



Recruitment and Admissions Policy Higher Education at Dō University

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1. Objective

- a. Ensure that Dō University attracts, recruits, selects and enroll students for undergraduate studies and higher education learning in a clear, fair, inclusive, transparent and consistent.
- b. Help students succeed and reach their potential by ensuring they are offered a place on an appropriate course that best meets their learning needs and aspirations, broadening participation, achievement, and progress.

2. Principles

- a. Dō University undertakes to:
 - i. create an inclusive and diverse community of learners and higher education learners and promote equal opportunities for all students from all backgrounds.
 - ii. offer progression routes for the widest range possible students, particularly those from underrepresented groups within education higher education and students who would otherwise have low chances of participating in high-level studies superior.
 - iii. Ensure that candidates capable of successfully completing a higher education program are recruited for university-level courses, including those without formal qualifications who can demonstrate their potential for the course through other means.
- b. This policy must be read and applied in conjunction with the the following policies and procedures: Equality Policy, Diversity and Inclusion, Marketing Policy Review of the program specifications and comments and Political complaints.



- c. The Prior Learning Recognition Policy and Procedure (Appendix 1) may be used in conjunction with this policy on a case-by-case basis, in discussion with the Higher Education Quality Manager.
- d. This policy applies only to higher education programs delivered by and in association with Dō University, where the awarding body has delegated admission procedures to the institution.

3. Equality, diversity and inclusion.

- a. The College undertakes to comply with its Equality Duty to Eliminate unlawful discrimination, harassment, and victimization, promote equal opportunities, and foster good relations between different groups of people. The College's Equality, Diversity, and Inclusion Policy reflects its vision of a culture and society where human differences are anticipated and diversity is routinely celebrated.
- b. The University's application process allows all prospective students to apply and receive a fair outcome, regardless of their background. The University is committed to reducing or eliminating any barriers that are not necessary for the proper selection and assessment of applicants, including those related to sex, ethnicity, age, disability, marital status, sexuality, religious belief, low income, gender identity, pregnancy, and civil status.
- c. The College proactively seeks to attract students from underrepresented groups through its partnership work to broaden participation. The Dō College Access and Participation Committee maintains the participation of underrepresented and disadvantaged groups under quarterly review.



reports to the Higher Education Council annually on progress, partnerships with other providers/stakeholders, emerging risks and planned interventions.

- d. Applicants who require additional support. If an applicant declares a need for additional support, a disability, or specific learning needs, the Additional Learning Support service will contact them to discuss their support needs, advise them on available support services, and to apply for the Disability Student Allowance (DSA). The Admissions team will ensure that

the necessary support is available for admissions events such as interviews, auditions, and open events.

4. Course information and promotion

- a. The policies and procedures for selection and admission to Higher education courses and apprenticeships are easily accessible to prospective students and their supporters, and clearly articulate how the application process works and selection.
- b. The College's promotional materials
 - i. provide a fair and accurate reflection of the courses offered;
 - ii. provide clear guidance on the process of request, including expected timelines and key milestones, what communications will be sent and through which channels, the actions required and when.
 - iii. provide information on progression and employment opportunities for graduates.
 - iv. be inclusive and encourage all members of the community to participate.
 - v. are reviewed and revised annually to ensure accuracy, continued relevance, and representation of all groups served by the university.



- c. The program specifications accurately describe the learning outcomes and skills developed follow the program and offer a clear understanding of the unique features of the course described. The specifications of the program for all Higher Education courses reviewed annually and are available on the website of the university and through links from the website.
- d. All course leaders maintain and update the website information, in collaboration with the Higher Education and Admissions Office. The Higher Education Quality Manager ensures consistency of approach.
- e. The college will publish clear information about all fees, charges, and other costs that apply to each course of study, and the financial support available.
- f. Recruitment activities, such as open houses open, events designed to promote education higher education and test days, will provide candidates with potential information about the courses offered, the academic demands of the courses, opportunities for progression and employment, fees, additional support and support financial available.
- g. All College staff involved in the management of admissions, recruitment and access expansion has the training and adequate resources. Training is will periodically review, evaluate and update to ensure that practices and policies are fully aligned and reflect the current situation.



5. Entry requirements

- a. Conditional and unconditional offers will be adjusted to the admission requirements published on the course pages of the University website, although each offer may vary. In the case of exceptions to the published admission criteria, will proceed in a fair and equitable manner.
- b. The College will consider a wide range of qualifications from the UK and international at the time of application, and undertakes to give full and fair consideration to all entry qualifications.
- c. Interview, portfolio, or audition requirements are described on each course page of the website and are required in addition to grades.
- d. Applicants whose native language is not English and who do not have taken the course in English must take an IELTS assessment or equivalent as part of the terms of their offer. They must get an overall score of 6.0, with 6.0 in the part written and 5.5 in the other subparts. Students who have English as a second language, but have completed studies Here, they must obtain at least a D/3 grade in English.

6. Recognition of Prior Learning (RPL)

- a. Recognition of prior learning is a process through which which higher education providers can grant credits for learning that has been completed before the enrollment in a course of study.
- b. Recognition of Prior Experiential Learning (RPEL): RPEL recognizes informal learning acquired through experiences outside formal education or training, such as employment, volunteering, or community activities, and focuses on the learning acquired in these experiences.



The applicant must be able to demonstrate such learning, which must be substantial and at a level consistent with the Framework for Higher Education Qualifications (FHEQ). All RPEL applications will be assessed by the Program Director in consultation with the Higher Education Quality Manager.

c. Recognition of Prior Certified Learning (RPCL) – RCPL is

the recognition of learning certified by another recognized academic institution that is accredited for a rating from Dō University.

d. See Appendix 1: Recognition Policy

Prior Learning for more information.

7.Applications

a. Applicants must submit their application through UCAS

or Clearing if you wish to apply for a place at more than one institution.

This excludes teacher training and all courses

part-time higher education for which the application is

made directly to the institution. If an applicant wishes

apply only at Dō University, you can do so

directly to the institution through its website.

internal applicants who only...

Those applying for admission to Dō University are also welcome

can do so directly. The request for internal promotion

From a Basic Degree to a Higher Degree is also a process

direct, with Dō University being the only option for those

current students of the Basic Grade.

b. Internal application deadlines will reflect the UCAS timeline.

c. Applicants will receive an automatic acknowledgment of receipt of their application.

- d. The admissions advisor will verify that the application is complete. and meet the admission criteria. If the application is appropriate, the candidate will be invited for an interview. If the application is inappropriate, it will be rejected and the applicant will receive an email rejection email, either from UCAS or directly from the University. The admissions counselor will record the reason for the Rejection. The appeal process against the decisions will begin admission (see below).
- e. At any time during the application process, applicants have the right to receive information and advice from Team of Admissions of Higher Education, Support Student Financial Aid and Additional Learning Support.

8. Interview and selection process

- a. The selection process will be based on the results of learning the program.

The objective of the process will be to use a standard set of questions and assessments, in addition to the questions and subject-specific assessments for each candidate in order to ensure a fair outcome. To minimize the barriers to candidates, assessments and tasks used in the selection process will only be used when relevant for the course they are applying for.
- b. If an applicant declares that he or she is not a citizen of the United Kingdom or having resided in the United Kingdom for the last few years, will contact you for a rate evaluation. This evaluation will determine if you qualify to pay the fees national or international. Applicants who require a study visa will be sent to the international team.
- c. All candidates will be invited to a face-to-face interview, but will be offered the



option of an online or telephone interview if desired prefer. In addition, the suitability of the applicant may be determined through prior interviews.

grades, audition, academic evaluation, portfolio and/or accreditation of prior experiential learning (APEL).

d. The interview invitation will be sent by email.

UCAS applicants will also be informed of the invitation to through UCAS. The invitation will include the date, time, duration and location of the interview, the preparation requirements and whether requires a portfolio.

e. Adequate facilities are available to ensure that the applicants can reveal their difficulties or disabilities learning and other barriers to learning. It is offered support throughout the entire process, from application to registration; for example, sign language for applicants deaf or materials adapted for applicants with visual impairment.

f. The interviewer should:

i. highlight the key learning outcomes of the course or learning;

ii. formulate a standard set of questions for

check if the candidate meets the criteria

income, skills and the knowledge

recommended established in the Specification of the

Program;

iii. Conduct a selection assessment activity to demonstrate the candidate's readiness

candidate to take the course or training (for

example, an audition, a skills test or

knowledge, or a portfolio). The activity must



be able to adapt to meet the needs of the
candidates with specific needs.

- iv. Determine whether the candidate requires any reasonable adaptation or adjustment to the course, to the learning, to the teaching of the course or the physical resources to pass it. The interviewer will inform the candidate that the Service Further Learning Support will contact you him to provide advice and guidance, including the application for Student Benefit with Disabilities (DSA).
- v. discuss career aspirations and/or reasons for studying the degree;
- vi. complete and sign a standard registration form
interview, making sure that all fields are
are complete, and returning it to the advisor
admissions within 2 business days after the
interview;
- vii. inform the applicant about the

9. Offers

- a. The interview decision will be communicated to the candidate online through UCAS or by email.
- b. If the application is approved, the interviewing tutor will conduct a
offer of two types: unconditional or conditional. If
applicable, conditions may be imposed on the offer if the
applicant is studying to obtain his/her degree
academic. This will give you the necessary time to comply with
the admission requirements. If the applicant has already met
the admission requirements, an offer may be made
unconditional.
- c. The offer email will invite the applicant to
complete a form that evaluates the experience of the



client, to provide the university with feedback

for improvement.

10. Respond to an offer

- a. A student who receives an offer from the University must

respond before the deadline set by UCAS.

Applicants may choose to accept an offer as their

first option (firm) and another as your second option

(safe).

- b. Offers made to internal education applicants

higher must be accepted before the deadline

stipulated by the Higher Education Admissions Officer.

11. Pre-registration and start information

- a. Students with offers (new students and

Internally progressing students will receive a pre-registration form in

June, where they must confirm and provide any additional

information required for their registration, such as confirming their

contact details and arranging fee payments. They will be asked to

complete this form as soon as possible and, at the latest, at the start

of their program of study.

- b. Tender holders will receive their bids by email.

instructions for incorporation in July, before the start of the

UCAS embargo period. Email with

Initial information will include information on the dates of

start of courses, induction and accommodation services.

12. Confirmation of conditional offers

- a. If an applicant has received a conditional offer, the final stage

The application process takes place after the publication of the exam results. If an applicant meets the admission requirements established in the conditional offer...

The place will be confirmed through UCAS (or by email from the university if UCAS is not used). If an applicant does not meet with the conditions of your offer, a final decision will be made based on your interview/audition, exam results, the number of places available, and any other relevant information.

- b. All conditions must be met before the deadline

set by UCAS (usually at the end of August); this

It also applies to applicants who have opted for postpone your entry.

13. Delayed entry

- a. The University accepts applications for deferral of admission (for one year only) without the need for additional interviews. Applicants should include a brief description of the reason for their deferral in their personal statement. Applicants will be interviewed/auditioned as described in this Policy.

14. Mid-year and/or year-end transfer

- a. Dō University facilitates transfers between higher education institutions.

Students must apply through UCAS and submit their official academic transcript, detailing the modules completed and their credit value. The tutor will assess this information to decide if the transfer is possible. The University's Recognition of Prior Learning policy will apply.

Dō University (see Appendix 1).



15. Appeals against the admission decision and complaints

- a. Candidates have the right to receive meaningful and constructive feedback on their selection process. The interviewer will provide verbal or written feedback.

written within a period

within five business days, upon request to the University

- b. Admissions Team.

In all cases, if a candidate wishes to appeal a decision of

admission, you must complete an appeal form, which the

higher education admissions advisor will provide you with if

requests. On the form, the candidate is asked to explain why

do

The admission decision violates the published procedure.

- . d. Vice-Rector of Higher Education will consider the appeal after

consult with the interviewer, the information available to

time of decision and published procedures.

The Vice-Rector of Higher Education informs the candidate of the result of the appeal.

If the candidate wishes to appeal the decision, they are required to complete a second appeal form within four weeks, explaining the reasons for the appeal.

It violates the procedures published by the university. This stage will be considered by the director responsible for the Higher Education, who will analyze all the information available, will interview all the people involved in the decision and will come to a conclusion. The director's decision will be unappealable.

If a candidate wishes to make a complaint about any other aspect of their admissions experience, they must follow the complaints procedure of the Dō University, as detailed in the Feedback and Complaints Policy. The university will give you time to submit your complaint during the application process, if applicable.

16. Changes to the program

- a. The College reserves the right to modify or cancel a course if
The lack of places affects its financial viability, or if national, regional, or strategic objectives require it. The Admissions Team will inform all candidates of any program changes made following the selection process, subject to approval by the Vice-Chancellor for Higher Education. All successful candidates will be notified by email, with telephone and email contact information so they can ask the course team any questions. Questions will be answered within five working days. Changes to the program must be confirmed by all applicants, in accordance with Competition and Markets Authority (CMA) guidelines.

17. Criminal convictions

- a. The College recognizes the contributions of individuals with criminal records and welcomes their applications. A criminal record does not, in itself, prevent you from being offered a place on your chosen course. All information provided will be treated with the strictest confidentiality. No place will be refused to those with criminal records.

suitable applicants for offenses that are not relevant to the course they are applying for and do not put them at risk.

- b. For applications for courses covered by the Law of Rehabilitation of Offenders of 1974, the University requires that applicants who declare any convictions or warnings pending conditional. The University must also know if the applicant is under criminal investigation, faces a pending judicial process and if it is under the supervision of the minors' program.

Offender or probation team. More information will be requested from the

do applicants who file a complaint and risk assessments will be carried out.

If applicants have questions about how to provide the requested information, you can get help by contacting NACRO's Criminal Record Line at 0300 123

. d. 1999 or by writing to helpline@nacro.org.uk . All inquiries to This service is confidential and no information will be requested. personal (unless requested to send information or advice).

my. For more information on how long it takes for sentences to expire and

For information on conditional warnings, see NACRO's guidance on the Rehabilitation of Offenders Act by visiting

Courses exempt from the Rehabilitation of Offenders Act 1974 typically require work experience to qualify. Work experience in childcare, vulnerable adult care, healthcare, teaching, accounting, and the legal system requires a verification of qualification.

F. criminal record appropriate to the position or course applied for. The criminal background check is done through the Service Disclosure and Barring Office (formerly the Background Check Office Criminal). Some employment practices may require a enhanced DBS check. This will be discussed during the applicant interview. Students will be asked to complete the DBS process before undertaking work experience, usually at the beginning of the academic year. All offers of

q A DBS check will be conditional upon obtaining the
or DBS clearance.
Yo Dō University reserves the right to withdraw a
and offer of a place in circumstances where students
r receive an offer before that the completion has been made
and examination process of the revelations of
n convictions/warnings/
criminal investigations/prosecutions.

18. Enrollment of students in partner institutions

to. Dō University will send the student's name and contact information to the partner institution solely for the purpose of recording details and information about their progress. By enrolling in a program leading to a scholarship validated by the partner institution, the student agrees to share their information with the partner institution for this purpose. The partner institution will not contact students unless there is a specific need related to their studies to obtain a scholarship validated by the partner institution.

Award. It is the student's responsibility to maintain his/her updated personal information with your institution and notify them any changes or errors.

19. Other information

- a. Applications submitted through UCAS are subject to UCAS anti-fraud procedures and controls. All personal statements submitted through UCAS are subject to the UCAS similarity screening procedure. If a personal statement shows significant similarities to a personal statement previously submitted to UCAS, the College is notified of this and the degree of similarity.
- b. All applications selected by the UCAS Similarity Screening Service are sent to the Admissions Tutor for consideration. If the Admissions Tutor wishes to make a conditional or unconditional offer, the applicant may be asked to submit a revised personal statement by a specific date, normally within two weeks of the application. Upon receipt of the revised personal statement, the Admissions Tutor will review the application and a selection decision will be made in accordance with standard procedures.

20. Status of this policy

- a. The policy was approved by the Group Leadership Team and replaces all previous documentation.
- b. The effectiveness of higher education admission processes is will evaluate annually and the recruitment and admission policy to the
- do Higher education will be reviewed annually by the director
- . d. Information and Financing Deputy.
It may be reviewed and modified from time to time by the Council of Higher Education.
The impact of this policy has been assessed to ensure that it does not adversely affect staff due to disability, gender or race.

Policy Review Area	Information and financing
Senior Manager/Owner	Deputy Director of Information and Financing
Approval level	Leadership Team of the
Approval date	07/3/25
Review cycle	Every year
Next review	November 2026

Appendix 1: Dō University Prior Learning Recognition Policy

Recognition of defined prior learning

The recognition of prior learning is a process by which an individual can prove the knowledge acquired before accessing a higher education program. Dō University will consider various learning experiences to encourage greater participation in the higher education.

Prior learning can be through experiential learning informal called Recognition of Experiential Learning Previous (RPEL) or Recognition of Previous Certified Learning (RCPL).

RPEL

It is the recognition of informal learning acquired from experiences outside of formal education or training, such as employment, volunteering or community activities, and focuses on learning acquired through such experiences. The applicant must be able to demonstrate such learning, which must be substantial and of a level that can be assigned to the Framework for Higher Education Qualifications (FHEQ). All applications for RPEL will be evaluated by the Program Director in consultation with the Manager of Higher Education Quality.

When to use RPEL

The RPEL process is relevant when an individual has evidence of having learned something previously but has never received recognition formally through a qualification or other form of certification.

Evidence can be based on any aspect of a candidate's previous experience, including:

- domestic/family life
- informal education and training
- work activities
- community or voluntary activities.

Evaluation of RPEL evidence

Evidence obtained through the RPL process must be evaluated with the same rigorous quality as evidence obtained through any another process.

The program leader, in consultation with the Higher Education Quality Manager, will review RPEL applications to ensure that the evidence is:

Valid:

Does the evidence really show that the requirements of the learning outcome? In the case of RPEL, the validity of the evidence will be of particular importance. For example, does the evidence meet the current demands or is representative of a practice that has changed significantly?

Authentic:

This involves considering whether the evidence examined is actually the work of the student. For example, the evidence may have been prepared by another person or be the result of teamwork. In the latter case, this It would be acceptable if the learning outcome was related to the teamwork or joint work, but not if it were used as evidence of a activity that should have been done individually.

Enough:

There must be sufficient evidence to fully meet the requirements of the learning outcome, or of the learning outcomes considered. If there is insufficient evidence to fully comply with the requirements, the evidence obtained through RPEL must be supplemented with

additional evidence obtained through other evaluation methods appropriate before the requirements can be considered to have been met. requirements or results.

Reliable:

The evidence obtained through RPEL must be such that an evaluator may reach the same evaluation decision, if the evaluation is repeat.

RPEL Results

If people can produce relevant evidence that meets the requirements of the learning outcomes, then it can be to grant recognition for their knowledge, understanding or existing skills.

If a person can demonstrate that he or she meets all the results of learning and the assessment criteria of a unit, then you can claim credit for that unit solely on the basis of its achievement in RPEL.

However, if the RPEL evidence is only sufficient to cover one or more learning outcomes, or to partially satisfy the need for a learning outcome, then they should be used additional evaluation methods to generate sufficient evidence upon which to base a secure assessment decision.

RPEL process

Course teams wishing to undertake RPEL must ensure that:

- It is carried out by designated personnel with experience levels relevant to meeting the requirements of the assessment strategy/guidance for the qualification in question.

The evaluation methods used will be determined by the assessment strategy for the qualification being assessed and could include, for example:

- a portfolio of evidence from expert witness testimony
- reflective stories or completing a paper with a reflective statement
- professional discussion
- completion of the module/unit assessment task

The evaluation of the evidence must ensure that:

- authentic – that the evidence reflects the student's own efforts and achievements.
- Sufficient: fully demonstrates the learning required for the credit being requested.
- Valid: that the evidence matches the learning that is being done states. It must be valid and reliable.
- current: evidence reflects recent learning and demonstrates that the student has kept up to date with the developments in the proposed study area.
- Specific: learning can be clearly identified and compare with learning outcomes.
- appropriate: of sufficiently high quality compared to the level of qualification.

Recognition of Prior Certified Learning (RPCL)

The RPCL is a process that allows for the review of certified learning previously completed and, where appropriate, allow the credits obtained in a previous study program are validated in another program of study. Credits from a previously completed degree may be used completed or not completed.

To obtain credit from the RPCL, evidence of titles must be presented. relevant previous academic qualifications. These will be assessed based on the learning outcomes of the modules/courses for which the application is made credit.

After evaluating all the evidence, the study program leader:

- Make a formal evaluation decision
- Feedback on assessment decisions to the student, confirming your decision and providing guidance on the options available (particularly in situations where the decision has been not to grant credit).
- Maintain appropriate records
- Ensure that students know their right to access the appeals process if they consider that the evaluation decision was unfair.

The evaluator must ensure that all outcomes are covered.

learning and evaluation criteria requested, and that the records of the evaluation procedures continue as usual. The process must be subject to the same quality assurance requirements as any other evaluation method.

The College encourages the use of these processes as they contribute to expand participation and a student community of more diverse and inclusive higher education.

This form must be used in conjunction with the Dō University Prior Learning Recognition Policy.

Candidate's full name	Qualification for which RPL is requested

Please detail the modules for which you are claiming credit.

Code of the module	Module title	Number of credits

Recognition of prior certified learning Details of previous qualifications for which credit is being requested

(Attach certificates/transcripts)

Recognition of prior experiential learning

Details of experiential learning and evidence for claiming credit

Experiential learning	Fountain	Evidence

Attach copies of all evidence, for example,

portfolio, reflective statements, transcripts of discussions
professionals, interviews.

Academic staff in charge of completing: Details of the materials/evidence considered

The evidence is:

• Authentic But

Comments

• Enough But

Comments

• Valid But

Comments

• Current But

Comments

• Appropriate
Comment
s

But

Is it a credit claim? Accepted But

If so, please detail the modules to which the credit can be applied.

Code of the module	Module title	Number of credits

If not, please add comments:

signed:

Adviser
Name:

Signature:

Date:

Manager of

Quality of HE

Date:

Name:

Signature:

Appendix 2: Admission process and communication schedule of Dō University

1. Applicants can apply through the website from the start of the application period in early September. They can apply directly through the university website starting October 1.
2. Applicants receive an immediate automatic confirmation email upon completing the application form (direct applications) or upon receiving the application from UCAS.
3. Interview invitation email sent by the admissions advisor within 10 business days of the application.
 - All applicants will receive a formal invitation to an interview.
 - The default invitation is for a face-to-face interview, but the applicant can request an online/telephone interview if preferred.
 - The invitation includes instructions on preparing for the interview.
4. The interview will be scheduled within 4 business weeks of the request.
5. An interview appointment will be added to the UCAS program for UCAS applicants and they will be directed to check their invitation email.
6. The applicant receives a pre-interview registration contact from the admissions advisor, initially by phone call, followed by email if there is no response.
7. Automatic interview text reminder, 2 business days before.

8. The interviewer must return the interview form to Admissions within two days.
business days after the interview. Any rejection of the application must be endorsed by
TLM/HOL.
9. After the interview, the admissions advisor sends an offer or rejection email within 5 business days of the interview.
10. After the applicant accepts the offer, the advisor will send an acceptance email within 5 business days of the student accepting the spot.
11. Student Finance England student loan applications open in March.
12. Pre-registration forms will be emailed to all offer holders in June.
13. Applicants arriving late during the summer holidays will be interviewed by the relevant manager if the course leader is unavailable (TLM/HOL/VP).
14. Commencement information emailed to all offer holders in July, prior to the UCAS embargo.
15. Students with conditional offers receive a confirmation email from the
admissions advisor within 5 business days of confirmation that the requirements have been met
entry requirements in August.
16. Offers upgraded to unconditional at UCAS for UCAS applicants within 5 working days
after confirmation that the entry requirements have been met.