

UNDERGRADUATE ADMISSIONS POLICY

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1. BACKGROUND

1.1 Admission to Undergraduate Courses at Imperial College:

Consistently rated amongst the world's top universities, Imperial College London is a science-based institution with an international reputation for excellence in both teaching and research.

We provide rigorous and intensive undergraduate degree courses in science, engineering and medicine. These courses are designed to produce graduates for either fast-track graduate employment or postgraduate study. They are intended to benefit students of high ability, whatever their ethnic or national origin, religion politics or gender in accordance with our Equal Opportunities Policy. In order to cope with, enjoy and succeed on these courses, our students need to be extremely well-qualified on entry, see Section 3. This Undergraduate Admissions Policy is overseen by the College's Recruitment and Admissions Strategy and Policy Committee, reporting to the Strategic Education Committee.

1.2 Equal Opportunities Statement:

The College's mission is to maintain excellent standards of achievement in teaching and research in order to attract and admit students of the highest calibre, and its national and international reputation relies on the people who make up its diverse and high-achieving community. In pursuing its aim of excellence, Imperial adheres to a comprehensive policy of equal opportunities which ensures that it does not discriminate against any individual, from the first point of contact through to graduation.

Selection for entry is based on consideration of academic ability, motivation for study, interest in the subject area and the potential both to benefit from the experience and to contribute to College life while on course. All applications are considered and evaluated on the basis of individual potential.

2. APPLICATION ROUTES AND DEADLINES

2.1 How to apply:

All applications for admission to our undergraduate courses should be submitted to UCAS:

www.ucas.com

2.2 When to apply:

All our undergraduate programmes start in the Autumn of each year. The deadlines for applications for entry the following autumn are as follows:

15 October:

- Applicants including Medicine amongst their entries
- Applicants including Cambridge or Oxford amongst their entries.

15 January:

- All other applicants

It is in the best interests of all applicants to meet this deadline. However, UCAS accepts that some applicants, especially from outside the UK, may find this difficult and will accept applications up to 30 June in any year for entry in the autumn of that year. Late applications are considered by the College at its discretion and subject to places being available.

Note:

- Applicants for programmes requiring the Biomedical Admissions Test (BMAT) as part of the assessment for entry must register for this test no later than 30 September in the Autumn prior to the expected year of entry.
- Applicants for Graduate Entry Medicine must register for the UKCAT no later than 25th September prior to the expected year of entry.
- Applicants for Mathematics courses are required to take the Mathematics Admission Test, and must register for the test no later than 15th October prior to the expected year of entry.

2.3 Pre-university experience:

The College welcomes applications from candidates who wish to defer their entry until the following year. This gives the opportunity to spend a year after leaving school either gaining valuable experience in industry or perhaps engaged in some form of social work at home or overseas. Admissions tutors are pleased to advise applicants considering deferring their entry to College. In certain engineering departments a year of relevant industrial experience is particularly encouraged. Applicants who are undecided as to whether they will wish to defer their entry for one year should apply in the normal way for admission in the current cycle. If the application is successful, the College may, if the applicant so requests, agree to defer admission until the following year. However, any offer conditions would need to be met by 31 August in the year of application. Please note that two-year deferrals are not permitted.

2.4 Direct Entry to the second year:

The College considers applications for direct entry to the second year for a small number of its courses. All such applications must be made via UCAS. Admission will depend upon the successful completion of the first year of a comparable degree course at another higher education institution with a high level of achievement. In addition, candidates must fulfil the standard first year entry requirements.

Applicants wishing to apply for direct admission to the second year should contact the relevant department directly, giving full details of their current course and their academic background before making an application.

3. ENTRANCE REQUIREMENTS**3.1 Age:**

For the majority of courses there is no minimum age for entry to the College but offers for undergraduate courses are normally made on the basis of national qualifications which will be obtained by the end of year 13 (age 17/18). There is no upper age limit.

Students entering the School of Medicine must have reached the age of 18 by 1 October in the year of entry. This is due to the pattern of delivery of the course which requires compliance with NHS patient contact regulations from the start of the first term.

3.2 Academic Requirements:

We welcome applications from everyone who either already possesses the required qualifications or expects to obtain them before the degree course commences. Candidates will be required to have satisfied both the College general entrance requirements and the course requirements before they can join their chosen degree course. Applicants should consult the individual course web pages on www.imperial.ac.uk and the course Entry Profiles on www.ucas.com for more specific guidance.

A levels:

The majority of our entrants will hold A* or A grades in all their subjects at A level. Virtually all of our courses require excellent passes in three of the following subjects: Mathematics, Further Mathematics, Physics, Chemistry, or, in the case of degrees in the Life Sciences or Medicine, Biology. A small number of courses may consider applicants with two of the above and a third excellent pass in a mainstream A level subject. Full details are provided in the College's undergraduate prospectus and within the UCAS entry profiles.

Cambridge Pre-U Diploma, European and International Baccalaureates:

The College regards the Cambridge Pre-U diploma, European and International Baccalaureates as acceptable qualifications for admission to its undergraduate courses. Further information about the course-specific grade requirements can be found within the individual course sections of the College's undergraduate prospectus and within the UCAS entry profiles.

Advanced Engineering Diploma:

The Advanced Engineering Diploma as currently defined does not by itself provide a normal entry route to our engineering courses (this is because of the present restriction on the Additional Specialist Learning element which does not currently contain sufficient academic content to demonstrate that Diploma award holders would be able to cope with the academic requirements of our engineering courses). However, we may consider applicants who apply with the Diploma together with A Levels in specified subjects which meet our entrance requirements.

Other qualifications:

Information about the acceptability of a wide range of alternative qualifications can be found via the Course Search facility on the UCAS website. Applicants who are in any doubt about the acceptability of their qualifications for a particular course should write to appropriate admissions team giving details of subjects passed and to be taken.

3.3 English language qualifications:

All courses in the College are taught in English. To obtain maximum benefit from studies at Imperial College all students must have full command of written and spoken English.

Students coming to the College for undergraduate study must normally have a minimum of grade B in GCSE English Language or an acceptable alternative English Language qualification before admission can be confirmed.

Overseas applicants for whom English is not the first language must provide evidence of a very good command of English before commencing the course. Full details of our English language requirements can be found here: <http://www3.imperial.ac.uk/registry/admissions/ugenglish>

Please note that the scores or grades indicated are the minimum levels generally acceptable to the College and selectors have the discretion to prescribe higher requirements either for specific courses of study or for individual applicants where they feel that to be appropriate. Applicants should view the departmental pages for specific information regarding their chosen course.

Overseas applicants who meet the requirements but would like to improve their confidence in English are recommended to spend some time in an English Language school in the UK prior to commencement of their College course. Once enrolled at Imperial, they may wish to attend in-house language classes which are available free of charge to all non-native English speaking students.

4. SELECTION POLICIES & PROCEDURES

4.1 Timetabling of selection:

Selection of undergraduates begins in October, when the first applications are received, and continues until May when the final decisions have to be returned to UCAS. All applications submitted by the deadlines stated in section 2 above are given careful consideration.

4.2 Selection Criteria:

Detailed information on the methods adopted by individual departments in their selection of undergraduate students is given both in the departmental websites and on the individual UCAS course entry profiles. There are, however, certain general points which are equally applicable to all departments:

(i) the reference: Considerable importance is attached to the report of the academic referee. This can play a major part in deciding whether an applicant is called for interview and in determining the level at which a conditional offer is made. Predictions of likely performance in the A level examinations are of particular value, as are indications of the strength of an applicant's motivation to study the chosen subject at university. Imperial College acknowledges that some referees do not currently feel comfortable with predicting A* at A Level. Referees are encouraged to include a statement to this effect in the reference if applicable.

(ii) the personal statement: The College considers the personal statement provides very valuable background information which assists in the selection process. Many selectors wish to choose applicants who, as well as being intellectually able to cope with the course of study, will contribute to the creation of an intake with a wide cross-section of interests in each year. Please note that the personal statement should accurately reflect the candidate's interests which may be discussed at interview.

The personal statement is analysed by UCAS to ensure that it is the applicant's own work. Further information can be found at the UCAS website under 'Similarity Detection Service (SDS)'. It is the College's policy that applications with an SDS score of 80 per cent or greater will be rejected.

(iii) Entrance tests: the following courses use entrance tests as part of the selection process:

- Undergraduate Medicine (MBBS/BSc)
- BSc Biomedical Science
- Graduate-entry Medicine (MBBS)
- All BSc and MSci Mathematics courses

For details see section 2.2

(iv) Interviews: Many of our courses require applicants to be interviewed as part of the application process. You can find more information about a Department's interview process, including its policy on interviewing applicants based overseas on the individual department websites.

There are currently no entrance tests for any of our other courses.

4.3 Applicants with disabilities:

The College's policy is to consider all applications solely on academic grounds. However, any reasonable adjustments that may be necessary will be put in place to enable all students to compete on an equal basis. It is important therefore that the College is informed of any disability well in advance so that early discussion can take place to determine the reasonable adjustments that it may be possible to put in place. Every effort is made to ensure that our courses are accessible, but occasionally, due to the nature of the course competency standards, it may not be possible to make the necessary adjustments to enable an individual candidate to study a particular course.

We therefore encourage those with disabilities to contact us as early as possible preferably before making an application, indicating the course or courses they are interested in together with the nature of the disability so that a meeting can be arranged to discuss any adjustments that may need to be made. The Disability Advisory Service (DAS) works closely with the Registry, the Student Accommodation Centre and academic departments to provide a variety of support initiatives to enable students to access their studies successfully. The Disability Advisers are available to discuss, on a confidential basis, any issues of concern people with disabilities may have and can advise on necessary evidence of disability that will be required.

More information can be found here: <http://www3.imperial.ac.uk/disabilityadvisoryservice/>
In accordance with the Equality Act 2010 Imperial College London's Disability Equality Scheme is available at:

<http://www3.imperial.ac.uk/hr/equality/disability/disabilityequalityscheme>

This document can also be made available in ordinary or large print. Should a Braille or taped version be required this can also be arranged on request.

4.4 Criminal Convictions

(i) Applicants for non-medical courses who declare a criminal conviction:

While we do not wish to penalise an ex-offender the College does have a duty of care to its wider community and there may be occasions when an academically suitable applicant will be refused entry.

The College's policy is that applicants who declare a criminal conviction are initially reviewed on the same academic grounds that apply to all applicants. If a department wishes to make an offer, the applicant will be contacted for further details and the case will be reviewed by the Chair of the Undergraduate Admissions Committee and a College Tutor so that the applicant's suitability can be assessed.

It is the responsibility of applicants to inform the College of any convictions occurring after the UCAS application has been submitted and throughout their College career.

(ii) Applicants for medical courses who declare a criminal conviction:

Admission to and continuation on the MBBS/BSc and MBBS course(s) at Imperial College London is subject to the Rehabilitation of Offenders Act (1974) Section 4(2) (Exemption) Order 1975 and DHSS Circular HC(88)9 guidelines regarding child protection and police checks. As a condition of acceptance/continuation, all applicants and continuing students are required to have completed and cleared an enhanced criminal record disclosure by a given deadline. Further information about these processes can be found here:

<http://www1.imperial.ac.uk/medicine/teaching/undergraduate/medicine/admissions/crb/>

5. ACCEPTING OUR OFFER & CONTRACT OF ADMISSION

All offers for a place on an undergraduate degree course are transmitted via UCAS. Any offer of a place made by the College is made on the basis of the applicant's:

- Acceptance of the College's rules and regulations as published and amended from time to time
- Acceptance of the following statement:

The College prospectuses and website describes the courses offered by the College. Further documents describe the educational services offered by the College, the regulations governing the conduct of students and details of registration and assessment. These are contained in Student and Programme Handbooks, and are also available on the College's website www.imperial.ac.uk. The College undertakes all reasonable steps to provide the educational services described in the prospectus and in the documents listed but it does not guarantee the provision of such services. Should industrial action or circumstances beyond the control of the College interfere with its ability to provide educational services, the College undertakes to use all reasonable steps to minimise any resultant disruption.

- Undertaking to pay the fees required for the course and any other fees for services offered by the College and accepted, such as accommodation.
- Ensuring that statements made in applying for entry are accurate, as the discovery of false statements or omissions may lead to the offer being withdrawn (or in the case of students registered, to their registration being terminated).

6. FEEDBACK TO UNSUCCESSFUL APPLICANTS

The College receives a large number of applications for every place and, as entry is very competitive, it is unable to make offers to all applicants. Imperial College acknowledges that it is important that unsuccessful applicants are informed as early as possible so that they can consider other options. We will provide feedback to all unsuccessful undergraduate applicants at their request.

When to request feedback:

Feedback can only be requested during the UCAS application cycle in which the application was made.

How to request feedback:

Applicants should request feedback by emailing the appropriate admissions team quoting their full name, UCAS ID number and programme applied for. Please note the University cannot provide feedback to third parties such as parents, guardians or teachers without the express written permission of the applicant.

How you will receive feedback:

Feedback will be issued via an email (normally within 15 working days of a request being made).

7. ALTERATIONS TO COURSES

The College will use all reasonable endeavours to deliver courses in accordance with the descriptions set out in its prospectus. The College reserves the right to make variations to the content or methods of delivery of courses, to discontinue courses and to merge or combine courses, if such action is reasonably considered to be necessary by the College in the context of its wider purposes. If the College discontinues any course, it will use reasonable endeavours to provide a suitable alternative course.

8. APPEALS AND COMPLAINTS

Please note that you may not appeal against the academic or professional judgement of those making a decision, but you may complain if you are dissatisfied with the processing of your application.

Complaints should be made to the Academic Registrar in writing.