

Fair Admissions Policy Statement

King's College London is committed to the recruitment of students with the greatest academic ability and potential, irrespective of their social, cultural and economic background. The university is committed to equality in education and applications are considered on their individual merits, utilising a holistic approach and reviewing all information provided to the university through the application process. King's is committed to fair, transparent and consistent admissions practices and aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices.

The Fair Admissions Policy is currently under review. The below statement is in place for the 2023 admissions cycle and is applicable to all programmes of study at King's College London at undergraduate and postgraduate level, and any programme of study that utilises the King's Apply application portal for admission purposes.

The Admissions Office offers a suite of policies to support applicants in the university's admissions process available on the [Admissions webpages](#) and the [university's Governance Zone](#). These policies are in line with the King's Strategic Vision 2029 of 'building a community of learners'. The university follows the good admissions practice in higher education, as defined in the Quality Assurance Agency's UK Quality Code for Higher Education and the Schwartz Report Fair admissions to higher education: recommendations for good practice.

1. Applying to King's College London

- 1.1 Details about how to make an application can be found on the online prospectus. Further information regarding how to apply to [undergraduate](#), [postgraduate taught](#) and [postgraduate research](#) programmes can be found on our website.
- 1.2 Please note that postgraduate research programmes require advanced research into very specific academic queries and therefore successful applicants will be those whose proposed area of research could be appropriately supervised according to the university's current academic expertise and supervisor availability. It is the applicant's responsibility to identify an appropriate supervisor for their research prior to submitting an application. Information regarding staff research areas is available in the [online prospectus](#) and [King's Research Portal](#).
- 1.3 In addition to completion of the application form, some postgraduate research applicants, particularly those considering Health related programmes, may need to complete a Project Approval Form.

2. Deadlines

- 2.1 For applications submitted via UCAS (undergraduate applications), the university complies with equal consideration guarantees if an application has been [submitted by specified deadlines](#). Where programmes remain open for applications via UCAS Extra (the service that is available once the equal consideration deadline has passed), applications are processed in the order in

which they are received. All decisions are communicated to applicants through [King's Apply](#) and UCAS. The university endeavours to adhere to all UCAS decision deadlines. The university may use UCAS Extra or Clearing. This information will be available prior to the start of each service either on the King's website or directly on UCAS.

- 2.2 Applicants for teacher training programmes can make an application via the [Department for Education Apply](#) service. Deadlines for applications are outlined by the Department for Education Apply, however King's reserves the right to close teacher training programmes to applications at any point after the published deadlines.
- 2.3 For postgraduate programmes, applicants are permitted to register only once via [King's Apply](#), whether through an agent or direct, but may apply to more than one programme within a single admissions cycle. Applications typically opens in October, the year before the intended start date at the university. The [online prospectus](#) lists the deadline for each programme. Some programmes operate on rolling admissions, with decisions being processed from November each year. Other programmes operate a gathered field approach with all decisions being made later in the cycle. Details of the assessment approach is available on the [online prospectus](#). All decisions are communicated to applicants through [King's Apply](#) and all applications submitted by the deadline are considered equally. Applications submitted after the deadline are considered on an individual basis. King's reserves the right to close postgraduate programmes to applications at any point after the published deadline.
- 2.4 Other programmes on offer at the university including, but not limited to, [King's Foundations](#), [Pre-sessional English courses](#), incoming [Global Mobility and Study Abroad](#), [Summer Schools](#), [King's Online](#) and [Medical Electives](#) accept applications made via [King's Apply](#) and have associated deadlines. Please consult the university's website for more information regarding these programmes, the application process and deadlines to apply.
- 2.5 Several postgraduate programmes require a non-refundable application fee. This is part of the online application process and is detailed for each course on the application pages. Payment of an application fee is not a guarantee that you will receive an offer for your chosen course as many of our courses are competitive.
- 2.6 Applicants should be aware that in addition to general application deadlines, there may be additional funding deadlines for both internal and external grants, scholarships and other funding options.

3. Academic entry criteria

- 3.1 Applicants can find entry criteria on the Online Prospectus for both [undergraduate](#) and [postgraduate](#) programmes. This includes grade and subject information. In line with Competition and Markets Authority (CMA) advice to higher education on consumer protection law, the information aims to be accurate, clear, unambiguous and timely. King's aims to avoid altering admissions criteria during the application cycle.
- 3.2 King's accepts applicants with a wide range of qualifications and publishes qualification equivalences on our online prospectus. Where an equivalency has not been published, [enquiries are welcomed](#) via the enquiries form. King's is committed to a regular review of entry requirements.

- 3.3 For undergraduate programmes, King's accepts re-sits for entry to most programmes. Restrictions to this policy are published on the online prospectus.
- 3.4 King's does not include the Extended Project Qualification, General Studies or Critical Thinking A Levels in its undergraduate offers. However, their contribution to a student's overall development is valued and will be considered as part of the holistic assessment of an application. GCSE (or equivalent) performance may be considered as part of the holistic assessment. For other qualifications where subjects may not be included as part of the offer, please see the [undergraduate online prospectus](#).

4. Admissions Procedures

- 4.1 At undergraduate and for some postgraduate taught programmes, the university operates a largely centralised admissions process. Admissions and academic admissions tutors collaborate to set entry requirements which are then applied by the professional admissions staff who are responsible for processing decisions.
- 4.2 For some postgraduate taught programmes, admissions staff will conduct an initial assessment or shortlisting of applicants, and then will refer their recommendation to the admissions tutor for a final decision. This is also the standard process for postgraduate research programmes. Postgraduate research programmes will also require successful applicants to undertake an interview process.
- 4.3 For joint programmes between King's and another Higher Education Institution or degree apprenticeship programmes, the assessment criteria and decision to offer a place may be made jointly by King's and the partner institution or by King's and the employer.
- 4.4 King's Admissions Office staff and Admissions Tutors are provided with regular and detailed training to ensure decisions comply with Admissions Policies.

5. Application assessment

- 5.1 The university considers all aspects of the application as part of a holistic approach to selection and admissions. This may include some, or all, of the following elements:
- i. achieved and pending academic qualifications and achieved and predicted grades;
 - ii. evidence of English language proficiency;
 - iii. the personal statement and/or research proposal;
 - iv. references (academic or professional);
 - v. an applicant's performance at interview;
 - vi. an applicant's performance at an admissions test;
 - vii. a sample of an applicant's written work;
 - viii. the academic and geo-demographic context in which qualifications have been achieved and being completed;
 - ix. extenuating or mitigating circumstances.
- 5.2 Some programmes may require applicants to undertake an interview as part of the selection process. When an interview is required, this will be stated on the online prospectus. More information about our [interview policy and procedures can be found here](#).

5.3 For some programmes of study, where regulated activity is required to complete the programme of study (i.e. students are required to work alongside vulnerable adults or children) an enhanced DBS check will be required. Some programmes will also require the clearance of an Occupational Health check or Fitness to Practice clearance. These requirements will be outlined on the online prospectus and in the offer letter.

6. Fee Status

6.1 For information regarding the university's Fee Status assessments, please see the [Fee Status policy](#).

7. English language requirements

7.1 All students are required to prove their English language proficiency prior to enrolment, and the terms will be outlined in the applicant's offer letter. The online prospectus lists the requirement for each programme and what is accepted as meeting this English language requirement. More information can also be found on our website for [undergraduate](#) and [postgraduate](#) programmes, including the tests that may be requested to meet visa requirements.

8. Criminal Record Disclosure

8.1 Applicants are advised to review the [Criminal Record Disclosure Policy](#) for information on when a criminal record disclosure is required and the procedures for collection and consideration.

9. Contextualised Admissions

9.1 King's may use contextual data to holistically assess an applicant's future potential to succeed. [More information about this can be found on our website](#). Certain programmes may use contextual data to highlight if the application requires further consideration or to assess if the applicant should receive a differential offer. Contextual data may also be used in order to differentiate between similar highly qualified candidates in order to assess which has the greatest academic potential for the course. Students participating in the Widening Participation scheme K+, and other key partner programmes, may receive additional consideration as part of the admissions process.

9.2 King's is committed to providing fair access and support to applicants who have spent time in local authority care as a 'care-experienced' person or 'care leaver'. [More information can be found on our website](#). It is strongly advised for all care-experienced applicants to disclose this information in their UCAS application to allow the Admissions Office to take these circumstances into consideration. Academic referees are also asked to ensure this information is included in the reference. If an applicant discloses they have spent time in local authority care, they will be contacted directly by the Widening Participation team to verify their 'care leaver' status and discuss their support needs.

10. Mitigating circumstances

10.1 The university understands that there are times when circumstances occur, often unexpectedly, that can affect your studies and exams. This would include illness or bereavement or perhaps

adverse family circumstances. Information regarding our [mitigating circumstances procedures for our undergraduate programmes can be found on our website](#).

10.2 For entry to postgraduate programmes, King's expects applicants to have taken appropriate action to ensure the relevant examination bodies have allowed for such circumstances prior to the announcement of results or following an appeal.

10.3 Although the information regarding mitigating circumstances can serve to contextualise the academic performance, the final decisions as to whether to offer the applicant a place will remain at the discretion of the university.

11. Disabled applicants

11.1 Applications from disabled applicants will be considered based upon academic merit and potential for their chosen programme. Any support needs or adjustments will be considered independently of the admissions decision. Where an applicant believes that their disability has impacted detrimentally upon their academic performance to date, they should notify King's using the [mitigating circumstances procedure](#). Applicants to programmes of study with 'fitness to practise' criteria will be required to complete an occupational health questionnaire if they are successful in gaining an offer. The [Disability Support Service](#) provides applicants with information, advice and guidance on disability support issues.

12. Age requirement

12.1 King's does not operate a minimum or maximum age requirement for the majority of its programmes of study; however, students must be able to demonstrate the maturity and personal skills, as well as academic potential, required to succeed on a university level course and benefit from a university education. Programmes requiring a Disclosure and Barring Service Check to enrol may have a minimum age requirement. In addition, the university is unable to sponsor anyone under the age of 16 requiring a visa to study. [The online prospectus provides details of this requirement](#) and additional guidance is available from the Admissions Office.

13. Deferrals

13.1 Undergraduate applicants considering deferred entry are advised to consult the relevant programme page on the online prospectus for any programme-specific guidance or restrictions. Typically, deferrals will be considered. Applicants are required to meet their conditional offers by the deadlines stated in their offer letter, and where applicable paid a deposit, to secure a deferred place. [More information regarding deferrals can be found on our website](#).

13.2 Postgraduate taught programmes do not allow deferrals. Postgraduate research programme deferrals are dependent upon agreement from the proposed supervisor. All deferral requests must be submitted in writing through King's Apply stating why you would like to defer. The Admissions Office will respond with further advice. Requests for deferral must be received by the admissions before the end of the enrolment period for scheduled start of the programme. [More information can be found on our website](#).

14. Alternate offers

- 14.1 King's reserves the right to make alternative offers to candidates to the original programme to which they have applied. In these cases, King's will contact the applicant through King's Apply that they wish to make an offer for an alternative programme.

15. Competition

- 15.1 The published entry requirements reflect a typical offer; however, meeting or being predicted to meet this does not guarantee an offer. This is due to variations in the number of applications we receive each cycle and the number of places available.

16. Fraud and plagiarism

- 16.1 It is essential that any personal statement or other written materials submitted as part of an application are the work of the applicant. Similarity detection software may be used to evaluate the originality of a piece of work. Where either King's or UCAS detect evidence that a personal statement may be plagiarised, or that any other element of an application may be fraudulent, the application will not be progressed until the matter has been resolved. Any irregularities in the personal statement or other written work will be investigated by contacting the applicant through King's Apply.
- 16.2 Where an application is due to be rejected on academic grounds, no further action will be taken with regard to any suspected fraud or plagiarism. However, King's reserves the right to withdraw an offer if incorrect or misleading information is provided in the application. Within the guidelines set by UCAS, King's also reserves the right to amend or withdraw an offer if a genuine error has been made at offer making.

17. Applicant misconduct

- 17.1 The university is committed to creating an inclusive environment that promotes equality of opportunity for everyone in its community. As aspiring members of the King's community, applicants to the university are expected to demonstrate these values by displaying good conduct. The university reserves the right to withdraw an offer and/or cancel an application where evidence can be provided that an applicant's behaviour falls short of the expected standards. More information can be found in our [Applicant Misconduct Policy Statement](#).

18. Data Protection

- 18.1 Applicants should be aware that under the Data Protection Act 2018, the university is only able to communicate directly with them unless we have specific permission from the applicant to speak to a nominated contact. The UCAS application's Nominated Access field provides the option for undergraduate applicants to confirm an adult (teacher, parent or guardian) to act on their behalf and speak directly with the university.

19. Unsuccessful applications – feedback

- 19.1 King's operates a competitive admissions system and therefore a considerable number of applicants may be unsuccessful. King's is happy to provide feedback to any candidate whose application has been unsuccessful. All requests for feedback should be made in writing via King's Apply within one month of the decision.

20. Admissions complaints

- 20.1 The university is committed to providing a high-quality admissions process in line with our admissions policies for all applicants. However, the university recognises that there may be occasions when applicants to the university may have cause for complaint. More information regarding [the university's Admission Complaint Policy can be found here](#).