

Admissions Policy

1. Context

- 1.1 Walbrook offers flexible, personalised learning experiences in a vibrant and inclusive community designed to prepare students to excel in careers that are shaping our world.
- 1.2 This Policy sets out our approach to ensuring a reliable, fair and inclusive admissions framework and which aligns with good practice across the UK Higher Education sector. The Policy is reviewed regularly to ensure that it continues to support the objectives of Walbrook and addresses any wider matters such as changes to external regulation or legislation. The Policy applies to all Walbrook Higher Education programmes, including those which are delivered through collaborative provision arrangements, and which lead to a Walbrook award.
- 1.3 Walbrook's commitment to providing an inclusive learning environment means that it welcomes applicants with disabilities, specific learning differences, or those who have additional support needs. All applicants will be considered against the entry requirements set out in this Policy so that we maintain our academic standards. Applicants are encouraged to disclose information on any disability or other additional support needs as part of their application. This will help Walbrook proactively identify how Reasonable Adjustments could be made to support applicants in their studies.

2. Principles

- 2.1 The Policy principles are as follows:
 - i. We welcome applicants from all backgrounds who have the ability and motivation to benefit from our programmes.
 - ii. Each application will be considered fairly and transparently and in accordance with our Equality and Diversity Policy.
 - iii. We will always ensure the academic standards of our programmes, including maintaining our entry qualifications.
 - iv. Admissions staff will have the necessary skills to assess applications in accordance with this Policy and other relevant policies.
 - v. We will communicate with applicants in a timely and accessible way and will explain our decision-making process or any further information that we require.

- vi. Our published information, including entry requirements, costs and programme information will be accurate and compliant with our Consumer Protection Law Policy.
 - vii. Our admissions decisions for applicants who require a UK visa to study on campus will always be informed by UK Home Office requirements.
- 2.2 The principles of this Policy extends to external organisations who act upon our behalf.

3. Entry requirements

- 3.1 An applicant needs to meet entry requirements to be accepted onto a Walbrook programme.
- 3.2 The general entry requirements to a taught postgraduate programme are:
- i. A UK Honours undergraduate Degree or equivalent
 - ii. Any specific entry requirements (for example, relevant work experience) published in the programme specification, including for programmes that have professional body accreditation
 - iii. Minimum English Language requirement (see Section 2.4)
- 3.3 Equivalent qualifications from outside the UK will be considered by using the UK National Information Centre (UK ENIC) alongside other information sources as required such as UCAS, the British Council and international market knowledge. Evidence of qualifications gained outside the UK will require a certified translation if they are not originally in English.
- 3.4 On a case-by-case basis, we will consider applicants who do not hold academic qualifications but who hold relevant equivalent experience that show that they have the ability and motivation to benefit from a programme. More information is provided in the Accreditation of Prior Learning Policy . Programmes that have external professional, statutory or regulatory accreditation may have additional or specific requirements that need to be met.
- 3.5 Applicants who are unclear if they meet the entry requirements should contact admissions@walbrook.ac.uk.

4. English Language requirements

- 4.1 In addition to the entry requirements set out in Section 2.3, all applicants are required to demonstrate sufficient ability to understand and express themselves in written and

spoken English so that they can benefit from, and fully participate in, their programme. Walbrook will also comply with the UK Home Office minimum English Language requirements for applicants who will require a Student Route Visa.

- 4.2 English language minimum requirements for taught postgraduate programmes are typically:
- i. UK GCSE English Language Grade 4 (C in the previous grading system) or above
 - Or
 - ii. Successful completion of a previous degree that was assessed in English and awarded by a UK university or by an awarding body outside the UK recognised by Walbrook as defined in the “Academic and English language proficiency entry requirements for international applicants” documentation. This includes for applicants who are not a national of a majority English speaking country where the qualification has been obtained within 5 years of starting a programme at Walbrook; additional evidence may be required if the programme was undertaken by distance learning or on a campus not located in a majority English Speaking country.
 - Or
 - iii. Evidence of English language abilities in listening, speaking, reading and writing demonstrated by completing a Secure English Language Test (SELT). A SELT should normally be completed within two years of making an application for a Walbrook programme. The minimum English language requirement for taught postgraduate study is:
 - iv. An IELTS (Academic) score of 6.0 with a minimum of 5.5 in each component.
 - Or
 - v. A IGCSE Grade 4 or above, for international students studying on a Walbrook programme by distance learning and who do not require a Student Route Visa.
 - Or
 - vi. Other English Language qualifications assessed against the Common European Framework of Reference (CEFR) for languages and the International English Language Testing Service (IELTS) that meet Walbrook’s and UK Home Office requirements.
- 4.3 Walbrook reserves the right to request additional information or evidence from an applicant about their English language abilities, and/or require that additional tests are undertaken if it considers that further assessment is required. Walbrook will always explain to an applicant the reason behind this decision.
- 4.4 Applicants should check the programme web pages to confirm the current English language requirements for their intended programme of study.
- 4.5 International applicants with English language qualifications not listed herewith should enquire with international@walbrook.ac.uk whether their English language qualification is acceptable for admission.

5. Assessing eligibility

- 5.1 Each application will be considered in line with the principles set out in this Policy and the published entry requirements for the programme. Walbrook will contact applicants in a timely way with any questions about their application or any request for additional information.
- 5.2 Walbrook is responsible for the oversight of admission processes for collaborative partners, including the final decision on the eligibility of an applicant.
- 5.3 We will consider applications from students who wish to transfer directly into a Walbrook programme who have started their studies in another institution. More information is available in the Programme Transfer Policy. Applicants considered through this route will need to meet the English Language requirements of Walbrook as well as other academic requirements.

6. Making an offer

- 6.1 Walbrook will normally make an unconditional offer to an applicant where they meet the entry requirements of the programme. We will make a conditional offer where an applicant has the potential to meet the entry requirements of the programme but those requirements still need to be met. Conditions of an offer can include but are not limited to:
 - i. Obtaining academic qualifications that are in progress but not yet achieved
 - ii. Obtaining necessary English Language requirements
 - iii. Providing Walbrook with relevant documentation
 - iv. Having documentation officially translated into the English Language
 - v. Meeting UK Home Office requirements if planning to study on a Student Route Visa
 - vi. Further consideration of any Reasonable Adjustments relating to a disability
 - vii. Any other matters that Walbrook can reasonably make as a condition
- 6.2 An applicant will be rejected if they do not meet Walbrook entry requirements, the conditions of an offer or do not respond in a timely way to Walbrook's requests for additional information.

- 6.3 An offer will be made in writing and will set out any conditions that need to be met. Where an applicant accepts an offer, they will be entering into a contract with Walbrook, and Terms and Conditions will be provided in the offer letter.
- 6.4 Walbrook will be unable to make an offer to an applicant who does not meet – or will not likely meet – the necessary entry requirements.

7. Academic progression (International students only)

- 7.1 The Academic Progression (AP) assessment is in place to ensure that applicants requiring a Student Route Visa are progressing academically if they wish to study a further course in the UK as required by the UK Home Office. To demonstrate academic progression, the applicant's new course must normally be above the level of the previous course for which they were given a Student Visa. An overview of UK qualification levels can be found on the Gov.uk website at [What qualification levels mean: England, Wales and Northern Ireland - GOV.UK](#)
- 7.2 If an applicant applies for a course at the same academic level as their previously completed UK degree course, Walbrook Institute can exceptionally consider and assess whether academic progression is evident under its Student Sponsor Licence by conducting an Academic Progression Assessment.
- 7.3 The applicant's visa application will be refused if Academic Progression is not evident and noted in the Confirmation of Acceptance for Studies (CAS) as having been assessed.
- 7.4. Applicants will be sent an Academic Progression Form (APF) which should be completed by the applicant if they apply for a course at the same academic level as their previously completed UK degree course. The Form does not need to be completed if the new course is at higher academic level than the previous one.
- 7.5 Applicants must declare previous UK study within their application process and the administrator will check whether an AP assessment should be performed before a decision can be made on the application.
- 7.6 If an applicant wishes to appeal against the decision made in their AP assessment, they may do so according to the appeals and Complaints process. See section 11.

8. False or misleading information in applications

- 8.1 Walbrook expects all information provided in an application to be honest and accurate, and all applicants will be required to make that declaration when making a submission. Walbrook will, as appropriate, check, verify and authenticate information, including with external organisations. We also reserve the right to request further information from the applicant or from external individuals or organisations including employers and referees.

- 8.2 If Walbrook suspects that an application may include false or misleading information, it will provide the applicant with the opportunity to comment on these findings. Where Walbrook still considers there to be false or misleading information in an application, including for the purpose of attempting to gain a Study Visa, the case will be escalated to the Head of Admissions for a final decision on whether the application should be rejected.
- 8.3 Walbrook has the right to retain any payments made, including tuition fees, if an application is found to be fraudulent. Additional information can be found in Terms and Conditions under Student policies on the Walbrook Institute website.

9. Criminal convictions

- 9.1 A criminal conviction does not automatically prevent admission to Walbrook and will be considered separately to entry requirements for a programme. We will ask applicants to disclose the details of relevant previous offences so that Walbrook can consider whether, and to what extent, offences could affect the safety and wellbeing of others.
- 9.2 A programme that has professional, statutory or regulatory body accreditation may have additional requirements relating to applicants that have criminal convictions and those will take precedence over Walbrook's policy.
- 9.3 Walbrook will always be clear with an applicant about the implications of any criminal conviction they hold including any additional information that we require, any conditions that form part of the offer or the reason for rejecting the application.

10. Roles and responsibilities

- 10.1 Roles and responsibilities for admissions at Walbrook are as follows:
- i. The Head of Admissions is responsible for overseeing the effective implementation of this Policy and the successful operation of the admissions process.
 - ii. The Provost is responsible for the academic oversight of Walbrook admissions.
 - iii. The Head of Admissions, working with the Quality, Policy and Regulation Team and the Provost, is responsible for reviewing and updating this Policy.
 - iv. Academic Board is responsible for approval of the Admissions Policy.

11. Appealing an admissions decision

- 11.1 An applicant may appeal a decision that has been made about their application. An appeal can be made in writing on the following grounds:
- i. Additional relevant information is now presented which was unavailable at the original time that the application was submitted.
 - ii. The original application was affected by the applicant's extenuating circumstances.
 - iii. There has been an administrative error by Walbrook in the consideration of the application.
- 11.2 An appeal should be sent to the Head of Admissions who will review the case and decide if the appeal should be upheld and the application reconsidered or rejected. An applicant will always be provided with the reason as to why a decision has been made. If no resolution can be found, the applicant may submit a formal appeal following the Walbrook Appeals and Complaints policies.

12. Admissions complaints

- 12.1 An applicant can make a complaint about the admissions process. In the first instance, the applicant should aim to resolve the matter with the Head of Admissions, setting out clearly the nature of the complaint and the outcome they would like to achieve. If no resolution can be found, the applicant may submit a formal complaint following the Walbrook Appeals and Complaints policies.

13. Data Protection

- 13.1 Walbrook collects and stores personal data and information for the purpose of the admissions process outlined in this policy.
- 13.2 Any personal information is personal data which we manage in accordance with the relevant data protection legislation, including the EU General Data Protection Regulations and the Data Protection Act 2018. Further information about our use of applicant information, including information about when and why we share it with third parties, can be found in the Walbrook Privacy notice | Walbrook.

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