

Oversubscription Policy

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| **POLICY TITLE** | Oversubscription Policy |
| **DATE APPROVED** |  |
| **APPROVING BODY** | RASC |
| **VERSION** | 2 |
| **PREVIOUS REVIEW DATES** |  |
| **NEXT REVIEW DATE** | September 24 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** | No impact |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | Admissions Policy |
| **IMPLEMENTATION DATE** | After Approval at Academic Board |
| **POLICY OWNER (JOB TITLE)** | Head of Admissions |
| **UNIT / SERVICE** | MCSR |
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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 1.0 | 13/03/2024 | New Policy |

# Introduction

## **Purpose**

### The purpose of the policy is to highlight to applicants that teacher training and certain Health programmes are subject to targets from accrediting/professional bodies.

## **Scope**

### The policy lists the programmes which are subject to a maximum number of places, which could include placements, and outlines reasons which may result in the exceeding of the number of places and or placement. Actions taken and what happens when places or placements are not allocated is contained within the policy.

# Policy Section

**OVERSUBSCRIPTION POLICY**

## Aims

Cardiff Metropolitan University in line with its Admissions Policy and compliance with the QAA Quality Code for Higher Education, conducts its selection process in an open, objective, transparent and non-discriminatory manner.

The selection process for Initial Teacher Training and Health programmes are subject to a maximum number of places based on Education Workforce Council and Health Education in Wales (HEIW) commissioning targets and limits for each academic year.

The policy applies to the following current programmes:

BA Primary QTS, PGCE Primary and Secondary programmes, BSc Healthcare Science, BSc Human Nutrition & Dietetics, BSc Podiatry, BSc Speech & Language Therapy, PGDip/MSc Dietetics.

2.2 Offer Making

Offer making is managed so that in normal circumstances all offer holders who meet all the conditions of their offer will have a place. However certain circumstances which are outside the control of the University may result in oversubscription where the number of applicants meeting offer conditions exceeds the number of places available. These circumstances can include changes to assessment methods for qualification and changes to grading and/or award allocation processes.

## 2.3 Actions Taken When Oversubscription Happens

In the event of oversubscription the University will first seek to increase the number of places and or placements available in negotiating with the commission body.

If the number of places and or placements cannot be increased, the University reserves the right to make an independent academic decision on offer holders and will allocate places on a fair and reasonable basis.

Applicants who meet entry requirements are scored by attending an Interview and offers are then made based on these scores. This score would be used in the event of oversubscription for applicants who have met or exceeded the conditions of their offer. Overall tariff score and/or grades achieved may also be used to differentiate between those with the same interview score.

The University will not be liable for any loss or damage arising from any inability or failure to admit an offer holder to the University as a result of oversubscription that is outside its reasonable control.

## What Happens When Places Are Not Allocated

If you are not allocated a place and or placement, once results are received in August due to oversubscription the University, will

1. Offer an opportunity of deferral to the next available entry point/academic year.

OR

1. Offer you a place on an appropriate alternative programme at the University.

## Reporting and Monitoring

The Head of Admissions will monitor levels of oversubscription and report this annually to the Recruitment and Admissions Strategy group in order to assess if the University needs to change its procedures.

# Roles and Responsibilities

## The policy applies to applicants applying to study at the University.

## The Head of Admissions has responsibility for ensuring compliance of the policy,

# Related Policies and Procedures

## The policy should be read in conjunction with both the Admissions Policy.

# Review and Approval

## The policy is reviewed annually in line with the Admissions cycle and any changes made are reviewed at the Recruitment and Admissions Strategy committee. Final approval lies with Academic Board.