

## Undergraduate Admissions Policy

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### 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
8. Applicant Conduct
9. Data Protection

### 1. BACKGROUND

#### 1.1 Admission to Undergraduate Programmes 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 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 College'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 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 a programme. All applications are considered and evaluated on the basis of individual potential.

### **1.3. Widening Participation and Contextual Admissions**

The College 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 College's discretion to determine any such measures that it may utilise for these purposes. All such measures are subject to review and change. The College 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 College's access and participation plan with the [Office for Students](#). The College 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 College will publish and make clear the contextual information it may utilise and any reasonable adjustments it may make.

## **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 College should be submitted to UCAS: [www.ucas.com](http://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 15<sup>th</sup> October and prior to the 15<sup>th</sup> 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 15<sup>th</sup> January will be marked by UCAS as post-15<sup>th</sup> 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 are required to sit the Mathematics Admissions Test (MAT). Registration, examination and result dates should be checked with ATS at: <http://www.admissionstestingservice.org>.

Offers made to applicants who did not sit the MAT and/or who applied after the 15<sup>th</sup> October may include additional STEP requirement(s). In addition, some MAT candidates who have a borderline mark may also receive offers that include STEP requirement(s).

2.2.7. Departments in the College may also administer their own tests as part of their selection process. Where required, this will form part of the published admissions/selection programme details at [www.imperial.ac.uk](http://www.imperial.ac.uk) and [www.ucas.com](http://www.ucas.com)

**2.3. Pre-university experience:**

2.3.1. The College'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 College.

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 and application management service (AMS). 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 programmes 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 programme concerned).

2.3.3. Please note that only one deferment of your application 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 programme 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 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 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 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 Tier-4 visa to study at the College or who may potentially be required to transfer to a Tier-4 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 College's Tier-4 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 College, however 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](http://www.imperial.ac.uk) and [www.ucas.com](http://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.

#### **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 College'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 year.

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

- 3.2.3. The College 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 College's undergraduate prospectus and within the UCAS entry profiles

### **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/>. 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 College programmes are taught in English. To obtain the maximum benefit from your studies at Imperial **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 programme pages for specific information regarding the required English level. Full details of our English language requirements can be found here: <http://www.imperial.ac.uk/study/ug/apply/requirements/english/>
- 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 College's 3-week pre-sessional English programme prior to commencing their full-degree programme. The College's pre-sessional English programmes are not 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 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 15<sup>th</sup> of October or 15<sup>th</sup> of January deadlines are given equal consideration and will have an outcome confirmed by the 31<sup>st</sup> 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:** 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 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 College's policy that applications with an SDS score of 80 per cent or greater will be rejected.

- (iii) **Entrance tests:** the following programmes use externally administered admissions tests as part of their 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 programmes [Mathematics Admissions Test – Admissions Testing Service]

*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 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 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

(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 16<sup>th</sup> July preceding the next point 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 it may be possible to 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 programmes. 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. More information can be found here:

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



#### 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](http://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 College may be required to declare whether they have any relevant unspent criminal convictions. While the College does not wish to penalise individuals with a criminal conviction the College 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 College 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.
- 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](http://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 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 programme 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 programmes 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 programme 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, however, the College 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 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:

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/complaints-from-applicants/Procedure-for-dealing-with-complaints-by-applicants.pdf>

## 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 College will also expect applicants to conduct their interactions with the College and its community in line with these principles.

The College 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 College'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 College 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 College 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.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 College is the data controller of your personal data. The College has appointed a Data Protection Officer, who can be contacted via email at [dpo@imperial.ac.uk](mailto: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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