Royal Agricultural University

Admissions Policy

Contents

Policy Statement 4
Scope 4
Responsibility for policies and procedures 4
Relevant Legislation/Guidance 5
Staff Training and Development 5
Information for applicants 6
Admissions Process and Procedures 6
HOW AND WHEN TO APPLY 6
Full time undergraduate programmes 6
Part-time Undergraduate programmes 6
Postgraduate Taught programmes 6
Postgraduate Research programmes 6
Types of Offers made to applicants 7
International qualifications 7
English language requirements 7
Verification of qualifications 8
Fraud, plagiarism, AI and omission 8
References 9
Exceptions 9
Admission of minors (under 18) 9
Communications with applicants 10
MyRAU – applicant portal 10
How to reply to your offer 10
Deadlines for satisfying offer conditions 10
Undergraduate applicants: 10
Postgraduate applicants 11
Undergraduate and postgraduate applicants who need a student visa to study 11
Unsuccessful applications & feedback 11
Deferred entry applications 11
Requests for deferred entry after confirmation of a place 11
Meeting Offer Conditions 12
Non-standard qualifications and Accreditation of Prior Learning entry 12
Entry with Advanced Standing / Accreditation of Prior Learning (APL/APEL) 12

Mature applicants 12
Minimising Barriers to Admission (Contextual admissions) 12
Typical entry requirements 13
Applicants with disabilities or specific learning needs 13
Applicants with Criminal Convictions 14
Fee Status Assessments 15
Review of Admissions Decisions 15
Appeals and Complaints against admissions decisions 15
Enrolment and Induction 16
Disclaimer 16
Further information 16
Relevant websites 16
Relevant publications 16
Contact details 16
Version Control 17

Policy Statement

The purpose of this policy is to enable the fair and equitable consideration of applications prior to the admission of students for registration on a RAU award to the standards required by the RAU Academic Regulations.

The University welcomes applications from everyone irrespective of gender, race, colour, nationality, ethnic origin, religious or political beliefs, age, disability, marital status, sexual orientation or social or economic background. All applications are considered on their individual merit, and the University aims to recruit students from a wide range of backgrounds who have the potential to complete their programmes successfully and make a valuable contribution to University life.

This policy applies to the admission of students to the University's undergraduate, postgraduate taught and research programmes, wherever and by whomever they may be delivered. All members of staff with responsibility for the admission of students are required to comply with the policy.

Scope

The Admissions Policy covers all applications and admissions processes for undergraduate and postgraduate programmes at the Royal Agricultural University (RAU) and all franchise partnerships either in the UK or internationally.

The admissions policy intends to provide guidance to staff and prospective students on the University's procedures for the selection and admissions of undergraduate, postgraduate and visiting students for all programmes of study at the RAU that lead to an award.

Responsibility for policies and procedures

This policy is reviewed and approved by the University's Academic Board annually.

The Academic Registrar has strategic responsibility for Admissions to the University whilst the Assistant Registrar of Admissions and Visa Compliance has responsibility for the implementation of this policy and the day-to-day operation of the Admissions Office.

The Admissions Office is responsible for all undergraduate and postgraduate admissions applications and works closely with Academic colleagues with regard to admissions to programmes at the Royal Agricultural University (RAU) and at franchised partnerships either in the UK or internationally.

All applications for study at the RAU campus or for distance learning, blended learning and franchised programmes are processed through the Admissions Office. The Admissions Office will confirm decisions based on an applicant's suitability for study on a particular programme in consultation with the relevant Academic lead. The Admissions office can make decisions on Postgraduate Taught applications without academic input where the applicant meets the advertised standard entry criteria[i].

The offer of a place for study at the University may only be made by the University's Admissions Office or, in the case of specified partners, an authorised nominee. Any offer made to an applicant by any other means will be invalid.

Offers of places on validated collaborative programmes leading to an RAU award, delivered by partner institutions, will be made by the appropriate officer of the partner institution, in line with their own admissions policy requirements which are approved at validation as being equivalent to those operated by the RAU itself.

Any official offer made and accepted may not be withdrawn without the applicant's agreement. The Admissions office can withdraw Postgraduate Taught (PGT) applications if applicants fail to reply on 3rd request. [ii]

In the case of a cancellation of the programme of study, the University will endeavour to offer a place on a suitable alternative programme.

Where information provided by the applicant is subsequently found to be incorrect or fraudulent then an offer may be withdrawn.

Relevant Legislation/Guidance

The Admissions policy takes into account the following relevant legislation and guidelines as amended:

National Legislation

- Children and Families Act 2014 (Part 3 Children and young people with special educational needs or disabilities)
- Consumer Rights Act 2015
- General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Equality Act (2010)
- Higher Education and Research Act 2017
- Human Rights Act 1998
- Rehabilitation of Offenders Act 1974 (amended 2014)
- Rehabilitation of Offenders Act (Exceptions) Order 1995 (Amendment) (England and Wales) Order 2013

National guidelines and codes of practice:

- Quality Assurance Agency's (QAA) UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access.
- UCAS Code of Practice

Institutional Regulations and Policy

This policy observes the University policies on Data Protection, Inclusivity, Equality and Diversity, Disability, Safeguarding, Widening Participation and the University's related finance policies and regulations.

The policy also ensures that the University meets its obligations as a sponsor of educational visas under the UK Visas and Immigration (UKVI) Tier 4/Student visa arrangements for overseas students.

Staff Training and Development

The University is committed to the development and training of all staff, both academic and administrative, involved in the admissions process.

Administrative staff involved in the admissions process and newly appointed programme managers are required to undergo a programme of staff development to ensure their understanding of the policy and associated admissions processes.

Information for applicants

The University is committed to making admissions information and entry criteria for its programmes of study available through the RAU website, printed publications and at Open Days and Higher Education 'taster' days. Information and entry criteria for programmes delivered through partner organisations will also be included in these resources and within the partner organisations equivalent materials and activities.

Clear, up-to-date information for each programme is contained within these sources. Any changes made to entry requirements since the publication of printed materials will be communicated, as soon as possible, via the University's website, partner organisation's websites (where applicable), and the UCAS website (where applicable).

The University aims to not alter its Admissions Policy and procedures once the Admissions cycle has started. However, it may be required to introduce changes where external agencies change their policy, regulations or guidance and these changes have a direct impact on the University's Admissions Policy and/or procedures. In this case the University will provide a clear explanation of the change/s it is making and how these may affect applicants.

Admissions Process and Procedures

HOW AND WHEN TO APPLY

Full time undergraduate programmes

All applications for full-time undergraduate programmes are submitted through the Universities and Colleges Admissions Service (UCAS)*. The University will give equal consideration to all undergraduate applications submitted via UCAS by the Equal Consideration January deadline specified by UCAS**. Applications received after that date will be considered on a programme-by-programme basis where places remain available.

*Applicants for Dual Degree programmes should contact the Admissions Office for further information on how to apply.

**UCAS Undergraduate UCAS Hub website

Part-time Undergraduate programmes

Applicants must contact the Admissions Office for an electronic application form to be completed and returned via e-mail.

Postgraduate Taught programmes

Applications for all postgraduate taught programmes are made directly to the University using the online application system through the individual course webpage.

Postgraduate Research programmes

Research students must contact the Admissions Office prior to submitting a formal online application to discuss their research topic and explore possibilities of a research place at the RAU. Research applications are in 2 distinct stages and applicants need to complete the RAU research form (CV, and Education certificates are required). If Proposed project is accepted and suitable supervision is available, they will be invited to the second stage and to submit a formal application through the RAU applicant portal (the process is detailed in the Admissions Code of Practice).

Types of Offers made to applicants

On receipt of an application for a programme of study, the Admissions Office will consult with the relevant Programme Team and decide on an appropriate offer to be made.

Offers given to applicants may be Conditional or Unconditional depending on whether the applicant is expected to meet, or could potentially meet, the entry requirements for the programme of study. Any conditions will be communicated clearly to the applicant. Where the application is via UCAS, the University will usually make any conditional offers to applicants using the UCAS tariff.

For more information about UCAS Tariff, please visit the UCAS Tariff Points website: https://www.ucas.com/undergraduate/what-and-where-study/entry-requirements/ucas-tariff-points

International qualifications

International qualifications (non-UK) are assessed according to the information provided by UK European National Information Centre (UK ENIC); this is the designated UK national agency for the recognition and evaluation of international qualifications and skills.

English language requirements

Applicants must be competent in the English language and all courses require at least GCSE English at grade 4 or C or an equivalent qualification.

International students for whom English is not their first language must provide evidence of English language competence according to the programme they apply for. Examples of suitable evidence are shown below:

- Undergraduate programmes: IELTS Academic min. overall 6.0 with no element below 5.5 (or equivalent) *
- Graduate Taught programmes IELTS Academic min overall 6.0 with no element below 6.0 (or equivalent) (GDA/GCA)
- Postgraduate Taught programmes: IELTS Academic min. overall 6.5 with no element below 5.5 (or equivalent)
- Postgraduate Research programmes: IELTS Academic min. overall 6.5 with no less than 6.0 in writing and no less than 5.5 in any other component (or equivalent)

*Applicants for Foundation degree programmes who require a Student visa to study in the UK will need to have achieved the minimum Secure English Language Test (UKVI) IELTS qualification listed above as a condition of their visa. Alternative equivalent tests to IELTS may be considered in exceptional circumstances.

Certain English language tests have a period of validity of up to 2 years from the date the test was taken. The University will not accept tests that have expired.

Information on English Language requirements for individual programmes can also be found on the University's website.

International applicants should also refer to:

- https://www.rau.ac.uk/student-life/international-students/your-country-table
- Undergraduate and postgraduate applicants who need a Student visa to study
- Fee Status Assessments

Verification of qualifications

The University will request verification of your qualifications. This may be direct verification by the RAU or, in some instances, via specified partner institutions or through the use of online verification platforms/agencies.

If you are taking an International(non-UK) qualification you will need to provide us with certified copies of your results. The University may also request verification of British, Irish or Level 3 qualifications taken prior to the academic year of entry.

How to ensure that copies of your qualifications are correctly certified:

Photocopies will need to be verified by your School or by a British Council official. Photocopies of your certificates/results must meet the following conditions:

1. Each page must be signed and stamped by your school (or by a British Council official)
2. The signatory must also print their name and job title
3. If the qualifications/results are in a language other than English then an official translation of the original document must also be submitted at the same time as the original document.

At application stage, you should submit **only scanned certified** documents as soon as possible to be received no later than the end of July (if you are starting in September) or end of November (if you are starting in Jan/February). These can be e-mailed to admissions@rau.ac.uk (only .pdf files in color and good definition will be accepted). The originals must be submitted on the day of your on-campus registration.

If you are an international student, you should send us **scanned copies of your documents** as soon as possible as we cannot issue a CAS until you receive an unconditional offer.

If the University finds that the examinations/qualifications you have declared on your UCAS or Direct entry application are inaccurate or you are unable to verify them, the University reserves the right to withdraw the offer or cancel your application.

Fraud, plagiarism, AI and omission

The University will check the applicant's submitted written work provided as part of their application for potential plagiarism, collusion and any other indication that the work submitted is not entirely the work of the applicant.

The University will also verify that applicants have provided complete information and may ask for additional information to resolve ambiguous information provided in the application (e.g., details of previous study or employment).

Use of AI tools should be solely for the purpose of brainstorming or structuring a personal statement; AI tools should not be used for creating the main content of a personal statement which should be the applicant's own work.

The University reserves the right to reject an application and any subsequent applications on the basis of lack of integrity in an application and/or supporting documents and withdraw any offer made based on the fact that an application has been found to include fraudulent or plagiarised information or where it believes information has been withheld or embellished.

References

- Applicants for undergraduate programmes are usually required to submit one academic reference with their UCAS application.
- Applicants for postgraduate taught programmes are to provide the details of 2 academic referees – if they have graduated within the previous 5 years. For candidates who have graduated more than 5 years previously, alternative professional references can be considered e.g., current/most recent employer, senior member of a voluntary organisation etc.
- Applicants for postgraduate research programmes are required to submit 2 academic references with their application from their most recent HEI they attended and obtained a degree from.

Exceptions

- Applicants for the MSc Rural Estate Management programme will need to provide 2 references as noted above. Where possible, applicants should provide 1 employment reference and 1 academic reference. Mature applicants with work experience may provide 2 employment references if required.
- Applicants for MBA programmes will need to provide 2 references, one of which should be an employment reference to indicate that the applicant has at least 2 years of post-graduation work experience.

Please note that references for applicants will be taken up. It is the applicant's responsibility to ensure references are provided. We reserve the right to contact your referees independently should we have any questions about the information provided. References should be on headed paper, dated, signed by your referee and include their professional contact details (generic email addresses cannot be accepted i.e., *gmail, yahoo, hotmail* or similar). Your referees can send references directly to admissions@rau.ac.uk via an official professional e-mail address or the applicant can forward scanned copies of the original documents to admissions.

Admission of minors (under 18)

The University, in accordance with the Equality Act 2010, will consider applicants under the age of 18 so as not to discriminate against applicants on the basis of age. We will admit students on merit, including younger applicants under the age of 18.

The University may occasionally admit students under the age of 18. Usually, this is a temporary situation as the student will be reaching their 18th birthday shortly after their admission. However, there may be some cases where the student admitted may remain under the age of 18 for 12 months or more.

The University is an adult environment and treats all its students as independent, mature individuals. Students who are under the age of 18 years will be treated in the same way.

Students under the age of 18 will need to abide by the institution's Under 18's policy.

Communications with applicants

The University understands how important it is to applicants to be kept informed during the application process.

Important updates will be sent throughout the admissions cycle and these may be communicated either directly via the University, the partner institution, or through UCAS. Some of the communications you will receive as an applicant to the RAU are:

- Acknowledgement of receiving your application
- Confirmation a decision has been made
- Confirmation of any conditions required for admission where an offer has been made
- Confirmation of your place where conditions have been met
- Information relating to you applying for accommodation
- Information relating to Student Loans/finance
- Information relating to offer-holder events
- Information relating to Student visa requirements for overseas students (where applicable)
- Information relating to International Orientation and/or English language courses (where applicable) for overseas students
- Welcome, registration and enrolment information

MyRAU – applicant portal

All undergraduate and postgraduate applicants who hold an offer will be given access to an applicant portal called **MyRAU.**

The portal contains further information for offer-holders and enables applicants to view the progress of their application, reply to direct offers received from the University*, upload a photo, complete various forms (fee status, relating to Student visas etc.), book accommodation and complete their online self-registration before arriving at the University.

How to reply to your offer

Applicants need to reply to the offer/s made to them.

- Full-time undergraduate applicants need to provide their replies via UCAS Hub by set deadlines. This includes direct applicants and those applying for a dual award programme with a partner institution.
- Direct entry* applicants (part-time undergraduate and Postgraduate taught) need to reply using the MyRAU applicant portal.
- Direct entry applicants (Postgraduate Research) need to reply by signing and returning their Research Contract document to the Admissions Office.

Applicants with multiple applications will only be able to accept/hold one offer at any given time.

*Direct entry applicants are those who have not applied through UCAS, but directly to the University. The majority of undergraduate applications will be through UCAS and should use UCAS Hub to check the progress of their application to the University.

Deadlines for satisfying offer conditions

Undergraduate applicants:

Conditions of offers have to be met by the set UCAS deadline (End of August/Beginning of September). Where results are received after the set UCAS deadline applicants will need to

inform the Admissions Office in writing to advise about the delay and expected date for the availability of their results

Postgraduate applicants

There are no fixed deadlines by which conditions have to be met. However, the conditions need to be met before a postgraduate student can enrol at the University. Late enrolment may be possible in some circumstances but this will be at the discretion of the University and the particular programme.

In general, the University advises applicants to apply as early as possible, so, they have completed their admissions process in time for a timely enrolment and induction

Undergraduate and postgraduate applicants who need a student visa to study

Applicants requiring a Student Visa to study in the UK should also refer to the following sections of this document:

- International qualifications
- English language requirements
- Verification of qualifications

All conditions of the offer must have been fulfilled and the applicant must have applied for a CAS at least 4-6 weeks before the start date of their course. Applicants who are unable to meet conditions in time to apply for their visa need to discuss this by contacting the Admissions Office.

Unsuccessful applications & feedback

The University reserves the right to refuse admission to applicants who have not met the entry criteria, or who are considered, on justifiable grounds, to be unsuitable for a place on a particular programme or for attendance at the University in general, and may at this stage offer an alternative programme more suited to the individuals' achievements and/or needs. All applicants may receive feedback on their application, regardless of its outcome. Requests for feedback should be addressed in the first instance to admissions@rau.ac.uk.

Deferred entry applications

The University considers applications for deferred entry i.e., more than 12 months later than the next course start date. For example: apply in 2025/6 admissions cycle for entry in September 2027.

Requests for deferred entry after confirmation of a place

Applicants who request to defer after their offer of a place is confirmed will need to apply in writing to the Admissions Office explaining the reason for requesting a deferral. They are expected to present a good reason for requesting a deferral. For example: the applicant intends to use the time to gain relevant work experience, travel overseas to improve their language skills etc.

The University may decline the request for a deferral. In such circumstances an applicant choosing to decline immediate entry may re-apply to the RAU for the year of entry they want to start their programme. The University will advise its decision to the applicant in writing.

Meeting Offer Conditions

Full-time Undergraduate applicants who meet the conditions of their Firm choice will be informed initially through UCAS. The University will also confirm their place in writing providing at the same time (or shortly after) information regarding their registration. Part-time undergraduate and all Postgraduate applicants who meet their conditions must first provide the Admissions Office with their official results by writing to the Admissions Office. The Admissions Office will then confirm their place in writing and provide them with the required registration information.

Undergraduate applicants who apply to the University during the Clearing process can only apply for one course. The University will communicate its decision via UCAS Hub. If the applicant is successful, the University will write to confirm the place and will send/post on the relevant RAU webpage related information about the registration process.

Non-standard qualifications and Accreditation of Prior Learning entry

The University recognises that there are many individuals who, for a variety of reasons, may not have gained the qualifications generally understood as being required for entry to higher education, or who have achieved qualifications and awards not specified within the standard entry requirements publicised for each programme.

All applications are therefore considered on an individual basis, with Guidance on non-standard entry, including details of the Assessment of Prior Learning or Experience (APL/APEL) process and on acceptable non-A2 level and first-degree equivalents required for entry available from the Admissions Office.

Entry with Advanced Standing / Accreditation of Prior Learning (APL/APEL)

Acceptance of Prior Learning (APL) and/or Prior Experiential Learning (APEL) for credit purposes is at the discretion of the University. It is the candidates' responsibility to provide all information in support of a claim for APL/APEL, and to pay the appropriate fee for the assessment, and award, of credit. Such credit will not normally be awarded where the prior learning or experience took place more than five years prior to applying to the RAU (See the RAU Academic Regulations).

The maximum credit which can be accepted from prior learning, whether APL or APEL credits or both, will normally be two thirds of the total credits required for the academic award of the University. Within this total no more than 50% can be awarded for APEL. Credit cannot be awarded through either APL or APEL towards the credits required for a university dissertation or personal research project. Detailed information on APL/APEL process can be found in the RAU Academic Regulations document.

Mature applicants

The University welcomes mature students (aged 21 or over for undergraduate entry or aged 25 or over for postgraduate entry) without traditional qualifications and encourages any suitably motivated individuals to apply for a programme of study. The University also welcomes applicants with a wide range of academic qualifications, both from within and outside the UK, who feel they have achieved the necessary academic requirements for entry to a programme of study at the University.

Minimising Barriers to Admission (Contextual admissions)

Entry routes to a programme of study will include the widest possible range of criteria to enable each applicant's capabilities to be fully assessed. The following factors, in no particular

order of importance, will be used when deciding whether to make an offer for a particular programme:

- Applicant's past academic performance
- Objective assessment of any factors affecting past performance
- Ability of applicant to benefit from the proposed programme(s) of study
- Work and/or life experience or skill-based knowledge
- Past educational history and academic potential in this context
- Applicant's understanding of the programme(s) they have applied for and the appropriateness of their application
- Number of places available
- Academic and/or personal references provided in support of an application
- Applicants prior experience of higher education
- Whether the applicant is from an under-represented group within higher education

Typical entry requirements

- All candidates will be expected to have achieved GCSE English Language Grade 4 or C or equivalent. Undergraduate applicants are also expected to hold a minimum of 5 GCSEs incl. Mathematics at Grade 4 or C or equivalent on commencement of their studies.
- In respect of undergraduate applications, the University accepts the full range of qualifications as the basis for admission, as defined in the UCAS tariff guide for higher education application, providing the qualification is deemed appropriate for the specific programme which is being applied for.
- International qualifications are assessed against the UK ENIC comparability information to UK equivalent qualifications.
- For postgraduate taught programmes, applicants are normally expected to have a good Second-Class Honours degree or higher. Specific entry criteria for programmes can be found on the RAU website.
- Mature applicants with significant relevant work experience and lower academic qualifications may also be considered, following a personal interview with the course manager.

The Admissions Office will advise on the suitability of a specific qualification for any application to a particular programme of study.

Applicants with disabilities or specific learning needs

The University is committed to achieving equal opportunities for all of its students and actively encourages potential students who may be disabled or have specific learning needs to make an application to study at the Royal Agricultural University. The University aims to create a supportive environment in which improvements to services and facilities, and progress towards a fully inclusive environment, are constantly sought.

All applications to study at the University are considered on academic grounds and candidates who may need additional support are encouraged to discuss their potential requirements with the University as early as possible in the admissions process to ensure these can be fully provided for. Where appropriate the Admissions Office will arrange for the applicant, and any advisor, to meet with the Disability Office to discuss additional support needs in advance of entry to the University.

Further advice and guidance for students with disabilities or specific learning needs is available from the RAU website.

Applicants with Criminal Convictions

The University believes that, in principle, applicants who have a criminal record do not need to be precluded from studying at the RAU. The information an applicant provides in terms of relevant unspent criminal convictions is not part of the academic assessment of an application. The University does not automatically reject such applications, and each case will be considered individually.

The information provided will be used for safeguarding purposes and to ensure appropriate support systems are in place for prospective students entering HE with criminal convictions.

Full-time undergraduate applicants are asked to declare an unspent relevant criminal conviction at the point of accepting their offer. Direct entry applicants are asked at the point of submitting their online application to the University.

Students who require a Student Visa have to provide, by UK Immigration law, both spent and unspent Criminal convictions which is a UKVI requirement.

Relevant unspent criminal convictions are:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- Offences listed in the Sex Offences Act 2003;
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession or possession with intent to supply;
- Offences involving firearms, knives and weapons;
- Offences involving arson;
- Offences listed in the Terrorism Act 2006.

The Assistant Registrar of Admissions and Visa Compliance will write directly to the applicant and may ask for details relating to the nature of the offence, the dates, sentence imposed and the name of the court. The applicant may also be asked to give permission to the University to contact the relevant Probation Officer in order to obtain their view on the risk of the applicant to other students and staff.

When the information is received the University will assess the information provided and complete a risk assessment. If required, it may also call the Special Admissions Panel to convene. The panel will seek guidance from the lead responsible for safeguarding and protection, the Programme Manager and other departments and persons as required (e.g., Accommodation Office, Security, Student Support Services, etc.).

In all cases, the University will apply strict confidentiality principles and the personal information will only be made available on a need-to-know basis.

The University's decision will be communicated to the applicant and it will clarify whether:

a. The offer remains with no restrictions
b. The offer remains with restrictions
c. The offer is to be withdrawn

In case b) above any required arrangements will be discussed with the applicant.

The University's Criminal Convictions policy will be kept under review and may be subject to change in light of related legislation and/or practice by other admissions partners (e.g. UCAS).

Fee Status Assessments

All applicants who are given an academic offer will be fee assessed by the Admissions Team. Applicants may be asked to complete and return a Fee Status Assessment Questionnaire if the University does not have enough information from the application to determine the accuracy of the declared fees status.

Applicants who do not provide the required information and evidence will be fee assessed as Overseas by default. More information on the process is available on the RAU website.

Review of Admissions Decisions

The University always seeks to process applications carefully and efficiently and to assess each application on its merits. However, the University is mindful that an applicant may be dissatisfied, for example, about the way their application was handled or about any decision not to offer a place on a particular programme.

Applicants who believe their application may not have been handled appropriately through the admissions process should write to the Assistant Registrar of Admissions and Visa Compliance setting out the nature of their concerns.

Applicants who have not been offered a place on their preferred programme should initially discuss their case with the Admissions Office who will explain why their application was unsuccessful. Applicants who remain dissatisfied following such discussions may also write to the Academic Registrar setting out their concerns as set out below.

Appeals and Complaints against admissions decisions

Appeals

Should an applicant wish to appeal against a decision not to offer a place on a programme of study they should write in the first instance to the Academic Registrar setting out their reasons for the appeal.

Should the University have broken the law or failed to adhere to any of its own policies, or there is evidence of bias or prejudice, the Academic Registrar will instigate a formal procedure according to the University's published complaints procedure.

The University, however, will not normally change a decision not to offer a place on a programme of study should the applicants' actual performance, for example in 'A'- level examinations, was not as predicted at the time of their application.

Complaints

Applicants who believe their application may not have been handled appropriately through the admissions process should write to the Assistant Registrar of Admissions and Visa Compliance setting out the nature of their concerns.

Applicants who remain dissatisfied following such discussions may also write to the Academic Registrar setting out their concerns. Should the University have broken the law or failed to follow its own processes and procedures, the Academic Registrar will instigate a formal complaints procedure according to the University's published complaints procedure.

Enrolment and Induction

Applicants who have accepted an Unconditional offer will be invited to register at the University. The RAU registration process is in 2 stages. Students are invited (mid-August onward if starting in September / early-January onwards if starting in Jan/February) to complete their online self-registration before they arrive for the start of their course.

Disclaimer

The University reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge or combine programmes, both before and after a student's admission to the University, if such action is reasonably considered necessary by the University.

In the event that, prior to the student commencing the first term of study, the University discontinues the programme, the student may either:

a. withdraw from the University without any liability for fees, or
b. transfer to such other programme (if any) as may be offered by the University, for which the student is qualified.

If in these circumstances the student wishes to withdraw from the University and to enrol on a course elsewhere, the University shall use its reasonable endeavours to assist the student.

Further information

Relevant websites

For studying at the University:

- https://www.rau.ac.uk/study/undergraduate-study
- https://www.rau.ac.uk/study/postgraduate-study

For international students:

- https://www.rau.ac.uk/study/international-students

General information about the University:

- https://www.rau.ac.uk/

Relevant publications

The University publishes an undergraduate and a postgraduate prospectus which is available either online or by ordering them online:

https://your.rau.ac.uk/form/Prospectus-Request

Contact details

For further information regarding the RAU Admissions Policy or admissions in general, please, contact:

Admissions Office
Royal Agricultural University
Stroud Road
Cirencester, GL7 6JS
UK
E-mail: admissions@rau.ac.uk Tel: +44 (0)1285 889912

Version Control

Purpose/change	Name and job title	Date
Amendment to PGR application process and other minor changes to sites links etc	Katerina Emmanouilidou, Assistant Registrar – Admissions & Visa Compliance	24/03/2026

This document will be reviewed in 2 years' time.

[i] VCEG decision 16 March 2021

[ii] VCEG decision 16 March 2021