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1. BACKGROUND

1.1 Admission to Undergraduate Programmes at Imperial College London:

- 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 programmes in science, engineering, business and medicine. These programmes 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 programmes our students need to be extremely well-qualified on entry, see Section 3. This Undergraduate Admissions Policy is approved and monitored by the University's Quality Assurance and Enhancement Committee and is considered in line with the [Quality Assurance Agency's \(QAA\) UK quality code, Advice and Guidance: Admissions, recruitment and Widening Access](#), as published in November 2018.

1.2. Equal Opportunities Statement:

- 1.2.1. The University'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 University life while on a programme. All applications are considered and evaluated on the basis of individual potential.

1.3. Widening Participation and Contextual Admissions

The University may consider contextual information provided as part of a UCAS application in order to identify or classify applicants who meet particular measures of disadvantage. It is at the University's discretion to determine any such measures that it may utilise for these purposes. All such measures are subject to review and change. The University will use contextual admissions data in order to support its aims in widening participation and access in order to support such individuals in benefiting from an Imperial education. These aims are outlined in the University's access and participation plan with the Office for Students. The University reserves the right to define and apply reasonable adjustments within the admission process for applicants that it identifies as disadvantaged or underrepresented in order to support its objectives in enhancing equality of access and participation. The University will publish and make clear the contextual information it may utilise and any reasonable adjustments it may make. The University also reserves the right to request any applicant to evidence any declarations made within an application where these factors are considered within the contextual admissions measures or schemes.

2. APPLICATION ROUTES AND DEADLINES

2.1. How to apply:

- 2.1.1. All applications for admission to an undergraduate programme leading to the award of a degree by the University must 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) follow the UCAS Equal Consideration Dates (ECDs). UCAS publish the dates of the Equal Consideration for each admissions cycle ahead of Registration opening in the spring of each year. Imperial College London use the following UCAS ECDs:

2.2.2. October Equal Consideration Date:

Applicants applying for Medicine at Imperial College London, or the Pears Medical School

2.2.3 January Equal Consideration Date:

- All other applicants to Imperial College London
- 2.2.4. Applicants are required to meet the deadlines outlined in 2.2.2/3 when applying to Imperial. 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 January deadline will be marked by UCAS as 'late' applications. It is at the discretion of Imperial College London to consider late applications and this is subject to places being available. The University 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 University 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 University Clinical Aptitude Test (UCAT) as part of the assessment for entry must register for this test in the Autumn prior to the expected year of entry. Registration, examination and result dates should be checked with UCAT at: www.ucat.ac.uk/
- 2.2.6. Applicants to the Department of Mathematics (excluding those who wish to study Mathematics and Computer Science) who do not sit an approved admissions test, may be made an offer that includes a requirement to sit at least one Sixth Term Examination Paper (STEP).
- 2.2.7 Applicants for programmes requiring the Engineering and Sciences Admissions Test (ESAT) or the Test of Mathematics of University Admission (TMUA) as part of the assessment for entry must register for this test in either the summer (for the October sitting) or the autumn (for the January sitting) prior to the expected year of entry. Applicants may sit in either the October or January sitting of the ESAT/TMUA. Registration, examination, and results dates should be checked with University Admissions Tests UK (UAT-UK) at: <https://esat-tmua.ac.uk/>
- 2.2.8 Applicants for programmes requiring the Graduate Medical School Admissions Test (GAMSAT) as part of the assessment for entry must register for this test in the Summer prior to the expected year of entry. Registration, examination, and result dates should be checked with Australian Council for Education Research (ACER) at: <https://gamsat.acer.org/>
- 2.2.9. In extreme circumstances (such as but not limited to, natural disasters, living within a conflict zone, or other such manmade disaster), where applicants are unable to sit an approved admissions test, may be invited to sit an admissions test set by the Department they have applied to.

2.3. Pre-university experience:

- 2.3.1. The University's departments may consider 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 the University.
- 2.3.2 Where applications are considered for deferred entry, the relevant years of entry will be made available to applicants via the UCAS course search. Alternatively, applicants may apply for entry in the next academic year and subsequently request a deferment of their place. Any such requests will be considered and processed in accordance with the Deferment Policy: Undergraduate if submitted by the deadline of 19th July in the year of application.

- 2.3.3. Please note that only one deferment of your application will usually be permitted, i.e. if applying for deferred entry at the outset of the application, or requesting a deferral during the application, an application may only be deferred to the next academic year.

2.4. Direct Entry to the second year:

- 2.4.1. It is at the discretion of admitting departments as to whether or not they will consider applicants for direct entry to the second year, though generally this will only be considered in exceptional circumstances. Applicants should be aware that the default position is that our courses are only advertised on UCAS as available for year 1 entry. Where a department may exceptionally consider an applicant for entry into this second year, this will be subject to;
- Spaces being available within that cohort year.
 - Applicants fulfilling the standard year one entry requirements from their School Leaving qualifications.
 - Successful completion of the first year of a comparable degree level programme at another higher education institution approved by the University 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 University 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 programme 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 departments 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 programme start date. This is due to the pattern of delivery of the programme which requires compliance with NHS patient contact regulations from the start of the first term.

- 3.1.2. Applicants who require a student visa to study at the University or who may potentially be required to transfer to a student visa during a programme of study (if enrolling under another controlled immigration tier or visa type) must be aged over 16 years with respect to the programme start date (excluding those applying for programmes 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 University's sponsor licence.
- 3.1.3. For all other programmes/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 University, however applicants must be aged 13 years to provide their data to UCAS and offers for undergraduate programmes 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 these before the degree programme commences. Applicants will be required to satisfy all academic requirements before they can enrol on their chosen degree programme. Applicants should consult the individual programme web pages on www.imperial.ac.uk and www.ucas.com where we publish the minimum entry requirements and typical offer ranges. Exceeding the programme academic entry requirements does not make an individual applicant more qualified. It is the responsibility of an applicant to demonstrate that they are eligible (or potentially eligible) for entry and so must ensure that they provide details of all relevant qualifications (whether complete or not) and to ensure that their nominated referee provides predicted grades for any qualifications pending completion when submitting their application. The University reserves the right to process an application and outcome where this information is missing. It is at the discretion of the University to take additional steps to request this information where it is missing, but the University is not obligated to do so.

A-levels:

- 3.2.2. The majority of our entrants will hold A* or A grades in all their subjects at A level. Programmes require excellent passes in a minimum of three A levels, two of which will usually be required in the following subjects: Mathematics, Further Mathematics, Physics, Chemistry or Biology. Programme specific entry requirement details are provided in the University's undergraduate prospectus and within the UCAS entry profiles. Applicants for medical programmes are required to achieve the three required A levels in one sitting. Applicants may also not present two A levels in the same subject awarded by two different examination boards that have been sat in the same sitting. In the case that an applicant does so, the University will require any requisite grades to have been achieved in both exam boards, otherwise the University reserves the right to treat the requirement as not met.

Cambridge Pre-U Diploma, European and International Baccalaureates:

- 3.2.3. The University regards the Cambridge Pre-U diploma, European and International Baccalaureate Diplomas as acceptable qualifications for admission to its undergraduate programmes. Programme specific entry requirements are provided in the University's undergraduate prospectus and within the UCAS entry profiles

Advanced Placements

- 3.2.4. The University will consider a minimum of three to four Advanced Placements at grade 5 in required subjects for entry. However, where this is the case it is expected that these will be presented alongside other qualifications or high school diplomas. These other qualifications may or may not themselves also be recognised towards the University's entry requirements. In the event that they are recognised towards the entry requirements applicants will be required to meet the entry requirement in both the Advanced Placement and the additional qualifications. In the event that the additional qualifications are not recognised towards the entry requirements, the departments will still consider the academic performance in these as materially important and may still set conditions against them where an offer is made. In the event that Advanced Placements are presented in the absence of additional qualifications, a minimum of six to eight Advanced Placements would be expected.

Other qualifications:

- 3.2.5. Information about the acceptability of a wide range of alternative qualifications can be found on the University's website, course listings. Applicants who are in any doubt about the acceptability of their qualifications for a particular programme 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 University programmes are taught in English. To obtain the maximum benefit from your studies at Imperial **all** students must fulfil the University minimum English general entry requirement (referred to in the published English requirements as the Standard Level) from a University approved test. Some Departments may operate a departmental English entry requirement above the University minimum (referred to in the published English requirements as the Higher Level). Applicants should view the relevant programme pages for specific information regarding the required English level. Full details of our English language requirements can be found here: www.imperial.ac.uk/study/english-language/
- 3.3.2. Overseas applicants who meet the English requirement, but who would like to improve their confidence in English are recommended to undertake the University's 3-week pre-session English programme prior to commencing their full-degree programme. The University's pre-session English programmes are not typically an available route to fulfilling the English entry requirement. Once enrolled at Imperial, students may wish to attend in-house language classes which are available free of charge to all non-native English-speaking students.

4. SELECTION POLICIES & PROCEDURES

4.1. Timetabling of selection:

- 4.1.1. The selection of undergraduate applications normally begins in October and continues until March when the final decisions are returned to UCAS. All applications submitted by the relevant equal consideration date 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, programme webpages and printed prospectus. There are, however, certain general points which are equally applicable to all departments:

(i) The reference: The academic reference provides an important source of additional information that can assist academic selectors in better understanding an applicant and their achievements in the context of their own experiences and educational background. 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 where no reference is provided by the relevant UCAS application deadline.

(ii) The personal statement: The University 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 programme 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 applicant'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 University's policy that applications with an SDS score of 80 per cent or greater will be rejected. It is for this reason that the personal statement must be submitted via UCAS as part of the application. Applicants can submit one personal statement when applying and will not be permitted to submit additional personal statements directly to the University outside of UCAS. In the event that an applicant is applying for two different subject areas, it is the responsibility of the applicant to ensure that they demonstrate genuine motivation and interest in both subject areas within the same statement.

(iii) Admissions tests: the following externally administered admissions tests are used as part of the selection process for various programmes of study:

- University Clinical Aptitude Test (UCAT)
- Graduate Medical School Admissions Test (GAMSAT)
- Engineering and Sciences Admissions Test (ESAT)
- Test of Mathematics of University Admission (TMUA)

For further details see section 2.2

(iv) Interviews: Many of our programmes require applicants to be interviewed as part of the selection 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 programme/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 University 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 programme 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, but any such requests should be submitted no later than the 19th July. Any requests to amend your application choice after this date will only be considered in exceptional circumstances. However, it may be possible to amend your programme within the same department up to the end of year 1 of your studies.

(VI) Mitigating Circumstances: The University understands that circumstances can arise that may have a detrimental impact on examination performance. However, the University can only consider this information and mitigating circumstances if these are submitted to us by the 19th July preceding the next point of entry.

4.3. Applicants with disabilities or special educational needs:

- 4.3.1. The University'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 University is informed of any disability or special educational needs in advance, so that early discussions can take place to determine any reasonable adjustments that may need to be put in place. Every effort is made to ensure that our programmes are accessible, but occasionally, due to the nature of the programme competency standards, it may not be possible to make the necessary adjustments to enable an individual candidate to study a particular programme. We therefore encourage those with disabilities to contact us as early as possible preferably before making an application, indicating the programme or programmes 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. Further information on the University's Disability Advisory Service can be found here: <https://www.imperial.ac.uk/disability-advisory-service/prospective-offer-students/> with further information regarding the University's Equality, diversity and inclusion governance, support, services and activities available here: <https://www.imperial.ac.uk/equality/>

4.4. Criminal Convictions

- 4.4.1. Applicants for all programmes other than medical programmes are not required to declare whether they hold any spent or unspent criminal convictions when applying via www.ucas.com. All initial decisions on an application are therefore based on the entry and selection requirements of the programme. Applicants who may potentially be admitted to the University may be required to declare whether they have any relevant unspent criminal convictions. While the University does not wish to penalise individuals with a criminal conviction the University does have a duty of care to its community and there may be occasions when an academically suitable applicant may be denied enrolment at the University or have an offer of admission withdrawn. Any such cases will be reviewed by a panel of staff as set out in the Policy for Admission of Ex-Offenders: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/23-entry/Policy-on-the-Admission-Registration-and-Enrolment-of-Ex-Offenders-2023.pdf>
- 4.4.2. Applicants for medical programmes are required to declare whether they hold any spent or unspent criminal convictions when applying via www.ucas.com. Admission to and continuation on the MBBS/BSc and MBBS programme(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 be found in the Disclosure & Barring Service Policy Statement, Relating to Students.

5. ACCEPTING OUR OFFER & CONTRACT OF ADMISSION

- 5.1. All offers for a place on an undergraduate degree programme are transmitted via UCAS. Any offer of a place made by the University is made on the basis of the applicant's:
- Acceptance of the University's rules and regulations as published and amended from time to time.
 - Acceptance of the following statement: *The University prospectus and website describes the programmes offered by the University. Further documents describe the educational services offered by the University, 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 University 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 University interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise any resultant disruption.

- Payment of the fees required for the programme and any other fees for services offered by the University 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 University 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 acknowledges that it is important that unsuccessful applicants are informed as early as possible so that they can consider other options. We will provide a reason outlined within our communication when notifying an applicant that their application has been unsuccessful, which will constitute our feedback. An applicant may request additional feedback, but they should be aware that additional feedback is not guaranteed and that the University may not always be able to provide a level of specificity desired by an individual applicant.

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 University 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: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic->

8. APPLICANT CONDUCT

- 8.1. Imperial College London is committed to ensuring that any and all interactions with our applicants are conducted in a professional, courteous and respectful manner in line with Imperial Expectations. The University will also expect applicants to conduct their interactions with the University and its community in line with these principles.

The University will not tolerate inappropriate, offensive or abusive behaviour during the admission process or communications deemed to be malicious and that have the potential to bring the University's reputation into disrepute. Hostile or inappropriate behaviour, including excess levels of contact will be viewed seriously and may adversely affect the consideration of an applicant for admissions, an appeal or a complaint.

The University will normally warn an applicant if their behaviour, communication or interactions are judged to be inappropriate prior to taking any further action but may in extreme cases take action with no warning. Such actions may include rejecting an application made, or withdrawing an offer made. Conduct that constitutes a criminal offence may also be reported to relevant authorities.

9. DATA PROTECTION

- 9.1. The University will process applicant data in line with the Privacy Notice for Students and Prospective Students, which can be access at: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Pro prospective-Students.pdf> and in accordance with any applicable data protection laws in England and Wales, including from 25 May 2018 the EU General Data Protection Regulation 2016/679 (GDPR). The University is the data controller of your personal data. The University has appointed a Data Protection Officer, who can be contacted via email at dpo@imperial.ac.uk, via telephone on 20 7594 3502 and via post at Imperial College London, Data Protection Officer, Faculty Building Level 4, London SW7 2AZ.

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Contact for queries:	Head of Admissions		
Cross References:	Policy for the recruitment of ex-offenders Applicant Complaints Policy General and Academic Regulations Privacy Notice for Students and Prospective Students Special Case Policy		

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