



Procedure for Dean's approval in the admissions process

Purpose

The Admissions Policy¹ sets out the minimum academic requirements for admission to a programme at Queen Mary. Additional subject-specific requirements for admission to individual programmes are published annually in the Queen Mary course finder.

In accordance with the Admissions Policy, applicants who are unable to meet the entry requirements for admission to their intended programme will be informed that their application has been unsuccessful. Subject to the availability of a suitable alternative programme, applicants may be made a change of course offer.

In certain circumstances, applicants who can demonstrate good reason why they are unable to meet the standard entry requirements may be considered for admission as an exception. These cases are considered by the Dean for Education of the relevant Faculty.

The Admissions Policy includes provision for applicants who are not able to meet the general and/or programme-specific academic entry requirements, as follows:

Exceptions

In exceptional cases and on the recommendation of the academic School or Institute, the Dean for Education for the relevant Faculty may approve the admission of an undergraduate or taught postgraduate applicant who has not met the general and/or programme level entry requirements.

The purpose of this procedure is to provide a university-wide framework to support Deans for Education in assessing applications to waive the standard academic entry requirements.

Use of Dean's approval

The Dean's approval will normally be sought only in cases where an applicant has not been able to complete the standard academic qualifications for admission to the intended programme. Examples might include:

- Mature students applying to higher education after a long break since they were last in formal education, e.g. over five years have elapsedⁱ;
- Refugees who are not in possession of and unable to acquire documentary evidence of their academic qualifications;
- Applicants with substantial work experience, which may be deemed equivalent in full or in part to the standard academic qualification for entry.

¹ <http://www.arcs.qmul.ac.uk/policy/>

Roles in the approval process

1. The **central Admissions team** pre-screens the application and provides guidance to the **admissions selector** or **programme lead** about the applicant's qualifications for entry.
2. The **admissions selector** or **programme lead** may undertake specific assessment of the applicant's suitability and potential to succeed on the programme. This may include the applicant participating in an interview; undertaking a test; supplying a written piece of work; or providing a portfolio of work.
3. The **admissions selector** or **programme lead** will make the case for Dean's approval, providing relevant evidence to support the case for waiving standard academic entry requirements.
4. The **central Admissions team** will comment on the case made by the **admissions selector** or **programme lead**, for example, by providing information to benchmark the applicant's qualifications and/or experience and supplying information about any precedents.
5. The **Dean for Education** is the final authority on requests to waive standard academic entry requirements.

Consideration by the Dean

The Dean will take into account the following considerations when reaching a decision (this list is not exhaustive):

- Evidence of the applicant's prior academic attainments;
- The applicant's relevant work experience, where appropriate;
- Academic and/or professional references supporting the student's application;
- Any support the **programme lead** or **academic School/Institute** plans to put in place should this be needed to enable the student to succeed;
- Relevant precedents, e.g. evidence of success in previous similar cases;
- Any recommendation made by the **central Admissions team**

The Dean will *not* normally take into account any claims of extenuating circumstances relating to the applicant's previous study, since these should already have been taken into account in the assessment and award of the applicant's qualifications.

Monitoring

In order to support Deans in reaching fair and equitable decisions, central Admissions undertakes to monitor the performance of students admitted following Dean's approval. This provides evidence of relevant precedents and supports an evidence-based approach to decision-making.

Process

Requests for Dean's approval should be submitted to central Admissions using the Dean's approval form.

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ⁱ This provision does not apply to applicants for postgraduate study who have been working in a relevant professional context since completion of their Bachelors degree.