



## **Student and Academic Services Admissions Division**

# **Entry and Admissions Criteria Undergraduate 2015**

De Montfort University (DMU) welcomes applications from UK, European (EU) and international students with a wide range of qualifications and experience.

This is a guide to our standard and minimum entry requirements and provides applicants with information about which qualifications we accept and which we don't. Further information about our recruitment and admission aims and process can be found in the Student Admissions Policy (SAP) [dmu.ac.uk/about-dmu/quality-management-and-policy/students/students.aspx](http://dmu.ac.uk/about-dmu/quality-management-and-policy/students/students.aspx)

For detailed individual course entry criteria visit [dmu.ac.uk/ugcourses](http://dmu.ac.uk/ugcourses)  
If you would like any further information or have any questions please contact our Enquiries Team on +44 (0)116 250 6070.

Alternatively, contact details for the Faculty Admissions Teams can be found at [dmu.ac.uk/admissionsoffices](http://dmu.ac.uk/admissionsoffices)

DMU welcomes applications from students studying a wide range of UK, EU and international qualifications. To ensure that all applicants are prepared for their studies, each course has an academic entry requirement which applicants will need to fulfil. Entry and admissions criteria are normally set annually and the levels of attainment required are identified by individual programme teams according to the nature of the course of study. Selection criteria vary depending on the course chosen and can include interviews, auditions, review of portfolios of work and non-academic criteria such as Disclosure and Barring Service (DBS) and Occupational Health (OH) checks for professional courses.

Our current entry and admissions requirements are published both on our website [dmu.ac.uk/ugcourses](http://dmu.ac.uk/ugcourses) and on the UCAS website [ucas.com](http://ucas.com). Please note that these may differ from criteria in our printed undergraduate prospectus or printed course brochures – the online information is always the most up-to-date for your reference.

Each application is considered fairly, free from discrimination and prejudice. Each application is considered on an individual basis with academic discretion used in assessing the range of evidence presented by you. This includes your academic profile (GCSE grades, achieved grades, predicted grades for A-levels or equivalent) as well as your personal statement and academic/work reference(s).

### **Applying through UCAS**

All applications to study for a full-time Higher Education (HE) course at DMU should usually be made online through UCAS. It is important that you complete all sections of the UCAS application form and provide details of all the qualifications you have completed, have attempted but not completed (e.g. previous study at another HE institution) and those you are currently studying. If you do omit any information it could take longer to assess your application as we will contact you to verify the necessary information and the application will be placed 'on hold' until any queries have been clarified. The following website outlines the most important UCAS deadlines for you - [ucas.ac.uk/students/importantdates](http://ucas.ac.uk/students/importantdates).

### **How we manage our UCAS applications**

We do appreciate that you would like to receive a decision on your application as soon as possible and we aim to make all decisions as quickly as possible. Applications submitted by the 15 January deadline will normally receive a decision by the 31 March at the latest. If you have been invited for an interview, a decision may be made slightly later depending on your interview date.

A large number of our courses receive more applications than the number of places we are able to offer and in the interest of fair and transparent admissions we guarantee to treat all applications received by the 15 January UCAS deadline with equal consideration. This means that there is no advantage or disadvantage of applying earlier or later during the period in the run-up to this deadline.

Where demand for a course is very high there may be a delay in making a decision on your application until we have considered all applicants who applied by the 15 January UCAS deadline. We will normally let you know if your application is being held in this way. If an application clearly exceeds our entry requirements or fails to meet our minimum entry requirements then we will always communicate a decision as quickly as possible.

### **UCAS similarity detection**

If the Copyscape system by UCAS finds a significant level of similarity in your personal statement, UCAS will notify you that a report has been sent to DMU. Depending on the seriousness of the plagiarism, we may request a new personal statement or will unfortunately have to reject your application.

### **GCSE requirements and equivalents**

We normally require applicants to have a minimum of five GCSEs at grade C or above including English (in some cases English Language is required) and, where specified in individual course requirements, Mathematics. For some courses it may be necessary for applicants to have successfully passed GCSEs in other specified subjects (e.g. Science) and/or to have passed specified GCSEs at grade B or above. GCSE Use of Maths will in most cases be acceptable as a suitable alternative to GCSE Maths. Some of our courses also require applicants to have a minimum of six GCSEs at grade C or above including specific subjects. Where these additional requirements apply, they will be clearly detailed the course pages in the prospectus and our website.

Please note that we will not normally accept Key Skills or Adult Numeracy and Literacy as meeting the GCSE requirements for English and Mathematics. We will, however, accept Functional skills Level 2 and Essential Skills Level 2 as acceptable equivalents. Applicants with Functional or Essential Skills Level 2 must have achieved at least 5 other GCSEs (or equivalent) at Grades A\*-C alongside these qualifications.

There are two types of BTEC 'First' qualifications, the QCF version (from 2010) and the NQF version (from 2012) and carry the following equivalencies:

QCF BTEC Level 2 Diploma - 4 GCSEs  
QCF BTEC Level 2 Extended Certificate - 2 GCSEs  
NQF BTEC Level 2 Diploma - 4 GCSE's  
NQF BTEC Level 2 Extended Certificate- 3 GCSE's  
NQF BTEC Level 2 Certificate - 2 GCSE's  
NQF BTEC Level 2 Award - 1 GCSE.

OCR Level 2 qualifications (called Cambridge Nationals from 2012) carry the following equivalencies:

National First award – 1 GCSE  
National Award – 2 GCSEs  
National First Certificate – 3 GCSEs  
National Certificate – 4 GCSEs

Applicants will still need to achieve grade C or above in GCSE English and, if applicable, Mathematics in addition to these qualifications.

### **UCAS tariff**

DMU operates admissions for undergraduate programmes using the UCAS tariff. This means that offers are expressed in UCAS tariff points when applicable. We accept tariff point scores for a variety of qualifications (subject to review), however, please see page 6 for a list of qualifications currently not included in our offers.

Where a course carries a subject specific requirement as part of an offer, this will be expressed as a Grade.

### **Qualifications accepted by us**

#### AAT Level 3 and 4 Diploma in Accounting

The AAT Level 3 Diploma in Accounting is normally acceptable for entry when studied alongside other A-level (or equivalent) qualifications and is worth 160 UCAS points. The AAT Level 4 Diploma in Accounting is acceptable for entry to the second year of Accounting & Finance.

### A-levels

A-level applicants are required to have achieved a minimum of two A-levels (one A-level for HND, Foundation Year or Foundation Degree courses). For some courses it may also be necessary for applicants to have passed A-levels in specific subjects – this will be mentioned in the course specific criteria. We also count AS grades applicants have not taken to full A-level within our tariff point offers. A or AS levels in General Studies will normally be accepted unless specifically excluded.

### Access to HE Diplomas

We accept the Access to Diploma qualification for our degree courses, provided the relevant subject area is being studied. Most courses require an overall Pass in the course (some subject specific criteria may also apply). In addition applicants should usually have English GCSE at grade C or above, and for some courses, Maths GCSE at C or above. We may still consider applicants that do not meet the GCSE requirements providing they can demonstrate ability or attainment in these subjects in an alternative way; usually through work experience, alternative qualifications or by a University admissions test or interview. All such applicants will be considered on a case by case basis.

Different entry criteria may apply to applicants that have completed the Access qualification prior to 2014. Such applicants should contact the relevant Faculty for further clarification.

We will normally require students to have had a break from full-time education before undertaking the Access course.

### Advanced Placement Programme (US and Canada)

We normally accept applicants with the advanced placement qualification according to the UCAS tariff. Applicants need to have studied at least two Group A subjects. For details of the subjects covered in Group A please see [ucas.com/students/ucas\\_tariff/tariffables](http://ucas.com/students/ucas_tariff/tariffables).

### Advanced Diplomas and Progression Diplomas

Applicants with the Progression Diploma will normally be considered for entry on to courses in subjects closely related to the Diploma lines currently offered. For entry to courses not directly linked to the current Diploma lines, applications will be judged on their individual merit and we recommend that students undertake the Advanced Diploma with appropriate additional and specialist learning (ASL). Where the Principal Learning of a Diploma does not meet an A-level subject entry requirement then specific additional and specialist learning will be required.

### Art and Design Foundation Year

Applicants studying a Foundation in Art and Design are welcomed by the Faculty of Art, Design and Humanities for Architecture and Art and Design courses. Each application will be considered individually and entry will usually be based on an interview and portfolio review plus academic entry requirements.

### BTEC QCF Extended Diploma, Diploma, 90 Credit Diploma, Subsidiary Diploma and Certificate

We accept the BTEC QCF exams within our UCAS tariff point offers. Applicants will need to have studied either an extended diploma or a diploma. The 90 credit diploma, subsidiary diploma or certificate will need to be studied in combination with other qualifications that provide the equivalent to two A-levels. For example, applicants could be studying two subsidiary diplomas or a subsidiary diploma plus an A-level. In some cases we will require applicants to have studied a particular subject area, or, in some instances, to have also studied A Levels to complement their academic attainment.

### BTEC NQF National Diploma, National Certificate, National Award

We accept the BTEC NQF exams within our UCAS tariff point offers. Applicants will need to have studied either a Diploma or a Certificate. The Award will need to be studied in

combination with other qualifications that provide the equivalent to two A-levels. For example, you could be studying two Awards or an Award plus an A-level. In some cases we will require applicants to have studied a particular subject area, or, in some instances, to have also studied A Levels to complement their academic attainment.

#### CACHE Level 3 Award, Certificate and Diploma in Child Care & Education

We will normally consider applications from candidates studying CACHE Childcare and Education qualifications for relevant courses. The Award and Certificate levels should be studied in combination with other tariff bearing qualifications.

#### Cambridge Pre-U

We welcome applications from students undertaking Cambridge Pre-U qualifications. Mixed portfolios of Pre-U and A-level subjects are welcomed and essential subject requirements can be satisfied by taking either the relevant Pre-U or A-level subject.

#### EDI Level 3 Certificate in Accounting, Certificate in Accounting (IAS)

We will normally accept tariff points from the EDI Level 3 Certificate in Accounting. The Certificate counts as one A-level and a minimum of another A-level (or equivalent) needs to be studied alongside it.

#### European Baccalaureate

We welcome applicants studying the European Baccalaureate. We would usually expect students to achieve an overall grade of between 65-69% depending on the chosen course.

#### Extended Project

We accept tariff points from the Extended Project if it is taken as a stand-alone qualification and not as part of the Progression/Advanced Diploma. Applicants undertaking the Extended Project are also encouraged to discuss this in their personal statement and reflect on how undertaking the project will help to prepare them for studying their chosen university course.

#### IFS School of Finance Certificate in Financial Studies (CeFS) and Diploma in Financial Studies (DipFS)

We usually accept tariff points from both the CeFS and DipFS. The DipFS counts as one A-level and a minimum of another A-level (or equivalent) needs to be studied alongside it. The CeFS counts as an AS-level and a minimum of two other A-levels (or equivalent) need to be studied alongside it. It is not possible to count the points from both the CeFS and DipFS, points from the CeFS are included in the DipFS tariff score.

#### International Baccalaureate Diploma

We accept the International Baccalaureate Diploma for entry to all of our courses. In some cases applicants may need to have studied certain subjects at Standard or Higher Level. As we do not use the UCAS tariff when making offers to applicants with the IB Diploma the table on the next page shows the offer we are likely to make for different tariff requirements:

Type of course	UCAS Tariff points	International Baccalaureate Diploma Score
HND or Foundation Degree	<200	24
Undergraduate degree	<240	26+
Undergraduate degree	240–280	28+
Undergraduate degree	≥300	30+

### Irish Leaving Certificate

We will accept the Irish Leaving Certificate for entry on to all courses. Our minimum requirement is five passes at Grade C at Higher Level including English. In some cases we may require particular subjects to be studied at Higher Level in order to meet course specific subject requirements.

### NVQ Level 3 Qualifications

We will normally consider applicants with NVQ qualifications at Level 3 or above on an individual basis but they should normally be studied alongside other A-level or equivalent qualifications.

### OCR National Extended Diploma, National Diploma and National Certificate

DMU accepts the OCR qualifications within our UCAS tariff point offers. Applicants will need to have studied either the Extended Diploma or the National Diploma. The National Certificate will need to be studied in combination with other tariff bearing qualifications. In some cases we will require applicants to have studied a particular subject area, or, in some instances, to have also studied A Levels to complement their academic attainment.

### Scottish Highers and Advanced Highers

We accept Scottish Highers and Advanced Highers for entry to all courses within our UCAS tariff point offers. Applicants are required to have achieved a minimum of two Advanced Higher Levels (one A-level for HND, Foundation Year or Foundation Degree courses). In some cases we will require applicants to have studied certain subjects at Advanced Higher or Higher Level.

### Principal Learning Wales

We will accept tariff points from Principal Learning Wales when studied alongside at least one further qualification at A-level or equivalent. In some cases we will require applicants to have studied a particular subject area to meet course specific subject requirements.

### Welsh Baccalaureate

We welcome applications from applicants studying the Welsh Baccalaureate and will accept tariff points from the core element when the full qualification is awarded. We require applicants to have studied at least another A-level (or equivalent) qualification in addition to the Welsh Baccalaureate. In some cases we will require applicants to have studied a particular subject to meet course specific subject requirements.

### **Qualifications not normally included in our offers**

Please note that while we welcome a broad range of qualifications the following will not normally be included within any UCAS tariff point offers made by DMU:

- Arts Award (Gold)
- Asset Languages Advanced Stage
- ASDAN Community Volunteering Qualification
- British Horse Society qualifications
- Certificate of Personal Effectiveness (COPE) awarded by ASDAN and CCEA
- Free Standing Mathematics
- Higher Sports Leader Award
- iMedia Users (iMEDIA)
- IT Professionals (iPRO)
- Key Skills
- Music exams
- Speech and Drama exams

Although we may not count UCAS tariff points from the above awards, they do indicate that you have a broad range of interests and have prepared well for higher education. We would therefore be pleased to see them included within your application and discussed in your personal statement.

### **Mature students**

The University welcomes applications from mature applicants. Mature applicants should normally have had a significant break in studies and will be considered on an individual basis. Mature applicants with non-standard qualifications have the opportunity to present a learning portfolio which can include relevant aspects of their experience to demonstrate competence in the relevant subject area; this may be assessed via an interview or an assignment. Where individuals have either been out of formal education for a number of years or need to develop their subject knowledge further, then we recommend studying an Access to HE Diploma.

### **Direct or advanced entry (transfer students)**

We will consider transfer students into year 2 or 3 of many, but not all, our undergraduate programmes. Applicants will need to have successfully passed the previous level of study at another institution; the minimum grade required will depend on the course. Applicants must be able to show that their previous study has covered sufficiently similar subject material to that outlined in the syllabus of the programme to which they intend to apply. Applications for advanced entry will be considered on a case by case basis and we would advise prospective applicants check with the relevant Faculty Admissions Team whether they would be suitable for entry prior to making a formal application.

### **International students**

We receive a large number of applications from students holding international qualifications from around the world. We look for the equivalence of our UK entry criteria. For further details, including specific criteria by country, visit [dmu.ac.uk/international](http://dmu.ac.uk/international).

In addition to academic entry requirements, the University requires all international students to evidence that their level of English language is sufficient to successfully complete their chosen course. Therefore, applicants whose first language is not English will normally be asked to provide evidence of English language ability to the equivalent level of GCSE English Language at grade C. A list of acceptable English language qualifications such as IELTS can be found on our website [dmu.ac.uk/international](http://dmu.ac.uk/international).

Students who require a Tier 4 visa to study at DMU will also need to meet criteria as set by the UK Visas and Immigration (UKVI). Details of such requirements can also be found on our website.

### **Non Academic Assessment**

Some of our courses have particular criteria for assessment other than entry grade criteria such as Admissions tests, portfolios or auditions. In such instances you may be invited to visit the University for an interview and other related assessment prior to a decision on your application being made. Where such assessment is applicable for the course you have applied for you will be contacted directly by the Faculty Admissions Team once your application has been received with further information regarding this.