

King's College London's Fair Admissions Policy

Admissions
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1. Introduction

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.

This policy is in line with the King's [Strategic Vision 2029](#) of 'building a community of learners' and the King's [Education Strategy 2017-22](#) to 'educate to inspire and improve'. In addition 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](#).

2. Aims

2.1 This policy applies to all categories of applicants to accredited programmes of undergraduate (UG), postgraduate taught (PGT) and postgraduate research (PGR) study. It is intended to provide a central framework to inform all policies and procedures involved in recruitment, selection and admissions.

2.2 Admission onto the following programmes is not covered by this policy:

- The Associateship of King's College (AKC) processed by the [Dean's Office](#)
- Study Abroad programmes for outgoing students managed by the [Global Mobility Office](#)
- Participation in the [University Taster Course Programme](#)
- Participation in the King's [Summer Schools programme](#), [K+](#), [Sutton Trust](#) or [Realising Opportunities programme](#)
- Admission onto the [Modern Language Centre's](#) evening language courses, Tailor-made tuition or Assessed modules of the Modern Language Centre
- Admission onto the King's short courses covered by the [Short Courses Policy](#)
- Admission onto the King's Professional and Executive Development programmes processed by the [King's Professional & Executive Development team](#)
- Admission of current University of London students on Intercollegiate modules
- Admission onto a King's Massive Open Online Courses (MOOCs) through [FutureLearn](#)
- Any other programme not covered in 2.1

3. Roles and responsibilities

3.1 King's operates a largely centralised undergraduate admissions process. For the majority of programmes, academic admissions tutors set entry requirements which are then applied by the professional admissions staff who are responsible for processing decisions. Applications

may be sent to the relevant Admissions Tutor for review where this is deemed necessary and appropriate.

- 3.2 At postgraduate level, King's operates a mixed admissions process. For some programmes, academic admissions tutors set entry requirements which are then applied by the professional admissions staff who are responsible for processing decisions. Applications may be sent to the relevant Admissions Tutor for review where this is deemed necessary and appropriate.
- 3.3 For many postgraduate 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 the standard process for Postgraduate Research programmes.
- 3.4 King's Admissions Office staff and Admissions Tutors are provided with regular and detailed training to ensure decisions comply with the Admissions Policy and all related policies.

4. Academic entry criteria

- 4.1 King's publishes entry criteria in a printed and online prospectus as well as external sources of information, advice and guidance (for example, UCAS Entry Profiles).
- 4.2 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. As such, King's aims to avoid altering admissions criteria during the course of the application cycle.
- 4.3 King's accepts applicants with a wide range of qualifications and publishes the range of qualification equivalences on our online prospectus. Where an equivalency has not been published, enquiries using the [Admissions enquiry form](#) are welcomed. King's is committed to a regular review of entry requirements.
- 4.4 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.
- 4.5 The majority of undergraduate programmes consider applicants who are re-sitting exams in order to improve grades. The online prospectus provides guidance for programmes which have restrictions on re-sits.
- 4.6 Applicants considering Postgraduate Taught programmes (PGT) are expected to have obtained an undergraduate degree at the point of enrolment on to the programme at King's, the typical minimum entry requirements are an Upper Second Class degree (2.1) or equivalent.
- 4.7 Applicants considering Postgraduate Research programmes (PGR) would normally be expected to have obtained an undergraduate degree (typically a 2.1) and a higher degree in a relevant subject, or equivalent, and in many cases a Master's degree is required. Applications will be assessed against the advertised entry requirements for the selected programme.
- 4.8 The Quality Assurance Agency (QAA) is responsible for safeguarding the quality and standards of degree programmes across the UK. Therefore, King's does not explicitly

discriminate between UK degrees awarded a similar classification. However, where similar regulatory institutional standards are not in place across the country, King's may demonstrate the right to differentiate between different institutions. King's may do this through the use of research, market intelligence and the performance of existing students.

5. Subject specific requirements

- 5.1 Degree, A Level and GCSE (and equivalent) specific subject requirements for each programme are listed in the online prospectus. If a subject is listed as required at any level, an application will be unsuccessful if this subject has not been listed as completed or pending completion. Specific subject requirements for each programme are clearly listed in the online prospectus. If a degree in a specific subject or field is listed as required, an application will not be considered if this is not listed as completed or pending completion.
- 5.2 Whilst King's does not include the Extended Project Qualification, General Studies or Critical Thinking in its undergraduate offers, their contribution to a student's overall development is valued and will be considered as part of the holistic assessment of the application.
- 5.3 King's does not have preferred A Level subjects, all accepted A Levels are considered equally. The Russell Group's '[Informed Choices](#)' is recommended as reading for students choosing their post-16 subject choices.
- 5.4 Overall GCSE (or equivalent) performance may be considered as part of the holistic assessment of an application. Students who take GCSEs earlier than would be the norm, should be aware that the grades obtained will be considered as if they were taken at the standard juncture.
- 5.5 King's welcomes applicants presenting other UK qualifications such as the Access to Higher Education Diploma, BTEC National qualifications and Scottish Higher and Advanced Highers. Full details on these requirements may be found on the online prospectus.
- 5.6 King's welcomes applicants presenting qualifications from outside the UK. Equivalencies are regularly reviewed by the Admissions Operations team referring to advice from [UK NARIC](#) and the [UCAS Qualification Profile](#) pages. Full details on our international equivalencies can be found on our [undergraduate](#) and [postgraduate](#) webpages.

6. English language requirements

- 6.1 All students are required to prove their English language proficiency prior to enrolment.
- 6.2 English language requirements vary between programmes, the online prospectus lists the requirement for each programme and what is accepted as meeting this English language requirement.
- 6.3 The current English language requirements for [undergraduate](#) and [postgraduate](#) programmes can be found on our website.

7. Application assessment

- 7.1 King's 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:
- achieved and pending academic qualifications
 - achieved and predicted grades
 - evidence of English language proficiency
 - the personal statement and/or research proposal
 - One or two references (academic or professional)
 - an applicant's performance at interview
 - an applicant's performance at an admissions test
 - a sample of an applicant's written work
 - the academic and geo-demographic context in which qualifications have been achieved and being completed
 - Extenuating or mitigating circumstances.
- 7.2 King's may require applicants to complete additional admissions tests as part of the selection process, these may be organised by King's or by external agencies. For programmes where this is a requirement, this will be clearly indicated in the online prospectus.
- 7.3 Certain programmes, many of which have professional accreditation embedded as part of the programme, require students to attend interviews or selection days. The use of interviews as part of the application process is detailed further in the [Admissions Interview policy](#).
- 7.4 King's may, on occasion, require additional written work or offer applicants the opportunity to provide an additional personal statement. When this is required, the reason for the request will be clearly stated.
- 7.5 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.
- 7.6 As PGR programmes require advanced research into very specific academic queries, 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.

8. Application procedure

- 8.1 Applications to full time undergraduate degree programmes are submitted through Universities & Colleges Admissions Service (UCAS). This includes applications to Postgraduate Nursing with Registration programmes.
- 8.2 Applications to Postgraduate Certificate in Education (PGCE) are submitted through UCAS teacher training.

- 8.3 Applications to all other full-time and part-time postgraduate degree programmes are submitted through the King's admissions portal, King's Apply.
- 8.4 Applications to visiting, exchange programmes, including Intercolated BSc programmes, and King's Online (distance learning) are also submitted directly through King's Apply.
- 8.5 King's College reserves the right to withdraw a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances. Where relevant to the programme, Disclosure and Barring Service checks, Occupational Health appointments and Fitness to Practice information may also form part of the assessment of an applicant's suitability.
- 8.6 Applicants should be aware that under the Data Protection Act 1998, King's is only able to speak 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.

a. Undergraduate

- 8.7 King's complies with the UCAS equal consideration guarantee to all applications submitted by 15 January, with the exception of the majority of Medical and Dental programmes' earlier equal consideration deadline of 15 October.
- 8.8 Applications submitted post 15 January are considered on an individual basis after all 'on-time' applications have been fully considered. Post 15 January applications are processed in order of the date they are received.
- 8.9 King's reserves the right to close undergraduate programmes to applications at any point after the 15 January deadline.
- 8.10 All decisions are communicated to applicants through King's Apply and UCAS Track. King's endeavours to adhere to all UCAS decision deadlines.
- 8.11 King's may use UCAS Extra, Adjustment and/or Clearing. This information will be available prior to the start of each service either on the King's website or directly on UCAS.
- 8.12 Applicants considering deferred entry are advised to consult the relevant programme page on the online prospectus for any programme-specific guidance or restrictions on deferred entry. Typically, deferrals will be considered if applicants wish to defer entry to gain specific experience, earn funds in preparation for their studies or generally broaden their interests. It is suggested that applicants apply in their final year of secondary or further education, indicating in their UCAS application that they will be deferring entry and outlining their general plans in the personal statement. Applicants are also welcome to apply during their gap year after completing their qualifications.
- 8.13 The deadline for offer holders to meet the conditions of their offer is 31st August in the year of application, or within two weeks of the publication of the final exam results, whichever is earlier. This is the deadline for King's to receive evidence that the conditions of an offer have been met. Applicants who believe they will meet the offer conditions by these deadlines, however will not be able to evidence it, should contact the admissions office as soon as they become aware of this situation.

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

b. Postgraduate

- 8.15 Applicants are only permitted to register once via King's Apply, whether through an agent or direct, but may apply to more than one programme within a single admissions cycle. These applications will be considered and processed in accordance with the stated order of preference.
- 8.16 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.
- 8.17 Several PGT 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.
- 8.18 Applications can typically be submitted from September, a year before the intended start date at the university.
- 8.19 The deadline for applications varies by programme and can be as early as December (nine months before the programme starts). In a very few cases and if places are still available, applications will be considered close to the point of enrolment. The online prospectus lists the deadline for each programme.
- 8.20 The majority of programmes operate on rolling admissions, with decisions being processed from October each year. All decisions are communicated to applicants through King's Apply and all applications submitted by the deadline are considered equally.
- 8.21 Applications submitted after the deadline are considered on an individual basis after all 'on-time' applications have been fully considered.
- 8.22 King's reserves the right to close postgraduate programmes to applications at any point after the published deadline.
- 8.23 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.
- 8.24 Successful applicants must meet all their offer conditions in sufficient time to complete enrolment administration, including obtaining a Tier 4 visa (if required). International students should be aware that applications may not be considered if submitted after 31st July due to time limitations in obtaining a Tier 4 Visa for the September enrolment period.
- 8.25 Applicants considering deferred entry are advised to consult the relevant programme page on the online prospectus for any programme-specific guidance or restrictions on deferred entry.
- PGT programmes typically allow applicants to defer entry for one academic year.

- PGR programme deferrals are dependent upon agreement from your proposed supervisor, who will need to consider if appropriate supervision will still be available the following academic year.

8.26 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 (any funding, visa, or accommodation arrangements may be affected). Requests for deferral must be received by the admissions before the end of the late enrolment period for scheduled start of the programme; after this date they will not be considered.

9. Application policies specific to undergraduate programmes

a. Contextualised Admissions

- 9.1 King's may use contextual data to holistically assess an applicant's future potential to succeed. Contextual data includes: the ACORN index (an index which assigns specific geodemographic profiles to individual UK postcodes), school performance data and if the applicant is defined as a 'care leaver'.
- 9.2 Certain programmes may use contextual data to highlight if the application requires further consideration by an Admissions Manager or to assess if the applicant should receive a differential offer.
- 9.3 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.
- 9.4 Students participating in the Widening Participation scheme K+, and other key partner programmes, may receive additional consideration as part of the admissions process.

b. Care leavers

- 9.5 King's is committed to providing fair access and support to applicants who have spent time in local authority care. The term 'care leaver' refers to a young person under the age of 25 who is currently, or has been, in public care for a minimum of three months.
- 9.6 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.
- 9.7 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. Fraud and plagiarism

- 10.1 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.
- 10.2 UCAS informs all undergraduate applicants of the importance of originality in personal statements and deploys similarity detection software on all statements submitted with an application. A copy of this guidance can be found on the [UCAS website](#).
- 10.3 Where either Kings or UCAS detect evidence that a personal statement may be plagiarised, or that any other element of an application may be fraudulent, no offer or invitation to interview or a selection day will be made 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. 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.
- 10.4 If it is detected that a personal statement or other written materials may be plagiarised, or that any other element of an application may be fraudulent, no offer or invitation to interview or a selection day will be made until the matter has been resolved.
- 10.5 Any irregularities in the personal statement or other written materials will be investigated by contacting the applicant through King's Apply. 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
- 10.6 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.

11. Disclosure of criminal convictions

- 11.1 The university recognises its duty to protect the King's community and the communities around it, and that information regarding an individual's criminal convictions may need to be taken into account when deciding whether that individual may begin or continue their studies.
- 11.2 Offer-holders will be asked to disclose any relevant unspent criminal convictions when accepting their offer.
- 11.3 Programmes involving interaction with children and/or vulnerable adults require applicants to disclose all convictions, including cautions, reprimands, final warnings, bind over orders and spent convictions. For such programmes or modules where an enhanced disclosure is required, the online prospectus will give details of this requirement and instructions and guidance will be available from the Admissions Office.
- 11.4 Detailed information regarding this policy can be found in the [Criminal Conviction Declarations \(Student Applications Policy\)](#).

12. Mitigating circumstances

- 12.1 King's understands circumstances beyond an applicant's control, such as illness or bereavement, may detrimentally affect their academic progress. In such instances, applicants are encouraged to submit details of their mitigating circumstances for consideration by the Admissions Office. Information regarding mitigating circumstances should be submitted as soon as they are known to be affecting, or to have the potential to affect, academic progress.
- 12.2 In such instances and 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.
- 12.3 Although the information regarding mitigating circumstances can serve to contextualise the academic performance, or predicted academic performance of an applicant, the final decisions as to whether to offer the applicant a place on the course, and under what conditions, will remain at the discretion of the university.
- 12.4 Detailed information regarding submitting mitigating circumstances can be found in [Mitigating circumstances and the admissions process](#).

13. Disabled applicants

- 13.1 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 outlined in Section 13.3.
- 13.2 Applicants to programmes of study with 'fitness to practise' criteria (for example Medicine, Nursing, and Midwifery) will be required to complete an occupational health questionnaire if they are successful in gaining an offer.
- 13.3 The [Disability Support Service](#) provides applicants with information, advice and guidance on disability support issues.

14. Age requirement

- 14.1 King's does not operate a minimum or maximum age requirement for the large 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.
- 14.2 Programmes requiring a Disclosure and Barring Service Check may have a minimum age requirement. The online prospectus provides details of this requirement and additional guidance is available from the Admissions Office.

15. Determination of fee status

- 15.1 King's charges two different levels of tuition fees for postgraduate degree programme based on applicants' meeting the conditions of 'Home/EU' fee status as per the Education (Student Fees, Awards and Support) Regulations 2007 (including amendments).
- 15.2 Fee status assessments are made by admissions staff based on the information provided in the application. All assessments are made in line with guidance from the UK Council of International Student Affairs (UKCISA).
- 15.3 If staff feel they do not have enough information to make an assessment, they will contact the applicant through King's Apply for specific information or ask them to complete a Fee Status Questionnaire.
- 15.4 The outcome of a fee status assessment will be communicated to successful applicants through their offer letter. By accepting the offer, the applicant is accepting King's assessment of their fee status.
- 15.5 If an applicant wishes to dispute an assessment, they can do so at any time prior to enrolment through King's Apply.
- 15.6 King's recognises that there may be circumstances where fee status decisions may require review following enrolment, for example if a student's immigration status changes after enrolment. There are strict criteria surrounding the procedure for contesting fee status following enrolment and these are outlined [here](#).

16. Unsuccessful applications – feedback

- 16.1 King's operates a competitive admissions system and therefore a considerable number of applicants may be unsuccessful.
- 16.2 King's is happy to provide feedback to any candidate whose application has been unsuccessful.
- 16.3 All requests for feedback should be made in writing via King's Apply within one month of the decision.
- 16.4 Following feedback, if a candidate wants to appeal the admissions decision, the process, as outlined in Section 17 should be followed.

17. Complaints and appeals procedure

- 17.1 Applicants who are unsuccessful in applying for admission to study at the university, and who wish to appeal the decision, should follow the two stage appeal process as outlined in the [Admissions Appeal Procedure](#) and the [Admissions Appeal form](#).
- 17.2 Receipt of the appeal shall normally be acknowledged automatically by the form system or by email, with the response to the appeal normally being provided within 20 working days. Where the appeal is upheld, the response will indicate the outcome of the reconsideration of the application.

- 17.3 Applicants who do not wish to appeal the decision made on their application, but who are dissatisfied with their experience or the service they received during the application process, may make use of the two stage complaints process as outlined in the [Admissions Complaints Procedure](#) (Word). Applicants are recommended to attempt informal resolution of any complaint at the local level before initiating a formal complaint.

18. Monitoring and review

- 19.1 This policy will be reviewed every two years by the Admissions Operations team and revised in light of changes in legislation and the strategic priorities of King's. If you have any enquiries regarding this policy, please direct them to apet-admin@kcl.ac.uk.