



# Admissions Policy 2020/21

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## 1. Introduction

- 1.1 NMITE seeks to revolutionize the way engineering is taught in order to not only meet the increasing demand for engineers but also to diversify the engineering profession
- 1.2 This Admissions Policy sets the standards and expectations by which NMITE will select and accept students into its learning community. It is designed to be an open and transparent policy that considers the UK Quality Code for Higher Education, relevant legislation and other appropriate guidance.

## 2. Principles

- 2.1 The Admissions Policy considers 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 applicants.

- ii. The policy encourages applications from prospective students who may not meet the entrance requirements of traditional universities (for example, applicants who have not achieved, or do not expect to achieve, A levels in science, maths 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 the full-time MEng programme are made directly to NMITE via the website, [www.nmite.ac.uk](http://www.nmite.ac.uk) (*insert hyperlink*)
- 4.2 All formal offers for the programme are made via the Registry. The Admissions process is led by the Academic Registrar.
- 4.3 Applications are not currently accepted for part time study due to the block-delivery of the MEng.
- 4.4 All applicants will be fully informed of NMITE's Terms and Conditions, and the Tuition Fees and the Refund Policy via the Admissions pages of the website (*insert hyperlink*). In addition, a printed copy of the documents will be included with the Offer Letter and sent via First Class post.

### **5. MEng Entrance Requirements**

- 5.1 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 a Recognition of Prior Experiential Learning) will be given full consideration regarding an offer of a place.
- 5.2 Subject to making a successful application for Recognition of Prior Experiential Learning (RPEL), as at Appendix 2, applicants to NMITE must satisfy the stated minimum entry requirements given in 5.3 below.
- 5.3 Ordinarily NMITE expects applicants to have minimum of Grade 6 in Mathematics, and English at GSCE, and 120 UCAS points (or equivalent) in any subjects. The MEng programme requirements are published on the NMITE website [www.nmite.ac.uk](http://www.nmite.ac.uk) (*insert hyperlink*)

### **6. Admissions Procedure for the MEng Programme**



Also see Appendix 1 - Admission Process Flow chart

6.1 Full information about NMITE's overall Recruitment and Selection Process and the entry requirements is published on the website (*insert hyperlink*). The full process consists of 3 stages, as follows:

- Stage 1: Completion of the initial online Application Form and Equal Opportunities Monitoring Form (which will be separated from the named application upon receipt). Applicants will be contacted and asked to either evidence their academic qualifications/predicted grades or to make an application for Recognition of Experiential Learning.
- Stage 2, MEng Application: submission of the following:
  - Supporting Statement
  - Answers to 3 questions within the online template
  - A 2-minute video.

Please Note: applicants are encouraged to approach the above requirements in whatever way they feel will be most advantageous to their application. For example, in the Supporting Statement, you should think about all aspects of your experiences to date (not just in relation to education).

- Stage 3, Selection Day: attendance at NMITE premises, to meet staff and other applicants and take part in a range of activities.
- 6.2 Applicants will be contacted at the completion of each stage of the process to provide written outcomes in relation to their application, and if unsuccessful the reasons for this. Successful applicants at each stage of the process will be provided with full details of the next stage in advance. All elements will be clear and transparent.
- 6.3 All the information provided at any part of the Admissions and Recruitment and Selection Process will be retained and processed in accordance with the requirements of the Data Protection and GDPR 2018 legislation.
- 6.4 All the information provided at any part of the Admissions and Recruitment and Selection Process will be processed consistently across all applicants, and in accordance with the process set out in Appendix 2 below.
- 6.5 Each element of assessed materials/activities within each stage of the Admission process is governed by a pre-determined scoring rubric to ensure consistency and fairness, undertaken by trained members of NMITE staff.
- 6.6 Where your predicted grades are not at the specified level, consideration will be given to the whole application, including GCSE grades.
- 6.7 Any applicants who do not have standard qualifications, and/or mature applicants who do not satisfy the general entrance requirements, will be fully considered in accordance with the Recognition of Prior Experiential Learning Policy, as shown in Appendix 2. This process provides you with the opportunity to evidence that you have, in principle, the ability to undertake the programme, and if successful to then be invited to the next stage of the Recruitment and Selection Process.



- 6.8 NMITE's MEng programme has mandatory face-to-face requirements built into its recruitment and selection process. The purpose of these activities is to assess your suitability for the programme – including factors such team-working, communication, passion, curiosity and grit - and these selection activities will include practical sessions and group work.
- 6.9 An overview of the face-to-face selection activities are provided on the website (*insert hyperlink*), and full details will be sent out to applicants with their invitation to this stage of the selection process. Where possible, alternative dates will be given to applicants who are not able to attend their originally provided date.
- 6.10 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.

## 7. Deferred Entry

- 7.1 NMITE is happy to consider applications for deferred entry.
- 7.2 All other applicants should normally make their application within a year of the time they wish to begin study. If you subsequently wish to defer entry, you should make your request in writing to the Academic Registrar - [registrar@nmite.ac.uk](mailto:registrar@nmite.ac.uk)
- 7.3 Approved applications for deferral of entry will normally be for a maximum of one academic year only. If after that deferral period, you wish to postpone entry for an additional period, you will be required to reapply.

## 8. Applicants Under the Age of 18

- 8.1 NMITE does not normally accept applications from students who would be under the age of 18 at the time of their intended start date due to Safeguarding concerns. For further information/any queries please contact [registrar@nmite.ac.uk](mailto:registrar@nmite.ac.uk)

## 9. Students with Additional Requirements

- 9.1 In order to ensure NMITE provides the best possible support for all, applicants are encouraged to discuss any barriers to learning or other support needs as soon as possible during the application process. Admissions Protocol for Students with Additional Requirements is attached at [Appendix 3](#).

## 10. Applications for Advanced Standing or Credit Transfer

- 10.1 NMITE will not be able to consider applications for Advanced Standing or Credit Transfer until academic year 2021/22, due to the MEng being a wholly new programme.

## 11. Overseas students

- 11.1 NMITE is not currently able to accept applications from prospective students who do not already have the correct immigration permissions for full-time study in the UK.



- 11.2 NMITE will be applying for a Tier 4 Sponsor License with UK Visas & Immigration at a later date and updates will be added to the website [www.nmite.ac.uk](http://www.nmite.ac.uk)

## **12. Unspent convictions**

- 12.1 All applicants will be asked to declare unspent convictions (in accordance with the Rehabilitation of Offences Act 1974) in relation to offences of a violent, sexual or drugs-related nature following Stage 3 of the Recruitment and Selection Procedure in accordance with NMITE's Ex-Offenders Policy (*insert hyperlink*)

## **13. Registration and Induction**

- 13.1 All students are required to complete registration formalities and pay their fees or satisfy the Finance Director that you will be able to do so prior to the commencement of your programme of study. Information will be sent in advance to you explaining what is required, as well as being published in advance on the NMITE website (*insert hyperlink*)
- 13.2 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. All incoming students will be provided with a schedule of their induction activities prior to their arrival at NMITE (*insert hyperlink*)

## **14. Data Protection**

- 14.1 All data provided by applicants 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 (*insert hyperlink*)
- 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.

## **15. Accuracy and 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](mailto:studentsupport@nmite.ac.uk)
- 15.3 NMITE provides full information on tuition fees and student funding on the website (*insert hyperlink*)

## **16. Complaints and 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 Academic Registrar setting out the nature of your complaint and how you would like it to be resolved.
- 16.2 The Academic Registrar will ensure that the complaint is dealt with and responded to within 15 working days of receipt of your initial letter.



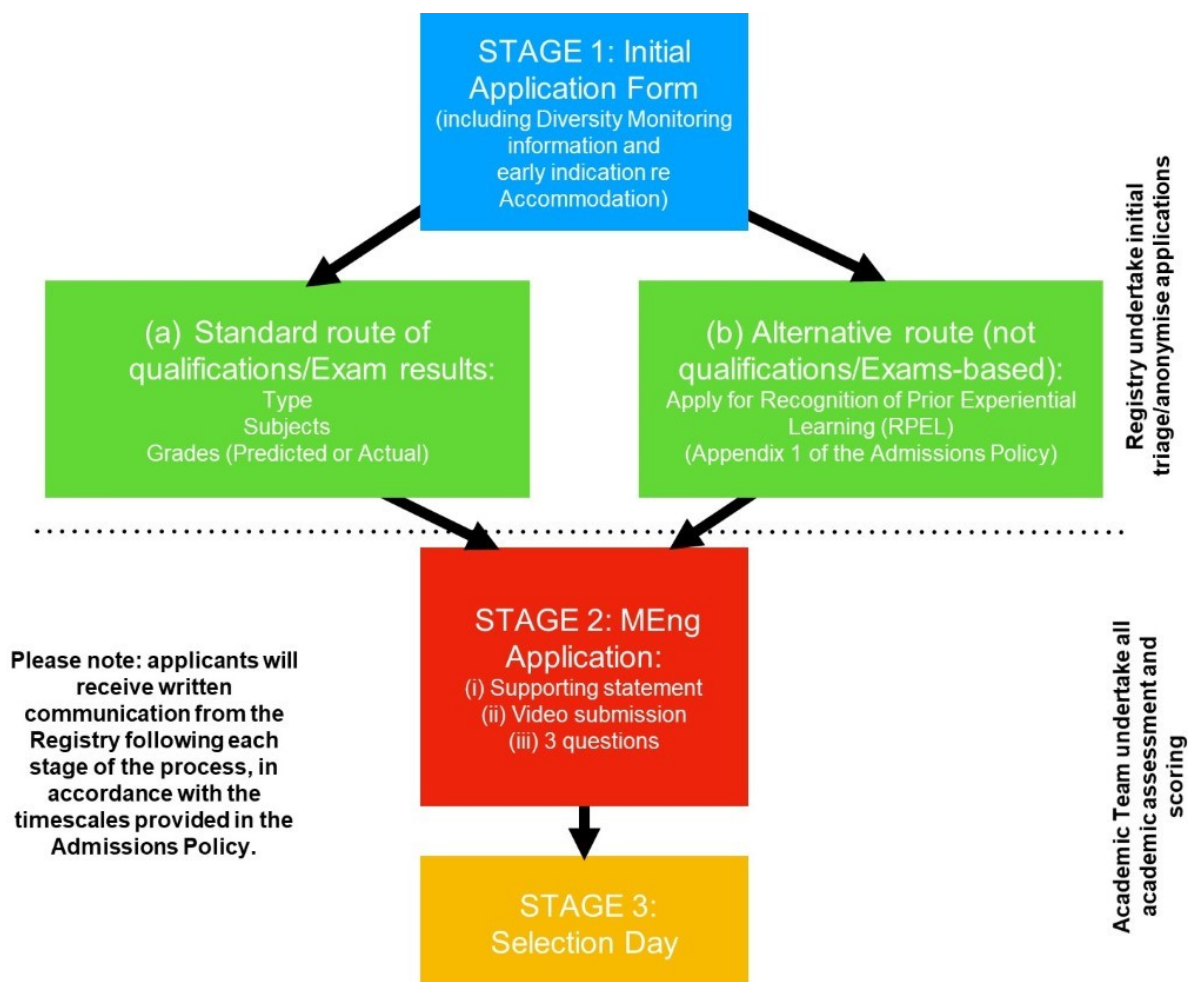
- 16.3 Applicants may appeal against a decision to reject an application. Appeals will be considered by the Academic Registrar and the President & Chief Executive (or nominee), who will fully consider your qualifications for the programme, the records of the selection activities undertaken by the applicant, alongside any further information you wish to put forward in support of your appeal against their Admissions decision.
- 16.4 Appeals may only be made on one or more of the following grounds:
- i. administrative error  
and/or,
  - ii. irregularities in the conduct of the admissions process  
and/or,
  - iii. prejudice or unreasonable bias.

Please note: 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 If an applicant remains dissatisfied with the final outcome of NMITE's internal procedures there shall be a final right of appeal to The Open University (as NMITE's validating partner)
- The procedure for appealing to The Open University is set out in The Open University Handbook for Validated Awards which can be found at (*insert hyperlink*).
- 16.7 If you are dissatisfied with the decision of The Open University, you 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.
- 16.7.1 Information about the role of the OIA and the procedure for submitting complaints can be obtained from the OIA website: [www.oiahe.org.uk](http://www.oiahe.org.uk)



## 17. Appendix 1 – Admissions Process Flow Chart





## 18. Appendix 2 - Recognition of Prior Experiential Learning (RPEL)

### 18.1 Entry requirements and the selection of students

Ordinarily NMITE expects applicants to have minimum of Grade 6 in Mathematics, and English at GSCE, and 120 UCAS points (or equivalent) in any subjects. However, NMITE's primary means of student selection is more heavily focused on the direct assessment of various aptitudes (such as grit, curiosity, and passion), rather than over reliance on formal examination results. As such NMITE's Student Recruitment and Selection Procedure is well-suited to those from non-traditional backgrounds who are able to demonstrate Prior Experiential Learning (PEL).

### 18.2 Making an application for Recognition of Prior Experiential Learning (RPEL)

18.2.1 NMITE is not prescriptive about how PEL should be evidenced, however, a text statement of approximately 300 words (with supporting documents attached) to evidence the applicant's learning to date, aptitude for mathematics, and their communications ability will be considered appropriate. Please note: simply describing a job or other role will not be sufficient.

18.2.2 Applicants who wish to have their PEL considered in lieu of NMITE's minimum exam grade requirements, will be required to indicate this on their application form for a place of study, and provide written evidence to support their request as per paragraph 3.0 below.

### 18.3 Assessing the applicant's application for RPEL

18.3.1 All applications for RPEL will be scored using the following criteria and recorded accordingly:

- i. What has been learned during the PEL?  
and,
- ii. Is there evidence of both mathematics and communications ability to a level that shows an awareness of concepts and an ability to articulate, select and use them to solve straightforward problems (i.e. equivalent to appropriate FHEQ Level 2 qualifications such as GCSE)?  
and,
- iii. Is there evidence of learning across traditional subject areas that shows an ability to solve well-defined but complex problems using knowledge and theory (i.e. equivalent to three FHEQ level 3 qualifications such as A-levels)?

Name of applicant:	Student ID:	
	Yes/No	Summary of the relevant evidence
Is it clear what the applicant has learned during the PEL?		
Has the applicant demonstrated suitable		





ability in mathematics and communication to the equivalent of FHEQ level 2?		
Has the applicant demonstrated suitable ability in three areas to the equivalent of FHEQ level 3?		
Names of the two academic staff who assessed the application for RPEL	(i) (ii)	
Date of completion of the RPEL application		

#### **18.4 Scoring the applicant’s application for RPEL**

18.4.1 The PEL panel will consist of three members of NMITE staff (of whom at least two must be academic staff) and it must be deemed by a majority of at least 2:1 that the applicant has suitably addressed the above questions.

18.4.2 Applicants who are able to successfully demonstrate the above criteria (through paragraph 4.1) will not be required to further demonstrate exam grades but will be progressed to the next stage of the selection process.

18.4.3 Decisions regarding the demonstration of PEL will be made within 5 working days of the application submission.

18.4.4 For appeals against the outcome of an application for PEL, please see paragraph 16 of the Admissions Procedure: Complaints and Appeals regarding the Admissions Process.

#### **18.5 Record retention re RPEL**

18.5.1 All applications for RPEL and their assessment will be held by the Academic Registrar in accordance with NMITE’s Records Retention Policy (insert hyperlink)

18.5.2 Anonymised data for all RPEL applications will be retained by the Academic Registrar for the purposes of data analysis and Quality Assurance reviews/enhancement activities



## 19. Appendix 3 - Admissions arrangements for applicants with additional requirements

- 19.1 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. Any applicant who is not sure, please check with us as soon as possible by emailing [studentsupport@nmite.ac.uk](mailto:studentsupport@nmite.ac.uk) or calling on (insert number)
- 19.2 Anyone who needs additional support, but is not covered by the Equality Act 2010, should please get in touch as soon as possible by emailing [studentsupport@nmite.ac.uk](mailto:studentsupport@nmite.ac.uk)
- 19.3 So we can deliver additional support quickly and effectively we encourage all applicants with any form of additional support need(s) to please indicate this on the initial online application form. This enables any adjustments to be in place as soon as possible.
- 19.4 The process for applicants with additional requirements works as follows:
- The Head of Student Experience will then contact you to arrange a suitable time for a one-to-one conversation/meeting to discuss your detailed requirements.
  - The Head of Student Experience and/or specialist assessors will work with you to discuss and agree the level/ kind of support you require for you to be able to fully engage with your studies and student life more generally. These discussions will include:
    - Adaptations to the physical environment (including residential accommodation as appropriate).
    - Programme specific requirements.
    - General learning and teaching requirements.
    - Additional support needs and associated funding.

Please note: These discussions will remain wholly separate from the assessment of your application for a place of study, and all elements of Stage 2 of the Admissions process (namely the submission of your supporting statement, responses to given questions, and the 2-minute video) are reviewed and scored anonymously by Academic Team members.

- 19.5 Following your successful completion of Stage 2 of the Recruitment and Selection Process you will be pre-assigned a Personal Tutor (who will be a member of the Academic Team) and will be invited to visit NMITE in advance of the Selection Day. If it is not possible for you to visit NMITE in person, you will be offered alternative forms of engagement and communication – such as telephone and/or Skype.

Please note: the visit/calls referred to above are not compulsory (and nor do they form any part of the selection activities). They are offered to you to give you the opportunity to sample the environment of NMITE, have a chance to spend time with your Personal Tutor and meet the programme team, and to discuss the range of support needs and adjustments which may be required in order for you to fully engage with Selection Day activities.



- 19.6 NMITE academics involved in the Selection Day will be notified of any particular support needs to assist them in their preparations and maximise your opportunities for engagement and success.
- 19.7 Information on the range of disability support services available to NMITE students is published on NMITE's website; with additional details of named contacts sent to all applicants who are sent an offer of a place of study.