Academic Team where specific expertise is needed.
 - v. Prior learning will be mapped against NMITE Module Learning Outcomes, relevant PSRB learning outcomes, content and level of award. Mapping will inform the recommendation of an appropriate entry point to the Programme:
 - In the case of suitably matched module learning outcomes, PSRB accredited learning outcomes, content and level of award, plus additional competencies evidenced through RPEL if required, admission will be granted at the appropriate entry point. This will usually be prior to or at the start of Level 5.



- Where the mapping indicates suitable learning has not been achieved at the required levels, there may be a recommendation to start at an earlier point in the programme, or at the beginning of the programme.

- 10.4 In some cases, Admission with Advanced Standing may require successful completion of specific orientation activities to ensure readiness for study at NMITE.
- 10.5 NMITE does not award credit or transfer marks for Advanced Standing. The transcript will reflect only that a student has entered with a suitable qualification or equivalent and record the volume of credits/ RPEL on entry.
- 10.6 NMITE will retain information including mapping of prior modules, units or components in order to support internal and external audit and PSRB requirements.

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 meet any conditions of their offer and who require visa sponsorship will be asked to submit relevant supporting documents and pay a deposit 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. Please refer to the Tuition Fee and Refund Policy for further information.

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 6 with a minimum 5.5 in each component, or alternative acceptable English language qualification. Achievement of IELTS requirement or equivalent must normally be dated within 2 years preceding the date of application.

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 separate from the assessment of the application for a place of study.
- 13.6 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. Data Protection

- 14.1 All data provided by applicants or generated as part of the application process will be done so in accordance with the [Privacy Notice for Enquirers and Applicants](#) and will be kept in accordance with the Data Protection/GDPR legislation of 2018 and as detailed in [NMITE's Data Protection Policy](#).
- 14.2 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.



15. Accuracy & Availability of Information

- 15.1 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.
- 15.2 NMITE will produce information in alternative formats where requested. Please contact studentsupport@nmite.ac.uk
- 15.3 NMITE provides full information on tuition fees and student funding on the website: www.nmite.ac.uk/study/fees-financial-support

16. Complaints & Appeals regarding the Admissions Process

- 16.1 Applicants who have a complaint regarding any aspect of their admissions application should address this in writing to the Director of Registry and Student Life at registrar@nmite.ac.uk setting out the nature of their complaint and expected resolution.
- 16.2 The Director of Registry and Student Life will ensure that the complaint is dealt with and responded to within 15 working days of receipt of the initial letter.
- 16.3 Applicants may appeal against a decision to reject an application. Appeals will be considered by the Director of Registry and Student Life 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.
- 16.4 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.

- 16.5 Applicants will be notified of the result of their appeal within 15 working days and issued with an NMITE Completion of Procedures letter.
- 16.6 Applicants who remain dissatisfied with the final outcome of NMITE's internal procedures, may have the right to raise the matter for external and independent review by the Office of the Independent Adjudicator (OIA). Information on the process may be obtained directly from the OIA at: <http://www.oiahe.org.uk> and will be included in the letter of completion.



The complaint needs to be submitted to the OIA within 12 months of the date of the Completion of Procedures Letter.

- 16.7 NMITE report annually to the Office of the Independent Adjudicator on the number of Completion of Procedures issued.

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	08/2024	Change to administration of admission process
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