



ADMISSIONS OFFICE: INTERVIEW AND SUPPLEMENTARY INFORMATION FORM: LEVEL 4 AND 5

Guidelines for the completion of this form:

- If an applicant does not meet the general and specific UCP's entry requirements, as set out in the Academic Regulations, for an award at the level applied for; this form must be completed if the Course Leader wishes to recommend the applicant for entry to the course.
- Course Leaders may also use this form in cases where applicants do not meet course specific entry requirements but do meet the UCP general and specific entry requirements for an award at that level. In such cases this form will be used to provide an audit trail of the decision making process.
- Exceptionally, evidence of an equivalent learning achievement may be considered to qualify for admission provided the applicant demonstrates that they have achieved the required level of knowledge and skills e.g. through documentary evidence, personal interview, written work, relevant work experience or a combination of these.

You **MUST NOT** guarantee or confirm places to an applicant during an interview. The outcome of the interview will be confirmed to the applicant by UCP Admissions.

Please ensure that all fields are completed and that the form is returned to UCP Reception immediately after the interview.

Student ID/UCAS ID:

Applicants Full Name:

UK/EU National?

Yes No

Course Applied For:

Proposed Course Start Date (mm/yy):

Proposed Mode of Study:

FT PT Accelerated

Standard entry requirement for the course:

Applicant's qualifications and relevant experience:

Do the applicant's qualifications meet the UCP specific entry requirements for an award at this level as approved in the UCP Academic Regulations, Section 4? Yes No

If 'No' please indicate the course of action taken to provide evidence that the applicant can cope with and benefit from the course. Approval must be obtained before the student registers on the award.

Interview Essay Experience Other (specify): _____

The form with accompanying documents (e.g. completed sample of written work) should be returned to Admissions.

COURSE LEADER RECOMENDATION

Recommendation	SUMMARY OF REASONS FOR DECISION: (this section must be completed, and will be used if the applicant requests feedback)
Conditional Offer Please state Conditions (e.g. 80 UCAS points / 400 hours work experience / subject to completion of essay)	
Unconditional Offer Please state reasoning (e.g. Holds 80 UCAS points and GCSE's English and Maths at grade C or above / mature student with relevant industry experience and essay task completed to a high standard)	
Rejected/Alternative Course Recommended Please state reasons/details:	

Course Leader Signature

Recommendation Date:

Admissions Office Use Only:

Name of Admission Officer checking and processing form: _____

Date completed from received by Admissions: __/__/__

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