

# OXFORD STUDENT ADMISSION POLICY



**Oxford Business School**  
*"Worldwide"*

# 1 Purpose

- 1.1 This policy sets out the School's aims for the recruitment and admission of students. It also describes the principles and process used to select and admit new students.
- 1.2 This policy covers all foundation, undergraduate, postgraduate and CPD applicants for study in the School and its partner institutions. It covers Africa, Asia, EU and International applicants wishing to study on a full-time or part-time basis.
- 1.3 The policy is aimed at prospective students, applicants, higher education advisers and Oxford Business School admissions and academic staff.

# 2 General principles

- 2.1. The Admissions Policy is designed to support the goals and aims of the School as laid out in the [School Strategy](#)
- 2.2. Oxford Business School is a student-centred School. Our overarching aim is to deliver an outstanding educational experience which enables each of our graduates to be skilled, confident and successful. This will be achieved within a collaborative and inclusive community of scholars and practitioners, working together to make an impact on society.
- 2.3. Our goal is to support our students to become Oxford Business School graduates who are well prepared to lead fulfilling and valuable lives and who have developed our graduate attributes of:
  - academic literacy
  - research literacy
  - critical self-awareness and personal literacy
  - digital and information literacy
  - active citizenship
- 2.9. The School is committed to ensuring that its admissions policy and the processes which admit students to the School are transparent and are followed fairly and consistently. In particular it seeks to ensure that students are admitted to programmes of the School in accordance with the principles of the Equality, Diversity and Inclusion Policy.

# 3 Responsibility / monitoring

- 3.1. This Policy is the responsibility of the Head of Admissions and is reviewed annually in the light of experience, research and good practice.
- 3.2. The Recruitment & Partnerships Director will recommend any proposed changes to the overarching principles of assessment to Academic Board for approval in line with the School's Articles of Government.
- 3.3. The policy and associated procedures comply with the relevant equality, diversity and inclusion legislation affecting the admission of students and take account of sectoral best practice. Information about higher education provision of the quality code and the UK Fair Admissions Code of Practice

## **4 Information for enquirers and applicants**

- 4.1. The School is committed to providing accurate admissions and course information which is clear, comprehensive and easily accessible for enquirers and applicants.
- 4.2. Admissions and course information, including detailed information about entry requirements and how we assess applicants, is published in our undergraduate and postgraduate print prospectus and on the relevant course pages.
- 4.3. The School aims to provide accurate and up-to-date information in all of our publications but, as the print prospectus is published more than 12 months before the beginning of a course, applicants should always refer to our website for the most up to date admissions and course information.

## **5 Entry requirements**

- 5.1. The School welcomes applications from students who can demonstrate that they are able to benefit from the course they have chosen to study and from the learning research and social environment the School offers.
- 5.2. To ensure that all applicants are fully prepared for their studies at whatever level, each course has academic entry requirements which all applicants are required to fulfil. Academic entry requirements are defined as part of the course validation process and the entry requirements for each course can be found in our undergraduate or postgraduate printed prospectus or on the relevant course pages.
- 5.3. Where School programmes are accredited by a professional body the entry criteria will also meet the requirements specified by the professional body.
- 5.4. Course entry requirements are based on School general entry requirements for study at each level.
- 5.5. Applicants whose first language is not English will need to be able to demonstrate that their English language is at a proficient enough level to enable them to succeed in their studies.

## **6 How to apply**

- 6.1 Applications to study on full time undergraduate degree and foundation degree programmes should be made via the University Admissions Service. This includes applications for full time study, E-Learning and part time courses.
- 6.2 Applicants wishing to study on part time undergraduate degrees, including Foundation Degrees, should apply directly to the School. This includes applications for part time study through our partner colleges.
- 6.3 Applicants wishing to study on most taught master's degrees, postgraduate diplomas and certificates, research degrees and professional courses should apply directly to the School, whether the application is for full-time, part-time or distance learning study.
- 6.4 Applicants for a research degree should initially make contact with the relevant Postgraduate Research Tutor to discuss the research proposal and ensure that the necessary facilities and supervisors are available for the study.
- 6.5 Please check the individual course information for specific application details including

when to apply.

## **7 Assessing applicants**

- 7.1 The School looks for motivated students with the necessary academic preparation, as detailed in the entry requirements for each course, who will benefit from the School's learning and research environment.
- 7.2 The School ensures that all applicants are provided with an equal opportunity to demonstrate their skills, potential and achievements. The School's methods are fair and valid, applied consistently for each course and regularly reviewed.
- 7.3 The Admissions team assesses each application against the entry requirements for the relevant course on an individual basis. In assessing the academic suitability and potential of applicants the Admissions Officers will consider the following information:
  - Achievement in awarded qualifications
  - Potential achievement in qualifications which are being studied
  - Personal or supporting statement, for evidence of motivation and commitment to the subject area(s), professional experience relating to the area of study, and the reasons for wanting to study at Oxford Business School
  - References, for confirmation of academic potential and personal qualities
- 7.4 The Admissions team may also draw on a variety of additional methods to assess the suitability of applicants including:
  - Interview
  - Portfolio of work and/or professional experience
  - Auditions
- 7.5 Applications to study for a research degree will be considered by Faculty Postgraduate Research Tutors.

## **8 More information about the application process**

- 8.1 The School aims to consider applications and make decisions as quickly as possible; ideally within 15 working days unless further information or an interview is required.
- 8.2 Where an application has been made via the University Admissions Service the decision on the application will be transmitted through the University Admissions Service
- 8.3 Applicants to a range of courses must be interviewed before a place can be offered.
- 8.4 Successful applicants will receive an offer of entry from the School. The offer of entry will either be Conditional on the basis of qualifications or requirements yet to be completed or Unconditional.
- 8.5 As part of the application process the School requires applicants to indicate whether they are eligible to pay Home or International levels of fees. The School uses information provided by applicants to determine which category of fee they should pay. If we cannot make this assessment from information provided in the application, we ask applicants to provide further information.
- 8.6 Any applicant receiving an offer will receive the School's Terms and Conditions on acceptance of an Offer, which provides further information about the commitments the School and applicant make when the applicant accepts an offer of entry.

- 8.7 Applicants should ensure they refer to the correct set depending on when they accept their offer.
- 8.8 The School feels it is important that unsuccessful applicants have the opportunity to receive feedback on their application and hence will provide feedback on request.

Requests for feedback on applications to taught programmes should be addressed to [admissions@ox-edu.co.uk](mailto:admissions@ox-edu.co.uk)

- 8.9 At particularly busy times it may take up to four weeks to provide feedback although we aim to respond more quickly. Please note that we can respond to feedback requests made by individual applicants only and are unable to provide feedback to any other party unless the applicant has provided written confirmation that we may correspond with a named, alternative contact.
- 8.10 Oxford Business School makes use of the contextual data provided by the University Admissions Service in relation to applicants through that scheme. The School employs the contextual data provided by the University Admissions Service specifically to improve inclusivity, by recognising potential assessed using evidence-based criteria.
- 8.11 The intention of the use of the University Admissions Service contextual data is to provide fairness and equality of opportunity to all applicants by ensuring that adequate steps are taken to address differences between applicants, including differences in their experience of educational opportunities. A level of performance which is exceptional in its context may indicate outstanding ability, motivation and potential and we will take this into account when assessing the varying performance of applicants.
- 8.12 Further details of the School's use of contextual data can be found in the Contextual Admissions Policy.

## **9 Additional information for International applicants**

- 9.1 The School welcomes applications from students who have or are pursuing a wide range of UK, European and International qualifications that offer effective preparation for study at the School.
- 9.2 In addition to information about equivalent qualifications on the programme pages of our website, there is further information available on the International pages.
- 9.3 The International Student Advice Team provides details regarding visas and immigration.
- 9.4 Additionally, we run a number of Pathway and Pre-sessional English language courses to help applicants prepare for their studies.

## **10 Applications to enter with credit**

- 10.1 The School welcomes applications from people with additional support needs. All applications are assessed following standard procedures (as detailed in section 7 above) and consideration of support requirements will remain entirely separate.
- 10.2 Further information about disability and dyslexia support at the School can be found on the Student support and wellbeing web pages.
- 10.3 In the unlikely event that the adjustments needed to provide the required support are not considered reasonable, the School undertakes to offer the applicant support in

submitting an alternative application where appropriate

## **11 Applications to enter with credit**

1. The School welcomes applications from students who wish their previous learning or experience to count toward their studies at Oxford Business School.
2. Such applications need to be made in the normal way, adhering to standard deadlines in order to allow due consideration of previous learning or experience to be mapped against Oxford Business School module learning outcomes. Please be aware that some popular courses may be full prior to this date.
3. Please visit the School Regulations page for further information on the accreditation of prior learning.

## **12 Re-admission of students**

12.1 The School reserves the right to take into account a student's prior registration or enrolment on a course at the School or delivered by a partner when considering a new application for admission. In particular:

12.1.1 Any applicant who has previously been a student at the School and been required to withdraw for academic reasons (including leaving with an exit award) is not automatically eligible to apply for re-admission. A previous student may not be re-admitted to the same course from which they have been required to withdraw for academic reasons, or to a course which has sufficient content in common with the student's previous course as to put them outside the regulations for that course.

12.1.2 Any applicant who has previously been a student of the School and been required to withdraw for disciplinary reasons is not eligible to apply for re-admission as a student under any circumstances unless specifically approved for re-admission by the Academic Registrar.

12.1.3 Any applicant who has previously been a student of the School and been required to withdraw for financial reasons is not eligible to apply for re-admission as a student under any circumstances unless specifically approved for re-admission by the Head of Financial Services and Development.

12.1.4 Students who leave (with or without an exit award) having failed to complete their programme within the maximum time period permitted for registration at that level of study will not be allowed to re-register with or without credit for the original award.

## **13 Applicants with criminal convictions**

13.1 Having a criminal record does not necessarily prevent applicants from studying at Oxford Business School. This will depend on the nature of the course applied for and the circumstances and background of the offence.

## **14 Fraud and omitted details**

14.1 The School reserves the right to withdraw any offer made on the basis of an application which has been found to contain fraudulent information. The School may also withdraw the

offer of a place if an applicant has been found to have omitted key information from their application.

14.2 Any student found to have been admitted on the basis of fraudulent information may have their studies terminated.

## **15 Deferred applications**

15.1 The School welcomes deferred applications (requests to be admitted the year after an application is made) for the majority of subject areas and will also usually consider requests from students to defer after an application has been submitted. The School normally allows students to defer their application once before asking the student to reapply.

15.2 The University Admissions Service rules mean that the School cannot hold a conditional offer open for deferred entry; any conditions must be met in the year of the application.

## **16 Students applying to courses at partner institutions**

16.1 The School is involved in a number of collaborative provision arrangements with other educational institutions.

16.2 Academic entry requirements are defined as part of the course validation process and the entry requirements for each course can be found on the relevant course page.

16.3 Staff in partner institutions will assess applicants against the defined entry requirements.

16.4 Institutions that deliver programmes leading to an award of, or validated by, the School are expected to have an Admissions Policy and admissions procedures sympathetic and complementary to this Policy.

16.5 Appeals or complaints arising in partner institutions should be dealt with within these institutions in the first instance.

## **17 Safeguarding – Age on Entry**

17.1 Oxford Business School welcomes applications from people of all ages and no applicant will be refused admission on grounds of age.

17.2 The School does, however, recognise its special duty of care towards students who are legally still children, and has established procedures for dealing with applications from people who as students will be under 18. In some cases, this will include offering a place for deferred entry where a course is not appropriate for students under 18.

## **18 Changes to the programme**

18.1 Where material changes are made to a published programme, those applicants holding an offer of admission to that programme will be informed of those changes as soon as possible. Such changes may include:

- A change in the approval status of the programme
- A change in the accreditation status of the programme from a professional body
- Major variation of the programme fees
- Change of location of programme delivery
- The closure or suspension of a programme

18.2 Applicants will have the option of declining their offer of admission to the programme. Should they wish to be considered for an alternative programme their application will be assessed against the entry criteria for that particular programme, provided there is sufficient space to accommodate them.

## **19 Appeals**

19.1 An appeal is a request for a review of an admissions decision which can only be considered on the following grounds:

- Procedural irregularity, where the applicant believes the School has not adhered to its own stated procedures; or
- The emergence of substantial new information which may have affected the decision and which could not have been made available at the time the original decision was made.

19.2 To appeal against an admissions decision relating to an undergraduate or taught postgraduate programme, an applicant should contact the Head of Admissions via email to [admissions@ox-edu.co.uk](mailto:admissions@ox-edu.co.uk) with the details of the appeal including the application number, the applicant's full name, details of the course applied for, the grounds for the appeal and any supporting evidence within 20 working days of receipt of the original admissions decision.

19.3 The Head of Admissions will respond to all appeals related to taught programmes of study within 20 working days of receipt of the appeal, with a decision that will be either Appeal Upheld or Appeal Not Upheld.

19.4 To appeal against an admissions decision relating to a research application, an applicant should contact the Head of the Research Degrees Team via email with the details of the appeal including the application number, the applicant's full name, the grounds for the appeal and any supporting evidence within 20 working days of receipt of the original admissions decision.

19.5 The Head of the Research Degrees Team will respond to all appeals related to research programmes of study within 20 working days of receipt of the appeal, with a decision that will be either Appeal Upheld or Appeal Not Upheld.

19.6 A decision to uphold an appeal can lead to further action, including the applicant being offered a place on the programme originally applied for or the applicant being offered a place on an alternative programme at the School.

## **20 Complaints about the Admissions Process**

20.1 A complaint is an expression of dissatisfaction with an action or lack of action taken by the School, or with the standard of service provided. Complaints, even if upheld, will not result in a change to an admissions decision.

20.2 To make a complaint relating to an undergraduate or taught postgraduate application, an applicant should contact the Head of Admissions via email to [admissions@ox-edu.co.uk](mailto:admissions@ox-edu.co.uk) with the details of the complaint including the application number, the applicant's full name, details of the course applied for, the nature of the complaint, including dates and staff involved where possible, the desired outcome and any supporting evidence within 20 working days of the action complained about.

20.3 The Head of Admissions will respond to all complaints related to taught programmes of study within 20 working days of receipt of the complaint, with a decision that will be either Complaint Upheld or Complaint Not Upheld.

- 20.4 To make a complaint relating to a research degree application, an applicant should contact the Head of the Research Degrees Team via email with the details of the complaint including the application number, the applicant's full name, the nature of the complaint, including dates and staff involved where possible, the desired outcome and any supporting evidence within 20 working days of the action complained about.
- 20.5 The Head of the Research Degrees Team will respond to all complaints related to taught programmes of study within 20 working days of receipt of the complaint, with a decision that will be either Complaint Upheld or Complaint Not Upheld.
- 20.6 A decision to uphold a complaint will lead to further action being taken by the School. The School operates a separate Students Complaints Procedure for enrolled and registered students.

## **21 Applicant data**

- 21.1 The School will not discuss an application with anyone other than the applicant, unless that applicant gives specific permission for the School to discuss their application with a named third party.
- 21.2 The data submitted as part of each application is used to assess the suitability of an applicant for study at the School. Anonymised data is also used by the School for statistical and reporting purposes.
- 21.3 Application data forms part of the student record for applicants who are admitted to the School. Personal data for applicants who are not admitted to the School is deleted after two years.
- 21.4 The School complies with the Data Protection Act 1998 in its use of applicant data. Further information about data protection policies at the School can be found on the Oxford Business School Information Security pages.

**Approved by:** Academic Board, July 2024

**Next review:** July 2025

# Appendix to Admissions Policy

## EARLY COURSE CHANGES

### a. Introduction and context

1. This appendix to the Admissions Policy describes the School's approach to students who request a course change after enrolling on their original course, and before the enrolment deadline for the course that they want to join.
2. The School wants to enable students to study the courses which they find most rewarding, from which they can benefit, and in subject areas where they can contribute learning and insight. These processes are designed to ensure that students are making informed and considered decisions, where they seek to make an early change of course.
3. This appendix applies to all taught courses which are delivered at Oxford Business School.

### b. Principles and process

4. Before agreeing to a course change at any stage during a student's first semester or term of study, the School will establish:
  - a. Whether the student meets the Admissions criteria for the course that they are seeking to join;
  - b. Whether the student's motivations for changing course are based on careful, considered and informed thought, and on appropriate consultation with relevant colleagues;
  - c. Whether there is capacity on the course that the student is seeking to join;
  - d. Where appropriate, whether the request to change course has any bearing on the student's visa
5. In practice, this means that students who want to request a course change will need to use the appropriate form to request the approval of:
  - a. The Admissions Office;
  - b. The Subject Co-ordinator for the course that the student is seeking to leave;
  - c. The Subject Co-ordinator for the course that the student is seeking to join;
  - d. The Immigration Compliance Officer (or their nominee), if the student requires a visa to study in the South Africa.
6. If the Subject Co-ordinator for the course that the student is seeking to join has any reservations about the student's suitability to join the course, they may choose to deny the request at the point when the application to change course is submitted. Reasons for denying the request may include (but are not limited to) the following:
  - a. The course the student is seeking to join already being at full capacity
  - b. The nature of the course that the student is seeking to join, particularly in relation to any early content which has been missed
  - c. Doubts about the student's motivation for wanting to change courses
7. In the event that the Subject Co-ordinator is not able to agree to the change at the point of application, they may specify performance thresholds, relating to the student's performance on the course that they originally enrolled on, on which their entry to the

new course will be conditional. For example, they might specify a mark or grade that the student must achieve on a particular module or module that they are currently studying, or that they must achieve an overall average mark that the student must achieve on all of the modules that they are currently studying. It will then be the responsibility of the Examination Committee for the course that the student is seeking to join, to monitor the student's performance against those thresholds, once the relevant assessment processes have been completed, and make a subsequent decision accordingly.

**c. Situations not covered by this Appendix**

8. Students who wish to request a course change *before* they enrol at Oxford Business School should contact Admissions, who will determine their eligibility for the course they are requesting to join, and will advise whether places remain on the course.
9. Students who request a course change *before* they enrol at Oxford Business School but *after* they arrive in Oxford will be required to demonstrate to Admissions that they have taken advice from relevant colleagues concerning their decision to change course, before any change will be agreed. Such evidence will need to make clear that the student has taken account of factors such as:
  - a. The impact of any potential change of course length
  - b. Any change in fees or funding between the course they originally applied for and the course they are seeking to join
  - c. Consideration of the entry requirements for the course and whether the student would be likely to gain a place if they made a new application
  - d. Any considerations, in addition to those listed above, which are relevant - where applicable - to the student's eligibility to study in the UK on a Tier 4 student visa
10. Students who request a course change after the end of their first semester or term of study, should make this application directly to the Department of the course that they are seeking to join, who will make their decision based on the student's motivations for changing course, their prior qualifications, and their results from the study they have undertaken at Oxford Business School. As described in paragraph 7 above, the Examination Committee for the course that the student is seeking to join, may set performance thresholds relating to the student's study on their previous course, and their acceptance onto the new course may be conditional on those performance thresholds being reached.

