Undergraduate Admissions Policy

Contents:

1. Background
2. Application Routes and Deadlines
3. Entrance Requirements
4. Selection Policies & Procedures
5. Accepting Our Offer and Contract of Admission
6. Feedback to Unsuccessful Applicants
7. Appeals & Complaints

1. BACKGROUND

1.1 Admission to Undergraduate Courses at Imperial College:

1.1.1. Consistently rated amongst the world’s top universities, Imperial College London is a science-based institution with an international reputation for excellence in both teaching and research.

1.1.2. We provide rigorous and intensive undergraduate degree courses in science, engineering, business and medicine. These courses are designed to produce graduates for either fast-track graduate employment or postgraduate study. They are intended to benefit students of high ability, whatever their ethnic or national origin, religion politics or gender in accordance with our Equal Opportunities Policy. In order to cope with, enjoy and succeed on these courses our students need to be extremely well-qualified on entry, see Section 3. This Undergraduate Admissions Policy is approved and monitored by the College’s Quality Assurance and Enhancement Committee (QAEC).

1.2. Equal Opportunities Statement:

1.2.1. The College's mission is to maintain excellent standards of achievement in teaching and research in order to attract and admit students of the highest calibre, and its national and international reputation relies on the people who make up its diverse and high-achieving community. In pursuing its aim of excellence, Imperial adheres to a comprehensive policy of equal opportunities which ensures that it does not discriminate against any individual, from the first point of contact through to graduation. Selection for entry is based on consideration of academic ability, motivation for study, interest in the subject area and the potential both to benefit from the experience and to contribute to College life while on course. All applications are considered and evaluated on the basis of individual potential.
2. APPLICATION ROUTES AND DEADLINES

2.1. How to apply:

2.1.1. All applications for admission to an undergraduate course leading to the award of a degree by the College should be submitted to UCAS: www.ucas.com

2.2. When to apply:

2.2.1. All our undergraduate programmes start in the Autumn of each year: typically late September or early October. The deadlines for receipt of complete applications (including an acceptable UCAS reference) for entry in the next academic year (or deferred entry within the same UCAS cycle) are as follows:

2.2.2. 15 October:

- Applicants applying for Medicine amongst their UCAS application choices.
- Applicants applying to Cambridge or Oxford amongst their UCAS application choices.

2.2.3 15 January:

- All other applicants and UCAS choices excluding those outlined in 2.2.2. If you have applied for Medicine or to Cambridge or Oxford and have additional application choices left in UCAS, you may add these after the 15th October and prior to the 15th January deadline (these choices will be treated as on-time applications).

2.2.4. It is in the best interests of all applicants to meet the deadlines outlined in 2.2.2/3. However, UCAS accepts that some applicants, especially those from outside the UK, may find this difficult and UCAS will accept applications up to 30 June within the UCAS cycle. Applications submitted after the 15th January will be marked by UCAS as post-15th January OR ‘Late’ applications. It is at the discretion of Imperial College London to consider late applications and this is subject to places being available. The College is not obligated to consider late application(s) regardless of whether a fee is paid to UCAS or an application choice within UCAS is used, and the College reserves the right to process an unsuccessful outcome on an application due to it be submitted after the relevant deadlines outlined in 2.2.2/3.

Note:

2.2.5. Applicants for programmes requiring the Biomedical Admissions Test (BMAT) as part of the assessment for entry must register for this test in the Autumn prior to the expected year of entry. From 2017, Admissions Testing Service (ATS) will offer two BMAT sittings. Registration, Examination and Result dates should be checked with ATS at: http://www.admissionstestingservice.org
2.2.6. Applicants to the Department of Mathematics (excluding those who wish to study Mathematics and Computer Science) who apply prior to the 15 October and who are sitting the International Baccalaureate (IB) or A-levels are required to sit the Mathematics Admissions Test (MAT). Students with other qualifications are also encouraged to take this exam and must register for the test in October prior to the expected year of entry. Registration, Examination and Result dates should be checked with ATS at: [http://www.admissionstestingservice.org](http://www.admissionstestingservice.org). A-level and IB applicants who are unable to take MAT may still apply for consideration, but where an offer is made, this may include additional STEP requirement(s). This may also be applied to conditional offers to applicants taking other qualification types. In addition, some MAT candidates who have a borderline mark may also receive offers that include STEP requirement(s).

2.3. Pre-university experience:

2.3.1. The College welcomes applications from candidates who wish to defer their entry until the following year. This gives the opportunity to spend a year after leaving school gaining valuable experience in industry or perhaps engaging in some form of social work at home or overseas. Admissions tutors are pleased to advise applicants of their options when considering deferring their entry to College. In certain engineering departments a year of relevant industrial experience is particularly encouraged.

2.3.2. Applicants may apply for deferred entry at the outset when submitting their UCAS application. Alternatively, applicants may apply for entry in the next academic year and subsequently request a deferment of their place if/when made an offer or admission (subject to approval). Applicants who are made a deferred entry offer must fulfil the conditions of their offer in line with the deadlines published within that offer within that year of application / UCAS cycle. The only exception to this requirement will be the fulfilment of ATAS clearance for relevant courses and applicants (as this clearance is only valid for 6 months and must be valid at the point of a visa application for entry clearance to the course concerned).

2.3.3. Please note that only one deferment of your record will usually be permitted. Therefore, if at the outset you apply for the next available intake you may be granted a deferment to the following academic year. If at the outset you apply for deferred entry you may be granted one deferment to enable you to enter in the academic year following the academic year for which you initially applied (i.e. two years from the year in which you made your UCAS application).

2.4. Direct Entry to the second year:

2.4.1. It is at the discretion of admitting departments to consider applicants for direct entry to the second year. Though generally this will only be considered in exceptional circumstances and subject to;

- Spaces being available within that cohort year.
• Applicants fulfilling the standard year one entry requirements from their high school qualifications.
• Successful completion of the first year of a comparable degree level course at another higher education institution approved by the College with a high level of achievement.
• Sufficient comparability between the year one syllabi and learning outcomes of the current degree programme and Imperial’s year one degree programme (as assessed by the admitting department).
• Approval of a special case for entry to year two of a degree programme by nominated College authorities.

2.4.2. Applicants wishing to apply for direct admission to the second year should contact the relevant department directly, giving full details of their current course and their academic background before making an application.

2.4.3 Applicants applying for direct admission to the second year must indicate a point of entry two on their UCAS application form. If department’s are unable to offer direct entry to the second year, they may at their discretion make an amended point of entry offer for year one entry.

3. ENTRANCE REQUIREMENTS

3.1. Age:

3.1.1. Students entering the School of Medicine must have reached the age of 18 by their course start date. This is due to the pattern of delivery of the course which requires compliance with NHS patient contact regulations from the start of the first term.

3.1.2. Applicants who require a Tier-4 visa to study at the College or who may potentially be required to transfer to a Tier-4 visa during a course of study (if enrolling under another controlled immigration tier or via type) must be aged over 16 years with respect to the course start date (excluding those applying for courses in the School of Medicine who must be aged 18 at the point of entry as stipulated in 3.1.1). This is due to the regulations of the College’s Tier-4 sponsor licence.

3.1.3. For all other courses/applicants as not covered by the exclusions outlined in 3.1.1 and 3.1.2, there is no minimum age for entry to the College, however offers for undergraduate courses are normally made on the basis of national higher secondary education qualifications which will usually be obtained by the end of year 12/13 of schooling (age 17/18). There is no upper age limit.

3.2. Academic Requirements:

3.2.1. We welcome applications from everyone who either already possesses the required qualifications or expects to obtain them before the degree course commences. Candidates will be required to satisfy all academic requirements before they can join their chosen degree course. Applicants should consult the
individual course web pages on [www.imperial.ac.uk](http://www.imperial.ac.uk) for more specific guidance.

**A-levels:**

3.2.2. The majority of our entrants will hold A* or A grades in all their subjects at A level. Virtually all of our courses require excellent passes in three of the following subjects: Mathematics, Further Mathematics, Physics, Chemistry, or, in the case of degrees in the Life Sciences or Medicine, Biology. A small number of courses may consider applicants with two of the above and a third excellent pass in a mainstream A level subject. Full details are provided in the College’s undergraduate prospectus and within the UCAS entry profiles.

**Cambridge Pre-U Diploma, European and International Baccalaureates:**

3.2.3. The College regards the Cambridge Pre-U diploma, European and International Baccalaureates as acceptable qualifications for admission to its undergraduate courses. Further information about the course-specific grade requirements can be found within the individual course sections of the College’s undergraduate prospectus.

**Advanced Engineering Diploma:**

3.2.4. The Advanced Engineering Diploma as currently defined does not by itself provide a normal entry route to our engineering courses (this is because of the present restriction on the Additional Specialist Learning element which does not currently contain sufficient academic content to demonstrate that Diploma award holders would be able to cope with the academic requirements of our engineering courses). However, we may consider applicants who apply with the Diploma together with A Levels in specified subjects which meet our entrance requirements.

**Other qualifications:**

3.2.5. Information about the acceptability of a wide range of alternative qualifications can be found on the College’s website, search: [http://www.imperial.ac.uk/study/ug/apply/requirements/ugacademic/](http://www.imperial.ac.uk/study/ug/apply/requirements/ugacademic/). Applicants who are in any doubt about the acceptability of their qualifications for a particular course should write to the appropriate admissions team giving details of their qualification, the subjects studied (and at what level where applicable) and grades if already achieved.

**3.3. English language qualifications:**

3.3.1. All courses in the College are taught in English. To obtain the maximum benefit from your studies at Imperial College all students must fulfil the College minimum English general entry requirement (referred to in the published English requirements as the Standard Level) from a College approved test. Some Departments may operate a departmental English entry
requirement above the College minimum (referred to in the published English requirements as the Higher Level). Applicants should view the relevant course pages for specific information regarding the required English level.

3.3.2. Overseas applicants for whom English is not the first language must provide evidence of a satisfactory command of English before commencing the course. Full details of our English language requirements can be found here: http://www.imperial.ac.uk/study/ug/apply/requirements/english/

3.3.3. Overseas applicants who meet the requirements but who would like to improve their confidence in English are recommended to spend some time in an English Language school in the UK prior to commencement of their College course. Once enrolled at Imperial, they may wish to attend in-house language classes which are available free of charge to all non-native English speaking students. The College’s pre-sessional English programme is not an available route to fulfilling the English entry requirement, but the three-week course may be undertaken by applicants who fulfil the English entry requirement and who wish to receive further tuition prior to commencing their full degree programme.

4. SELECTION POLICIES & PROCEDURES

4.1. Timetabling of selection:

4.1.1. The selection of undergraduate applications begins in October when the first applications are received and continues until March when the final decisions are returned to UCAS. All applications submitted by the 15th of October or 15th of January deadlines are given equal consideration and will have an outcome confirmed by the 31st March (in exceptional circumstances, some decisions may be released after this date but no later than May).

4.2. Selection criteria:

4.2.1. Detailed information on the methods adopted by individual departments in their selection of undergraduate students is given in the departmental websites. There are, however, certain general points which are equally applicable to all departments:

(i) **The reference**: Considerable importance is attached to the report of the academic referee. This can play a major part in deciding whether an applicant is called for interview (where applicable) and in determining whether and at what level a conditional offer is made. Predictions of likely performance in examinations are also considered, as are indications of the strength of an applicant's motivation to study the chosen subject at Imperial College London. Departments reserve the right to process an unsuccessful outcome on an application when an acceptable reference is not received as part of the UCAS application submission by the relevant deadline.
(ii) **The personal statement:** The College considers the personal statement to provide valuable background information which assists in the selection process. Many selectors wish to choose applicants who, as well as being intellectually able to cope with the course of study, will contribute to a cohort intake with a wide cross-section of interests in each year. Please note that the personal statement should accurately reflect the candidate’s interests which may also be discussed at interview (where applicable).

The personal statement is analysed by UCAS to ensure that it is the applicant’s own work. Further information can be found at the UCAS website under ‘Similarity Detection Service (SDS)’. It is the College’s policy that applications with an SDS score of 80 per cent or greater will be rejected.

(iii) **Entrance tests:** the following courses use admissions tests as part of the selection process:

- Undergraduate Medicine (MBBS/BSc) [Biomedical Admissions Test – Admissions Testing Service]
- Graduate-entry Medicine (MBBS) [Biomedical Admissions Test – Admissions Testing Service]
- All BSc and MSci Department of Mathematics courses [Mathematics Admissions Test – Admissions Testing Service]
- All BSc and MSci Chemistry courses [Chemistry Admissions Test – Imperial College London]

*For details see section 2.2*

All courses excluding those outlined in section 4.2.1 (iii) do not operate selection/admission tests as part of their standardised selection process.

(iv) **Interviews:** Many of our courses require applicants to be interviewed as part of the application process. You can find more information about a Department’s interview process, including its policy on interviewing applicants based overseas on the individual department websites. Departments reserve the right to interview individual applicants where they deem it appropriate to do so and where this does not form part of their standard selection process for all applicants.

(V) **Application/Choice change requests:** It may be possible to change your course/application choice after submitting your UCAS application under the following circumstances:

- You can amend your UCAS application choice in your UCAS track without the consent of the College within 14 days of submitting that application. This is referred to as a ‘substitution’.
- After 14 days of submitting your UCAS application choice, you may request a course change by writing to the relevant admissions team notifying them of the relevant changes to be made. This will only be
approved if you have not received an outcome on the initial UCAS application choice.

- You may not request an amendment to your UCAS application choice after an unsuccessful outcome has been processed on that choice. You may also not request reconsideration of the same choice within the same UCAS cycle following an unsuccessful outcome being processed (except where a legitimate error in the processing of that outcome is identified).
- Requests to change your UCAS application choice following the release of an offer on your initial choice is subject to the consideration and approval of all relevant Departments affected by the change.

(VI) **Mitigating Circumstances**: The College understands that circumstances can arise that may have a detrimental impact on examination performance. However, the College can only consider this information and mitigating circumstances if these are submitted to us by the 14th July preceding the next year of entry.

4.3. **Applicants with disabilities:**

4.3.1. The College's policy is to consider all applications solely on academic grounds. However, any reasonable adjustments that may be necessary will be put in place to enable all students to compete on an equal basis. It is important therefore that the College is informed of any disability well in advance so that early discussion can take place to determine the reasonable adjustments that may be possible to put in place. Every effort is made to ensure that our courses are accessible, but occasionally, due to the nature of the course competency standards, it may not be possible to make the necessary adjustments to enable an individual candidate to study a particular course. We therefore encourage those with disabilities to contact us as early as possible preferably before making an application, indicating the course or courses they are interested in together with the nature of the disability so that a meeting can be arranged to discuss any adjustments that may need to be made. The Disability Advisory Service (DAS) works closely with the Registry, the Student Accommodation Centre and academic departments to provide a variety of support initiatives that enable students to access their studies successfully. The Disability Advisers are available to discuss on a confidential basis any issues of concern that people with disabilities may have and can advise on necessary documentary evidence that may be required.

4.3.2. More information can be found here:

http://www.imperial.ac.uk/disability-advisory-service/

4.4. **Criminal Convictions**

(i) **Applicants for non-medical courses who declare a criminal conviction**: While we do not wish to penalise individuals with a criminal conviction the College does have a duty of care to its wider community...
and there may be occasions when an academically suitable applicant will be refused entry.

The College’s policy is that applicants who declare a criminal conviction are initially reviewed on the same academic grounds that apply to all applicants. If a department wishes to make an offer, the applicant will be contacted for further details and the case will be reviewed by a panel of staff as set out in the Policy for Admission for Applicants who disclose a Criminal Conviction so that the applicant’s suitability can be assessed.

It is the responsibility of applicants to inform the College of any convictions occurring after the UCAS application has been submitted and throughout any period of registration as a Student of the College.

(ii) Applicants for medical courses who declare a criminal conviction:
Admission to and continuation on the MBBS/BSc and MBBS course(s) at Imperial College London is subject to the Rehabilitation of Offenders Act (1974) Section 4(2) (Exemption) Order 1975 and DHSS Circular HC(88)9 guidelines regarding child protection and police checks. As a condition of acceptance/continuation, all applicants and continuing students are required to have completed and cleared an enhanced criminal record disclosure by a given deadline. Further information about these processes can found here: https://www.imperial.ac.uk/media/imperial-college/study/public/Disclosure-and-Barring-Service-Certification-Policy.pdf

5. ACCEPTING OUR OFFER & CONTRACT OF ADMISSION

5.1. All offers for a place on an undergraduate degree course are transmitted via UCAS. Any offer of a place made by the College is made on the basis of the applicant’s:

- Acceptance of the College’s rules and regulations as published and amended from time to time. Acceptance of the following statement: The College prospectus and website describes the courses offered by the College. Further documents describe the educational services offered by the College, the regulations governing the conduct of students and details of registration and assessment. Further details can be found at http://www.imperial.ac.uk/students/terms-and-conditions/. The College takes all reasonable steps to provide the educational services described in the prospectus and in the documents listed, but it does not guarantee the provision of such services. Should industrial action or circumstances beyond the control of the College interfere with its ability to provide educational services, the College undertakes to use all reasonable steps to minimise any resultant disruption.

- Payment of the fees required for the course and any other fees for services offered by the College and accepted, such as accommodation.

- Ensuring that statements made in applying for entry are accurate, as the discovery of false statements or omissions may lead to the offer being withdrawn (or in the case of students registered, to their registration being terminated).
6. **FEEDBACK TO UNSUCCESSFUL APPLICANTS**

6.1. The College receives a large number of applications for every place and as entry is very competitive, it is unable to make offers to all applicants. Imperial College acknowledges that it is important that unsuccessful applicants are informed as early as possible so that they can consider other options. We will provide feedback to all unsuccessful undergraduate applicants at their written request.

6.2. **When to request feedback:**

6.2.1. Feedback can only be requested during the UCAS application cycle in which the application was made.

6.3. **How to request feedback:**

6.3.1. Applicants should request feedback by emailing the appropriate admissions team quoting their full name, UCAS ID number and the programme applied for. Please note the College cannot provide feedback to third parties such as parents, guardians or teachers without the express written permission of the applicant. Requests for admissions test scores will only be provided after all decisions within a UCAS cycle are released.

6.4. **How you will receive feedback:**

6.4.1. Feedback will usually be issued via email normally within 15 working days of a request being made. However, departments reserve the right not to provide feedback to individual applicants until after all decisions are released within the given UCAS application cycle (i.e. feedback may be provided from April onwards for the next year of entry).

7. **APPEALS AND COMPLAINTS**

7.1. Please note that you may not appeal against the academic or professional judgement of those making a decision, but you may appeal the decision if you believe an administrative error has occurred in the processing of your application. For further information see: [http://www.imperial.ac.uk/students/terms-and-conditions/appeals/](http://www.imperial.ac.uk/students/terms-and-conditions/appeals/)

Approved by QAEC
15 March 2016 and updated annually
Sept 2017
<table>
<thead>
<tr>
<th>Document title:</th>
<th>Undergraduate Admissions Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version:</td>
<td>4</td>
</tr>
<tr>
<td>Date:</td>
<td>12/09/2017 with immediate effect</td>
</tr>
<tr>
<td>Approved:</td>
<td>QAEC 15 March 2016 (Noted Senate May 2016) QAEC Sept 2017</td>
</tr>
<tr>
<td>Effective from:</td>
<td>2016-7 and updated annually</td>
</tr>
<tr>
<td>Originator:</td>
<td>Registry Admissions</td>
</tr>
<tr>
<td>Contact for queries:</td>
<td>Senior Assistant Registrar (Admissions)</td>
</tr>
<tr>
<td>Cross References:</td>
<td>Policy for the Admission of Applicants who disclosure criminal convictions Complaints by Applicants General and Academic Regulations</td>
</tr>
<tr>
<td>Notes and latest changes:</td>
<td>General Updates Formatting changes made on 12 April 2016 Updated Sept 2017 (QAEC)</td>
</tr>
</tbody>
</table>