

# Admissions Policy

The Courtauld Institute of Art Admissions Policy supports the mission and the vision of the School, and applies to all admissions for entry from the academic year 2021/22 to 2023/24.

## 1. Introduction

### 1.1 Introduction

The key aims of the The Courtauld's Admissions Policy are:

- Making our admissions systems as fair, consistent, transparent and clear as possible by publishing our requirements and criteria.
- Judging all applicants equally by both their achievements and their potential to complete their course.
- Striving to minimize barriers for applicants, diversifying our student intake from underrepresented groups, offering a broad range of programmes and initiatives in order to help attract and encourage the most capable students from all backgrounds.
- Conducting our admissions processes in a manner that is professional in every respect and supported by appropriate institutional structures and processes.

The Courtauld is furthermore committed to reviewing admissions procedures and their implementation on a constant basis, in order to ensure that they operate to the highest possible standards and in the fairest manner possible.

### 1.2 Equal Opportunities

The Courtauld Institute of Art confirms its commitment to the elimination of all forms of discrimination and to provide an environment where individuals are treated fairly, with respect and dignity.

This commitment is demonstrated through active promotion of The Courtauld's [equal opportunities policy](#). The aim of the policy is to ensure that no employee, job applicant, student or volunteer receives less favourable treatment because of age, disability, gender, marriage and civil partnership, nationality, national or ethnic origin, parental or caring responsibilities, politics, pregnancy and maternity, race, religion or belief (including lack of belief), sex, sexual orientation, or trade union membership.

The Courtauld expects all individuals to recognise their responsibilities under this policy and act in accordance with it.

### 1.3 Widening Participation

At The Courtauld, we are on a mission to make History of Art accessible to all.

We are committed to allowing all our applicants to demonstrate their potential and show themselves to their best advantage. We are committed to diversifying our student intake from underrepresented groups, offering a broad range of programmes and initiatives in order to help attract and encourage the most capable students from all backgrounds.

## 2. Context

### 2.1 Committees and Individuals Involved

The Committees and individuals responsible for the institutions admissions policy, its review and approval:

The Admissions and Enrolment Manager is responsible for updating The Courtauld's Admissions Policy. The policy, including any changes, is approved by the Admissions Committee, and subsequently by the Academic Board. Applications to research degrees and the related admissions policy are considered by the Research Degrees Committee.

### 2.2 Committee Members (in terms of job description)

Relevant committees to the Admissions Policy

Members of The Academic Board include:

- Director (in the chair)
- All members of faculty
- President of the Students' Union
- Postgraduate student if the above is an undergraduate and vice versa
- Co-opted members of whom at least 2 shall be both
  - (a) from other Colleges or Institutes of the University of London and
  - (b) co-opted subject to the agreement of the Governing Board

Members of the Admissions Committee include (based on Admissions and Widening Participation pre-2019/20 – membership to be confirmed Autumn Term 2019):

- Head of Admissions (in the chair)
- Academic Registrar
- Admissions and Enrolment Manager
- Dean & Deputy Director
- Head of Public Programmes & 1 members of department
- Head of Human Resources
- Head of BA and Courtauld Graduate Diploma Programmes
- Head of History of Art Programme
- Representative from Conservation

- President of Student Union
- External member with relevant expertise

Members of the Research Degrees Committee include:

- Head of Research Degrees (in the Chair)
- 3 professors of the Institute
- 3 members of academic staff
- 2 external members, one from another college of the University of London and one from a museum or gallery

### 2.3 Remit and Responsibilities of the Committees/Individuals

The Admissions Committee advises the Academic Board on quality assurance, regulatory and policy issues in respect of admissions for the full spectrum of programmes.

- To advise on admissions and selection criteria and processes for all programmes.
- To monitor the implementation and effectiveness of the Institute's policies on admission, recommending admission targets for all programmes in the light of OfS policies.
- To advise on the marketing and promotion of all programmes.
- To advise on collaboration in this context across the Institute and outside.
- To advise on funding for current programmes and new initiatives.
- To consider and advise on proposed and actual changes of policy and major changes of procedure made by UCAS, OfS and other relevant bodies.
- To report termly to the Academic Board.

The Research Degrees Committee (RDC) oversees and monitors the registration and progress of research students at the Institute and to make recommendations on related matters of policy. In terms of admissions, the RDC:

- Considers applications for PhD registration.
- Approves such applications and appoints the supervisor(s), or rejects such applications.
- Nominates students for CHASE AHRC consideration.
- Reports termly to the Academic Board.

Subject to the responsibilities of the Governing Board and of the Director, the Academic Board is responsible for the following matters, having regard at all times to the educational character and objectives of the Court as determined by the Governing Board. With regard to admissions, the Academic Board is concerned with:

- Matters relating to the teaching, courses, scholarship and research of the Courtauld, including the criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for the examination and assessment of the academic performance of students; the content of the curriculum; the quality of courses, academic standards and the validation and review of courses; provisions relating to the expulsion of students for academic reasons;
- In particular the Academic Board is responsible for organising an institutional academic review every five years.

Staff training and support is provided to academic and administrative staff involved with admissions:

- An annual review of individual training needs for academic staff is conducted by their line manager.
- The Student and Academic Services Department, of whom the Admissions and Enrolment Team are a part of, advises Committee members of relevant changes to external regulations and any additional training required as a result.
- Annual appraisals highlight any training needs which are then addressed.
- The UCAS correspondent within the The Student and Academic Services Department receives and distributes regular information from UCAS to the relevant staff.
- Staff members attend external Conferences and Training Days specifically aimed at Admissions Professionals (e.g. SPA, UCAS, HEFCE).
- Meetings held by intercollegiate groups for University of London admissions professionals are attended by The Student and Academic Services staff.

## 3. Admissions Processes

### 3.1 Qualifications, Knowledge and Qualities Sought Standard Entry Requirements

All entry requirements listed below are standard. We accept equivalent international qualifications and will assess applications from mature students with relevant experience though accreditation of prior learning/accreditation of prior experiential learning (APL/APEL).

#### International Students

For all programmes:

International applicants are considered on the basis of UK NARIC international equivalent qualifications.

For an applicant whose first language is not English we require an IELTS score of 7.0 overall (with no less than 6.5 in Reading and Writing) or recognised equivalent as laid out in our English Language Requirement guidance.

## BA History of Art

Successful applicants have usually gained three A levels at grades AAB or equivalent.

We have a commitment to widening participation and reserve the right to make contextual offers to applicants from socio-economic groups that are under-represented in Higher Education.

## Graduate Diploma in the History of Art

Successful applicants have usually gained a 2.1 or international equivalent in a first degree.

Candidates with qualifications in unrelated disciplines and those with equivalent professional qualifications will be considered.

## Postgraduate Diploma in the Conservation of Easel Paintings

Successful applicants have usually gained a 2.1 or international equivalent in their first degree, normally in arts, humanities or sciences. Candidates should be able to describe their understanding of and commitment to professional conservation.

## MA History of Art

Successful applicants have usually gained a good 2.1, considered to be an overall average of 65% or above, or international equivalent in a humanities subject.

## MA Buddhist Art: History and Conservation

Successful applicants have usually gained a good 2.1, considered to be an overall average of 65% or above, or international equivalent.

## MA Curating the Art Museum

Applicants should have a good 2.1 in an undergraduate degree or a postgraduate degree with a Merit (or international equivalent) with at least one specialist module in the history of art.

## MA Conservation of Wall Painting

Successful applicants have usually gained a 2.1 or international equivalent in their first degree, normally in arts, humanities or sciences. Candidates should be able to describe their understanding of and commitment to professional conservation.

## Research

Applicants are normally expected to hold a Master's degree in a subject relevant to their proposed research with at least 70% in the dissertation or thesis, or international equivalent.

## 3.2 The Decision-making Process: How Merit and Potential are Interpreted

All aspects of an application – both from UCAS for undergraduate applicants and our online application portal for postgraduates – are considered equally, looking at academic qualifications, statements and reference(s) equally.

Interviews are used for some postgraduate programmes. Discussion with candidates allows academic staff to assess merit further than the application and supporting documents allow if considered alone.

Interviewers do not expect students to know about art history. Instead, they should show an intelligent interest in the visual, and an enthusiasm for looking at and thinking about art.

Our guidelines for maintaining consistency in interviews involves:

- having two interviewers – thus balancing opinions
- pairing more experienced interviewers with less experienced staff
- making sure that these pairings are not repeated in the interview sessions through the year. This means that interviewers will be paired with the maximum variety of other interviewers, and come to appreciate the median standard.

## BA History of Art

Candidates are assessed using the following:

1. Qualification predictions and results
2. UCAS personal statement
3. UCAS reference
4. English proficiency certificate (if applicable)

The most promising 175-200 candidates are then made offers.

In our assessment, we look not for knowledge of art history, but for interest in the visual, care in looking, genuine enthusiasm for art (i.e. have applicants visited their local gallery or played important roles in the school's cultural societies?).

Applicants should also show at least an elementary pleasure or interest in the intellectual in the broadest sense: in ideas, in the imaginative, in the need to be critical.

The Courtauld no longer interviews candidates for the BA History of Art programme, though may get in touch with the applicant where there are questions arising the contents, or lack thereof, of an application.

## Graduate Diploma in the History of Art

1. Application form
2. Written work
3. Transcript of predicted/achieved grades
4. Two confidential references
5. English proficiency certificate (if applicable)
6. Interview (unless otherwise indicated)

Applicants to the Graduate Diploma normally apply from a discipline other than art history. For this reason, they may not have an example of written work which focuses on art history; therefore, we ask applicants to write a short piece (about 2,000-4,000 words in length) on a historical or art historical subject to submit with their application. Applicants may submit papers from other humanities disciplines, provided they are relevant in some way to art history.

## Postgraduate Diploma in the Conservation of Easel Paintings

1. Application form
2. Transcript of predicted/achieved grades
3. Two confidential references
4. English proficiency certificate (if applicable)
5. Interview

Selected applicants will be invited to an on-site interview that lasts for a full working day. Admission to the course is dependent on the outcome of the interview, and places are not offered without interview. Candidates invited for interview will be asked to bring a portfolio of their own art work, and during interview they will be asked to carry out a series of tasks to check colour vision, assess manual dexterity, and problem-solving skills. There will also be a short slide test to assess powers of observation. Please note that this is not an assessment of prior knowledge, but rather an opportunity to demonstrate your observation abilities.

## MA History of Art

1. Application form
2. Written work
3. Transcript of predicted/achieved grades
4. Two confidential references
5. English proficiency certificate (if applicable)
6. Interview (unless otherwise indicated)

The MA History of Art is a specialised MA degree, in which the students concentrate on a particular topic (special option) for the entire duration of the programme. There are a number of options available each year across the art history periods. Applicants are asked to apply for up to three options in order of preference and will be considered for these options by the special option tutors accordingly.

Applicants may or may not be interviewed (in person or via Skype or telephone), according to the preference of the special option tutor. All applications will be considered according to the same time scale, regardless of the option under consideration.

## MA Buddhist Art: History and Conservation

1. Application form
2. Transcript of predicted/achieved grades
3. Two confidential references
4. English proficiency certificate (if applicable)
5. Interview (in person or Skype)

Applicants may or may not be interviewed (in person or via Skype or telephone), according to the preference of the Head of Programme, but all applications will be considered.

## MA Curating the Art Museum

1. Application form
2. Written work
3. Transcript of predicted/achieved grades
4. Two confidential references
5. English proficiency certificate (if applicable)
6. Interview (unless otherwise indicated)

Applicants are initially assessed on their application form and, if considered suitable, invited to interview. Applications are assessed on qualifications and relevant experience. Applicants may join this course directly from undergraduate study or after a postgraduate course or work in a relevant field.

## MA in Conservation of Wall Painting

1. Application form
2. Transcript of predicted/achieved grades
3. Two confidential references
4. English proficiency certificate (if applicable)
5. Interview

Applicants invited for interview will be asked to bring examples of work that they consider relevant to their applications. This may include a wide range of material, including written work (such as a dissertation or project report), and may, but is not required to, include examples of practical or creative work. During interview applicants will also be asked to carry out a series of tasks to check colour vision, assess manual dexterity, and problem-solving skills. There will also be a short slide test to assess powers of observation. Please note that this is not an assessment of prior knowledge, but rather an opportunity to demonstrate your observation abilities.

## Research

1. Application form
2. A substantial piece of written work
3. Transcript of predicted/achieved grades
4. Two confidential references
5. English proficiency certificate (if applicable)
6. Interview
7. Assessment by the Research Degrees Committee

Applicants to research degrees must make contact with a member of academic staff in advance of making an application to discuss their proposed research. Following this discussion, the proposed supervisor will provide a short report of the application to the Research Degrees Committee.

### 3.3 Assessment and Consideration of Applications

#### BA History of Art

Applications are made via UCAS (Universities and Colleges Admissions Service). All applications must be received by the UCAS deadline in January. No applications received after this deadline will be considered.

Applications received by the January UCAS deadline are given equal consideration. Whilst some early offers may be made, the majority of applications are considered under a “gathered field” approach. This involves deferring final selection on some applicants until all on-time applications have been received and considered.

At every stage of the selection process, Institute staff use the following criteria for assessing applicants. Successful applicants will demonstrate:

- Potential for developing the skills used in humanities subjects, (such as History, English Literature, and Religious Studies). Skills required in the study of Art History include critical thinking, and the ability to analyse texts, debate ideas, and write with clarity.
- Potential aptitude for visual analysis. The ability to translate what one sees into words, and ultimately into coherent discussion as well as into succinct verbal and written presentations. Successful applicants will demonstrate the desire to develop these skills, and be willing to extend and diversify their approaches to objects and images under the guidance of their tutors.
- Potential to thrive in the environment offered by a specialist teaching institute. Their level of maturity should be such that they can negotiate both large lecture courses and small seminar groups, managing tasks such as oral presentations and group discussions. A potential for teamwork as well as individual contributions to the community is desirable.
- Openness to new ideas, and a tolerance for the ideas of others. Successful applicants will demonstrate both a desire to learn and the potential to be ‘teachable’, in terms of that openness and tolerance.

#### Courtauld Graduate Diploma in the History of Art

Applications are made directly to The Courtauld, and are considered by the Head of Programme.

Applications should be made before the end of March, although applications received after the deadline will be considered as long as there are places available on the course.

Applications are usually considered in April and May, and interviews are normally held in late May. Final decisions on unsuccessful applications may be made without interview. Strong applicants may be interviewed in person or via Skype or telephone usually by two members of academic staff, or offers may be made on the basis of the application and supporting documents alone.

#### Postgraduate Diploma in the Conservation of Easel Paintings

Applications are made directly to The Courtauld, and are considered by the Head of Conservation and Technology and one other member of academic staff. Selected applicants will be invited for interview on site, and no offers of a place will be made without interview.

## MA History of Art

Applications are made directly to the Courtauld and are considered for each option in order of preference, with unsuccessful applications for each round being passed to the next.

Candidates may be interviewed in person or via Skype or telephone usually by two members of academic staff, or offers may be made on the basis of the application and supporting documents alone.

Successful candidates will be notified by the the Admissions and Enrolment Team of their offer by the end of March.

Any candidates not made an offer by the end of Round 3 are forwarded to MA Clearing. Applicants should indicate whether they wish to be considered for MA Clearing in the appropriate place on the application form.

Candidates wishing to be considered in MA Clearing are considered for alternative options which may still have places available and to which the candidate may be suited. The Head of Programme decides which applications to pass to which tutors, according to the number of places on each option and the suitability and interest of each applicant to the available options. Final MA Clearing decisions are usually available at the end of May.

## MA Buddhist Art: History and Conservation

Applications are made directly to the Courtauld. Candidates may be interviewed in person or via Skype by two members of academic staff. Successful candidates will be notified by the the Admissions and Enrolment of their offer by the end of April.

## MA Curating the Art Museum

Applications are made directly to The Courtauld, and are considered by the Head of Programme and one other member of academic staff. Final decisions on unsuccessful applications may be made without interview. Strong applicants are usually interviewed in person or via Skype or telephone usually by two members of academic staff. In exceptional circumstances, offers may be made on the basis of the application form and supporting documents alone.

## MA Conservation of Wall Painting

Applications are made directly to The Courtauld, and are considered by the Head of Programme and one other member of academic staff. Final decisions on unsuccessful applications may be made without interview. No offers are made without an on-site interview.

## Research

Applications are made directly to The Courtauld, and are considered initially by the proposed supervisor, which must be indicated by the applicant. The supervisor's decision is then considered and ratified by the Research Degrees Committee (RDC) in March each year. Applicants must make direct contact with their preferred supervisor before submitting their application in order to discuss their research proposal and the suitability of both applicant and supervisor to the topic. The proposed supervisor will submit a report on the application to the Academic and Enrolment Team in preparation for the next scheduled meeting of the RDC. The RDC considers the research proposal, transcripts, references and proposed supervisor's report for each applicant and make recommendations, either to accept or to reject the application. The RDC may also suggest other possibilities (i.e. a change to the research proposal or supervisor in order to accept the applicant).

### 3.4 Who is responsible for making decisions?

#### BA History of Art

All applications are overseen by the Admissions Team, with borderline cases discussed among with the Head of BA Admissions in order to reach a decision.

#### Courtauld Graduate Diploma in the History of Art

All applications are overseen by the Head of Programme. Decisions to select an applicant for interview or to make a decision without interview are made by the Head of Programme. Decisions following interview are made by the interviewers, who are two members of academic staff. Borderline cases are discussed among the interviewers and the Head of Programme in order to reach a decision.

#### Postgraduate Diploma in the Conservation of Easel Paintings

All applications are overseen by the Head of Conservation and Technology. Decisions to select an applicant for interview are made by the Head of Conservation and Technology and two other members of academic staff. Decisions following interview are made by the interviewers, who are three members of academic staff. Borderline cases are discussed among the interviewers and the Head of Conservation and Technology in order to reach a decision.

#### MA History of Art

Applications are overseen by the Head of Programme. Decisions to select an applicant for interview or to make a decision without interview are made by the special option tutor. Decisions following interview are made by the interviewers, which will be two members of academic staff, including the special option tutor. Borderline cases are discussed between the interviewers and the Head of Programme in order to reach a decision. If an applicant is unsuccessful for all the options applied for, the Head of Programme will recommend the applicant for alternative options, if appropriate. Final decisions are made by the special option tutor.

#### MA Buddhist Art: History and Conservation

Applications are overseen by the Head of Programme. Decisions to select an applicant for interview or to make a decision without interview are made by the Head of Programme. Decisions following interview are made by the interviewers, which will be two members of academic staff. Borderline cases are discussed between the interviewers and the Head of Programme in order to reach a decision. Final decisions are made by the Head of Programme.

### MA Curating the Art Museum

Applications are overseen by the Head of Programme. Decisions to select an applicant for interview or to make a decision without interview are made by the Head of Programme and one other member of academic staff. Decisions following interview are made by the interviewers, who are two members of academic staff, including the Head of Programme. Borderline cases are discussed among the interviewers.

### MA in Conservation of Wall Painting

All applications are considered by at least two selectors, including the Head of Programme and another member of the academic staff. Decisions to select an applicant for interview or to make a decision without interview are made by the Head of Programme and one other member of academic staff. Decisions following interview are made by the interviewers, who are two members of academic staff, including the Head of Programme.

### Research

Applications are overseen by the Research Degrees Committee. Interviews are held by the proposed supervisor and may include one other member of academic staff depending on the proposed research. Recommendations to accept or reject application are made by the proposed supervisor and considered by the Research Degrees Committee. Final decisions are made by the Research Degrees Committee.

### 3.5 Selectors

All academic staff involved in admissions decisions attend training sessions ranging from matters regarding unconscious bias through to addressing Widening Participation issues. A guide to admissions policy and procedures for admissions tutors is drawn up before the start of each admissions cycle.

The Admissions and Enrolment Team provides information and instructions about admissions policy and procedures to all staff involved in admissions.

### 3.6 Notes of Qualifications

- General policies on the qualifications required for entry are provided in the prospectus and online at: [www.courtauld.ac.uk/degreeprogrammes/](http://www.courtauld.ac.uk/degreeprogrammes/)
- Candidates who have achieved an overseas qualification should contact UK NARIC ([www.naric.org.uk](http://www.naric.org.uk)), an organization which calculates equivalent qualifications
- Applicants may be given credit for prior learning (either certified or experiential) if it is judged to be appropriate in terms of content and level. In such cases, the student may be allowed entry to the programme without meeting the standard entry

requirements. Requests for assessment of prior learning (APL) or assessment of prior experiential learning (APEL) will be considered on an individual basis

- Enquiries should be made to the Admissions and Enrolment Team
- English language requirements: Applicants whose first language is not English are required to submit an English proficiency result to demonstrate that they have reached a minimum standard in the English language
- All applicants are asked to achieve the same score, regardless of the programme or level of programme they are applying to
- As government policy on English language proficiency test providers is subject to change throughout the year, the Courtauld Institute of Art website provides the most up-to-date information on which tests are accepted, and what may exempt a student from needing to take a test
- If a candidate's first language is not English, but s/he has studied at degree level where English is the language of instruction, s/he may be considered upon approval without an English proficiency result. (If such an institution is based in a non-English speaking country, a letter from the institution confirming the language of instruction should be submitted.)

### 3.7 Gathered Field Approach

Applications received by a programme's stated deadline are given equal consideration. Whilst a limited number of early offers may be made in some cases, the majority of applications are considered under a "gathered field" approach, which involves deferring final selection on some applicants until all on-time applications have been received and considered.

Where programmes accept applications after an initial deadline, applications are reviewed on a periodic basis, and are not subject to defined turn-around times.

### 3.8 Summary of Decisions

On the basis of the information given on the application and gathered through the selection process, the selector normally marks each application with a recommendation to either (i) accept unconditionally (ii) accept subject to specified conditions being satisfied or (iii) reject. The application is then returned to the Admissions and Enrolment team for checking and processing.

Postgraduate Taught and Research programmes may also (iv) place an applicant on a wait list, whereby a place (unconditional or conditional as above) may be offered to the applicant at the selector's discretion should a place on the programme become available. A wait list may be considered up to the end of August preceding the start of the programme. Wait lists are not ordered numerically, and are consulted on a holistic basis, and as such Admissions and Enrolment staff are not able to confirm an applicant's position on the wait list.

Selectors for the MA History of Art programme may in certain circumstances also elect to (v) recommend an applicant for the Graduate Diploma programme, in cases where the applicant is deemed to be in a position to benefit from direct prior study of History of Art, and (vi)

recommend an applicant qualifies for the MA History of Art programme, but ultimately reject from their option on grounds of lack of space.

### 3.9 UCAS Adjustment and Clearing

The Courtauld may elect to participate in UCAS Adjustment should the BA History of Art programme be short of its target intake within its overall capacity. Activities and consideration can be given to applicants approaching The Courtauld after the late June UCAS application deadline. The Courtauld may also elect to participate in UCAS Clearing. The decision to enter Adjustment and Adjustment rests with the Dean and Deputy Director.

### 3.10 Meeting Conditions

All applicants are expected to have met the conditions of their offer by 31st August of the application cycle in which they made their application.

The Courtauld reserves the right to make flexible decisions in cases where a student has narrowly missed out on the conditions of their offer, though exceptions cannot be made for conditions relating to English Language requirements.

### 3.11 Feedback on Applications

Feedback (on a offer/reject basis) regarding undergraduate decisions will be provided via UCAS Track in the first instance. For postgraduate programmes, feedback (on a offer/reject basis) is provided initially via email.

The Courtauld does not require the Admissions and Enrolment Team, or any of its academic departments or faculties, to provide further feedback beyond that given with the initial decision. However, if an applicant requests additional feedback in writing, the Admissions and Enrolment Team, the department or faculty may choose to provide additional information on the decision. As a highly competitive institution with limited capacity, we are not in a position to offer more specific feedback, other than that we are regrettably unable to offer places to all qualified candidates.

Under the Data Protection Act, The Courtauld cannot respond to requests from schools, parents/guardians or advisers for feedback on unsuccessful applications. However, a request for feedback can be provided in response to a request made in writing by a school, parent/guardian or adviser when it is accompanied by a written statement from the applicant giving consent to the discussion of their application with the named third party.

A request for additional feedback will not be considered as an appeal against the decision on the application. When such a request is received, this will not prompt a review of the application nor will providing feedback to an applicant imply that an application has been re-considered.

The Courtauld will not consider any new information or documentation that is submitted as a result of any feedback received. Applicants who wish to be re-considered are required to re-apply the following year and to be considered in competition with all other applicants.

The Courtauld will consider a complaint relating to an applicant for admission only if it is in relation to process and procedure. Complaints relating to an academic judgement made on an application will not be considered.

### 3.12 Transfers

The Courtauld does not have any arrangements for student transfers for any programme, with the exception of when a new member of faculty wishes to bring a Research student with them from a prior institution.

## 4. Appeals, Complaints and Codes

### 4.1 Appeals and Complaints

Appeals relating to admissions decisions should be put in writing and sent to the Academic Registry. The appeal will be logged and passed to the Head of Admissions for the programme and the Dean for reconsideration.

If either member of staff was involved in the original decision, then the application will be passed to another suitable member of academic staff. The final decision will be sent to the applicant by the Academic Registry on behalf of the tutor. The Courtauld is not obliged to change a decision at appeal. Appeals will only be considered on the grounds that formal admissions procedure was not followed. All decisions are final, and no member of staff will enter into conversation regarding an appeal except to inform appellants of the proper procedure.

Complaints about admissions policy or procedure should be addressed to the Academic Registrar within the Academic Registry. The response will be sent to the applicant from the Academic Registrar.

We cannot respond to complaints on behalf of an applicant without the written permission of the applicant concerned to do so.

### 4.2 Codes and procedures to which the admissions policy adheres

- QAA code of practice
- UCAS
- UKVI Tier 4 visa regulations
- US Department of Education (Federal Loans)
- Office for Students

## 5. Related Policies and Guidance

### 5.1 Related Practice

Issues in considering applications

- If a UCAS applicant has been flagged by the UCAS Similarity Detection Service, confirmation of this will be sent to the Head of Admissions. Cases will be dealt with on an individual basis and the decision on the application will be made according to the total contents of the application form and, where applicable, the interview.
- If a UCAS applicant is suspected of having submitted a fraudulent application, the application will be reported to UCAS for investigation. Depending on the findings, the application may be cancelled at any time. The applicant will be informed of this by UCAS. If a direct applicant is suspected of having submitted a fraudulent application, the application will be investigated internally. Depending on the findings, the application may be cancelled at any time. The applicant will be informed of this by Admissions and Enrolment Team.
- Applicants may be asked if they have relevant criminal convictions (subject to the terms of the Rehabilitation of Offenders Act 1974, under which applicants do not have to declare spent convictions). Criminal records will be taken into account only when the conviction poses a risk to students and staff. Declaring a conviction will not prevent an applicant from being considered for a place.
- Undergraduate applications for deferred entry are accepted and considered in the same way as all other applications; those applying for deferred entry will be interviewed during the year that the application is made. Where an applicant has not applied for deferred entry, any request to defer will be considered on a case-by-case basis.
- Applicants are asked to declare disabilities at the point of application on a form which is not seen by selectors. They are also asked to detail any special arrangements needed should they be invited to interview, which will be seen by selectors. If offered a place, students are asked to confirm any disabilities at enrolment. Disabilities are logged on the student record in order to provide adequate support to the student. If a student has dyslexia, s/he must produce a test result which was conducted when the student was sixteen years of age or older. Students who have declared dyslexia at enrolment will be contacted by Student and Academic Services and will need to supply a test result or to arrange a test at the approved testing centre. Applicants should contact their Local Authority to enquire about eligibility to Disabled Student's Allowance (DSA). If they are entitled, the claim should be made before the start of the course to allow time for the Local Authority to process it before enrolment.
- Admissions procedures and student support systems at The Courtauld are constantly under review to assure fairness and equal treatment of applicants.
- We welcome applications from mature students (defined as age 25 or older). Applications are considered on the basis of suitability to the course alone.
- Applications from overseas students are welcomed. All applications are considered according to the same timeline, but interview arrangements may differ; applicants may be offered a Skype or telephone interview rather than an interview on site, or, for some programmes, a decision may be made without interview. Differences in educational systems and international qualifications are taken into account. Offers will be specific and will state the qualification and grade required.
- All postgraduate students will be required to pay a deposit to secure their place on the course before their offer will be considered firmly accepted. Students will receive an invoice by e-mail at the time of offer. The deposit amount for UK/EU students is

£500, and the deposit for overseas students is £1000. Overseas students will not be issued with visa support documentation until their offer has been firmly accepted. Deposits are nonrefundable, except to overseas students in the instance of visa refusal reported within 6 months of payment.

- Partnerships are being developed with schools through the Widening Participation strategic activities including the special exhibition and outreach projects for secondary schools, gallery visits led by Courtauld Students, regular Teachers' Evenings, the Student Ambassadors programme, The Courtauld Youth Council, the Animating Art History course for 16-19 year olds in partnership with University of the Arts, London and the Teachers' Forum.
- Students who already hold an undergraduate degree in a discipline other than art history are encouraged to apply for our Graduate Diploma, which serves as a conversion course for graduates who wish to study art history at the Master's level.
- Students on the Graduate Diploma programme who wish to apply to an MA programme at The Courtauld must complete the course with an average of at least 60% overall and 65% in the long essay. Students who meet this level are not guaranteed a place on the MA option of their choice, although every effort will be made to place them on a suitable option.
- We consider transfer applicants for the second of the BA History of Art programme on a case by case basis, providing there is space on the programme.
- Applicants and students who have special information or mitigating or medical circumstances should inform the Admissions and Enrolment Team in writing. They will be advised on the best course of action, depending on the circumstances.
- Applicants who are re-sitting qualifications for entry should inform the Admissions and Enrolment Team in writing. It is possible for confirmation decisions to be delayed until publication of the new results; however, the result must be submitted before the start of term and, if applying through UCAS, the result must be submitted before UCAS closes the file for that academic year.
- If an application is unsuccessful, applicants are welcome to re-apply the following year. No applications are guaranteed. Applicants cannot apply for a course they have already completed at The Courtauld.
- Applicants who are applying for readmission after withdrawal from a course are asked to apply via the standard procedure and are not guaranteed a place. Applicants are asked to include information regarding their previous withdrawal and their reasons for wanting to restart the course.
- Students who have interrupted studies and who follow the formal procedure have an automatic right to return to their course. If the course is no longer available at the time of the student's return, an alternative arrangement may be made.

## 5.2 Financial Support at the Application Stage

There is no financial support for applicants for travel expenses to interviews or bursaries/ fee waivers for admissions tests, etc.

Applicants who cannot attend interview for any reason should contact the the Admissions and Enrolment Team to discuss alternatives.

### 5.3 Privacy Policy

[Data, Privacy and IT](#)

### 5.4 Fee Assessment

[Tuition Fees](#)

### 5.5 Education Agents and Consultants

The Courtauld does not engage education agents or consultants to recruit students on its behalf. The Courtauld's Student Marketing and Admissions and Enrolment teams provide free and comprehensive support to all prospective students, their families and their teachers or advisers.

The Courtauld discourages prospective undergraduate students and their families or advisers from using education agents and/or consultants to assist with applications to study at the School.

We reserve the right to withhold response to inquiries made through education agents and cons