

COURTAULD

Admissions Policy

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Internal references	<ul style="list-style-type: none">• <i>Academic Regulations</i>• <i>Access and Participation Plan</i>• <i>Equality, Diversity and Inclusion Policy</i>• <i>Under 18 Policy</i>• <i>Data and Privacy Policy</i>• <i>Student Complaints Policy</i>
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1. Introduction

1.1 This policy sets out the Courtauld's policies and procedures relating to admission to all degree programmes across Undergraduate, Postgraduate Taught and Postgraduate Research levels of study.

1.2 This policy outlines:

- How we provide information about our programmes
- How we assess applications and communicate decisions
- How we provide support, advice and guidance for applicants

1.3 The Courtauld is committed to operating admissions practices that are fair, transparent, consistent and accessible, in line with Universities UK's Fair Admissions Code of Practice, of which the Courtauld is a signatory.

2. Purpose and Scope

2.1 The purpose of this Policy is to set out the principles and requirements that apply to admission to taught and research programmes at the Courtauld.

2.2 This policy supports the Courtauld's strategic vision to advance and widen participation in the understanding of the visual arts, ensuring students from all social, cultural and economic backgrounds have the opportunity to benefit from the Courtauld's unrivalled range and depth of teaching in the history, conservation, curation and business of art.

2.3 This Policy applies to:

- All applicants (and prospective applicants) for admissions to degree programmes at the Courtauld
- All supporters (family, guardians, teachers, advisors, agents) of applicants
- All Professional Services and Academic Staff supporting the admissions process

2.4 This Policy should be read alongside the relevant programme webpage, application guidance, offer-holder information and any conditions set out in an applicant's formal offer communication.

3. Legislative Context

3.1 This Policy is set within relevant legal and regulatory frameworks, including those relating to equality, consumer protection, data protection and immigration:

- [Equality Act 2010](#)
- [Data Protection Act 2018 and UK GDPR](#)
- [Consumer Rights Act 2015](#)
- [Higher Education and Research Act 2017](#)
- [UK immigration legislation and Home Office Student Sponsor requirements](#)
- [Office for Students conditions of registration](#)
- [Universities UK Fair Admissions Code of Practice](#)
- [Competition and Markets Authority guidance on consumer protection in higher education](#)

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3.2 References to external requirements in this Policy should be understood as references to those requirements which may be amended or updated after the review date of the Policy.

4. Policy

4.1 General Principles

4.1.1 The Courtauld will provide clear information about entry requirements, application routes, deadlines, selection processes, offer conditions, deposits, visa requirements and other matters relevant to admission.

4.1.2 Applications will be considered fairly and consistently against published criteria. The Courtauld will consider both prior achievement and potential, recognising that applicants may demonstrate readiness for study in different ways.

Consideration of potential achievement beyond academic qualifications may include (but is not limited to):

- consideration of different qualifications/routes into HE
- educational context
- participation in sustained widening participation outreach activity

4.1.3 The Courtauld is committed to widening access and participation. Admissions processes support the commitments set out in the Courtauld's [Access and Participation Plan 2025-2029](#) by seeking to minimise unnecessary barriers for applicants, promoting equality of opportunity for underrepresented groups. Contextual information may be used where relevant to support fair assessment and to recognise the circumstances in which an applicant's achievements have been gained.

4.1.4 The Courtauld will make reasonable adjustments to the admissions process where required. Disability declarations are used to arrange support or adjustments and are not used when making academic admissions decisions.

4.2 Entry Requirements

4.2.1 Entry requirements are published on programme webpages, and are reviewed and approved by the Undergraduate Admissions and Widening Participation Committee, Postgraduate Admissions and Widening Participation Committee, or Research Degrees Committee as appropriate. Applicants are encouraged to review entry requirement information before they apply.

4.2.2 Entry requirements are set to reflect the knowledge, skills and experience required for successful study on the relevant programme whilst also supporting fair access.

4.2.3 The Courtauld considers UK and international qualifications. International qualifications are considered with reference to recognised comparability information, including [UK ENIC](#) where appropriate.

4.2.4 Applicants whose first language is not English may be required to demonstrate English language proficiency. Accepted tests, scores and any exemptions are [published online in the Courtauld's English language requirements guidance](#).

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4.2.5 Where an applicant has studied at an appropriate level in English, this may be considered as evidence of English language proficiency, subject to the requirements published by the Courtauld and, where relevant, UK Visas and Immigration.

4.2.6 The Courtauld is committed to allowing all our applicants to demonstrate their potential, and show themselves to their best advantage, regardless of background. In recognition of the barriers applicants from underrepresented backgrounds face in applying to higher education, the Courtauld offers a contextual offer scheme. Eligible applicants may receive an offer of up to two grades lower than our typical grade requirements. Applicants from the following groups are likely to be made a contextual offer:

- Applicants from [IMD Q1&2](#)
- Applicants from the Global Majority (as defined in our [APP](#)).
- State school attendees
- Disabled Applicants
- Care experienced Applicants
- Carers
- Estranged Applicants
- Applicants who are the first in their family to attend higher education

4.2.7 All the Courtauld's admissions activities are monitored and evaluated in respect to its mission and targets as set out in the [Access and Participation Plan](#).

4.3 Application Routes and Deadlines

Undergraduate

4.3.1 Undergraduate applications are submitted through UCAS. Applicants are encouraged to apply by the relevant UCAS equal consideration deadline. [Further information is available online on the Courtauld's Undergraduate Study webpage.](#)

4.3.2 The Courtauld complies with the deadlines published by UCAS, ensuring that no application received by the equal consideration deadline is rejected on the ground that it was received after others. The Courtauld does manage and assess applications throughout the cycle and may make offers before the equal consideration deadline.

4.3.3 The Courtauld may consider undergraduate applications received after the equal consideration deadline where places remain available. It may participate in UCAS Extra or UCAS Clearing where places remain available after earlier deadlines have passed.

Postgraduate Taught

4.3.4 Postgraduate taught applications are made directly to the Courtauld through its online application form. Applicants should apply by the published deadline for the relevant programme. [Further information is available online on the Courtauld's Postgraduate Study webpage.](#)

Postgraduate Research

4.3.5 Postgraduate research applications are made directly to the Courtauld. Applicants are normally required to register interest through the published pre-application process before

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submitting a full application through its online application form. [Further information is available online on the Courtauld's Postgraduate Study webpage.](#)

General

4.3.6 Late applications may be considered where places remain available and where there is sufficient time to complete all admissions, offer, deposit, visa and enrolment requirements before the start of the programme.

4.3.7 Applicants should ensure that all required information and supporting documents are provided by the stated deadline. Incomplete applications may be delayed, withdrawn or considered based on the information available.

4.4 Assessment and Selection

4.4.1 Applications are assessed using the information provided in the application and any required supporting documents, which may include qualifications, transcripts, personal statements, references, written work, portfolios, research proposals or other programme-specific material.

Undergraduate

4.4.2 Undergraduate applications are assessed against the published entry requirements and selection criteria for the relevant programme. They are assessed by the Admissions Team and, where appropriate, by the Academic Head of Admissions. Contextual information may be used where applicable.

Postgraduate Taught

4.4.3 Postgraduate taught applications are assessed by the Admissions Team and, where appropriate, by academic programme leads with responsibility for admissions to the programme.

Postgraduate Research

4.4.4 Postgraduate research applications are assessed with reference to academic achievement and potential, the proposed research project, supervisory fit and capacity, and interview performance where an applicant is shortlisted.

General

4.4.5 Some programmes require additional selection activity, such as an interview, test, portfolio review or practical assessment. Where this is required, it will be set out in programme information or applicant communications.

4.4.6 The Courtauld does not normally interview undergraduate applicants, although an informal discussion may be used in limited circumstances where clarification is required, including during Confirmation and Clearing.

4.4.7 Interviews for postgraduate programmes may be used where they form part of the published or communicated selection process. Interview performance will be considered alongside the application and supporting documents.

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4.4.8 For the MA in the Conservation of Easel Paintings and MA in the Conservation of Wall Paintings, selected applicants may be required to complete relevant tests, submit a portfolio and attend an interview before an offer can be made.

4.4.9 For the MA History of Art, applications are reviewed with reference to the applicant's indicated option preferences and study interests, as well as the published entry requirements and selection criteria.

4.4.10 Further information on specific programme assessment requirements can be found on the [Courtauld's online application guidance](#).

4.5 Offers, Conditions and Decision Communication

4.5.1 Formal admissions decisions are communicated to applicants through UCAS for undergraduate, the Courtauld's application system for postgraduate, and via email.

4.5.2 An offer may be unconditional or conditional. Conditions may relate to academic qualifications, English language proficiency, references, document verification, fee status, deposits, visa requirements or other requirements relevant to admission.

4.5.3 Applicants are expected to meet the conditions of their offer by the deadline stated in their formal offer communication.

4.5.4 The Courtauld may consider whether an applicant who has narrowly missed an academic condition can still be admitted. This does not apply where the condition is required by law, regulation, visa sponsorship requirements or another mandatory requirement.

4.5.5 Where a deposit is required, the offer communication will state the amount, the deadline and how it should be paid. If the deposit is not paid by the deadline stated in the correspondence, the offer may be considered withdrawn.

4.5.6 Deposit, refund and cancellation terms are set out in the offer communication and [published fees and refunds information](#).

4.5.7 Applicants who receive offers to multiple programmes must firmly accept one offer only by the deposit deadline.

4.6 Feedback, Complaints and Appeals

4.6.1 The Courtauld is not normally able to provide detailed individual feedback to unsuccessful applicants. Where additional feedback is requested in writing, the Courtauld may provide brief feedback where this is appropriate and practicable.

4.6.2 A request for feedback is not an appeal and will not result in a reconsideration of the application.

4.6.3 The Courtauld will not normally consider new information or documents submitted after a decision has been made, unless this is requested by the Courtauld.

4.6.4 The Courtauld is committed to providing a transparent, fair and communicative Admissions service. Whilst it is hoped that most queries or issues can be resolved informally, there may be times when a formal appeal or complaint is necessary.

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4.6.5 An applicant may request a review of an admissions decision only where there is evidence that the admissions procedure was not followed.

4.6.6 Appeals relating to admissions decisions should be put in an email and sent to the Admissions Manager. The appeal will be logged and if appropriate passed to the Head of Admissions. 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.

4.6.7 The Courtauld will not consider a complaint or appeal that is based solely on disagreement with academic judgement.

4.6.8 Complaints or requests for review should be submitted in writing to the Admissions and Enrolment Team within 14 days of the relevant decision or incident, unless a different timescale is specified in the relevant procedure.

4.6.9 The Courtauld will normally communicate only with the applicant, unless the applicant has provided written consent for a named third party to discuss the application.

4.7 Applicant Responsibilities, Verification and Fraud

4.7.1 Applicants are responsible for providing complete, accurate and truthful information in their application and for responding to requests for information by the stated deadline.

4.7.2 Applicants are responsible for keeping their contact details up to date and for checking email communications from the Courtauld.

4.7.3 The Courtauld may verify qualifications, references, English language evidence, identity documents, fee status information, personal statements, research proposals and any other information provided as part of an application.

4.7.4 Where information appears to be false, misleading, incomplete, plagiarised, fraudulent or not the applicant's own work, the Courtauld may investigate, request further information, suspend consideration of the application, reject the application, withdraw an offer, withdraw visa sponsorship or withdraw registration if the applicant has enrolled.

4.7.5 The Courtauld may refer suspected fraud or other relevant matters to UCAS, awarding bodies, UK Visas and Immigration, the police or another appropriate body where it is lawful and appropriate to do so.

4.7.6 The Courtauld reserves the right to interview an applicant at any point in the admissions process where this is necessary to verify information, assess credibility or meet visa sponsorship requirements.

4.8 Specific Admissions Arrangements

4.8.1 Deferred Entry

4.8.1.1 The Courtauld may consider deferred entry requests on a case-by-case basis. Deferrals are normally permitted for one year only. Applicants seeking a longer deferral will normally be required to reapply.

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4.8.1.2 Where a deferral is agreed, programme content, tuition fees, entry requirements and other arrangements may change for the new year of entry.

4.8.2 Transfers and Prior Learning

4.8.2.1 The Courtauld may consider applications from applicants seeking to transfer from another institution where relevant prior credit or experience can be considered and where the programme structure permits it.

4.8.2.2 Research degree transfers may be considered where appropriate supervisory arrangements, registration requirements and governance approvals can be met.

4.8.3 Applicants Under the Age of 18

4.8.3.1 Applicants must be at least 17 years old at the point of admission, unless the requirement is specifically waived.

4.8.3.2 Where an applicant will be under 18 at admission or enrolment, the Courtauld will consider the application in line with its [Under 18 Policy](#) and Safeguarding obligations. Admission in such cases is exceptional and subject to appropriate arrangements being in place.

4.8.4 Criminal Convictions

4.8.4.1 Starting for the 2026/27 cycle, applicants are not normally required to declare criminal convictions as part of the application process unless this is required for a non-degree programme requirement at the Courtauld (work, accommodation etc.).

4.8.5 Disability and Reasonable Adjustments

4.8.5.1 Applicants are encouraged to tell the Courtauld about any disability, learning difference, mental health condition or long-term health condition where they require support or reasonable adjustments during the admissions process.

4.8.5.2 Information disclosed for support or adjustment purposes is handled separately from academic selection wherever practicable.

4.8.6 Fee Assessment

4.8.6.1 The Courtauld assesses fee status using information provided by the applicant and with reference to relevant [UK Government and UKCISA guidance](#).

4.8.6.2 If additional information is required to determine fee status, applicants must provide it by the deadline stated in email correspondence. Where information is not provided, the assessment may be finalised on the basis of the evidence available.

4.8.7 Student Visas

4.8.7.1 Applicants who require a visa to study in the UK must meet UK Visas and Immigration requirements and any Courtauld requirements for Student visa sponsorship. [The requirements and associated deadlines are set out clearly online on the Courtauld's International guidance](#), and in emailed offer communication.

4.8.7.2 The Courtauld will issue a CAS only where the applicant holds an unconditional offer, has met any deposit requirement, and has satisfied the checks required for sponsorship.

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4.8.7.3 The Courtauld may withdraw an offer or decline to issue a CAS where there are significant concerns that the applicant will not meet visa requirements, will not obtain a visa in time, or will not be able to enrol within the permitted period.

4.8.8 Education Agents

4.8.8.1 The Courtauld does not currently use education agents to recruit applicants on its behalf.

4.8.8.2 Applicants are encouraged to contact the Courtauld directly for admissions advice and support.

4.8.9 Programme Changes or Discontinuation

4.8.9.1 The Courtauld will make all reasonable effort to provide clear and accurate information about programmes. Where a significant change or discontinuation affects applicants or offer holders, the Courtauld will communicate the change and any available options as soon as reasonably practicable.

4.8.10 Refund and Cancellation rights

4.8.10.1 Applicants have the right to a 14-day cancellation period, starting from the day an applicant accepts their offer from the Courtauld. Cancellation rights are set out in offer communication and published fees and refunds information.

4.8.10.2 An applicant can cancel their acceptance for any reason during this period by clearly expressing their decision in writing by emailing the admissions team. [Further information on fees and refunds is available online.](#)

4.8.10.3 If an applicant cancels their acceptance after paying tuition fees within the 14-day period, the Courtauld will reimburse the applicant including their deposit no later than 14 days after the day on which the applicant informed the Courtauld of their cancellation.

4.8.11 Reapplying and Readmission

4.8.11.1 An unsuccessful applicant may reapply in a future admissions cycle. A previous unsuccessful application will not disadvantage a future application.

4.8.11.2 Applicants seeking readmission after withdrawal from a Courtauld programme must apply through the standard admissions process and are not guaranteed a place. Applicants are asked to include information regarding their previous withdrawal and their reasons for wanting to restart the programme.

4.8.11.3 Applicants cannot apply for a programme they have already completed at the Courtauld.

5. Roles and Responsibilities

Role or Committee	Responsibility (in relation to the Policy)
Admissions and Enrolment Manager	<i>Responsible for maintaining this Policy, coordinating review and consultation, and oversight of admissions operations.</i>
Admissions and Enrolment Team	<i>Responsible for managing applications, communicating formal admissions</i>

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	<i>decisions, supporting applicants and offer holders, checking offer conditions, verifying information and maintaining admissions records.</i>
Academic Head of Admissions	<i>Provides academic oversight of admissions practice and supports consistency in academic admissions decision-making across taught programmes.</i>
Academic Registrar	<i>Responsible for overseeing Admissions related appeals and complaints.</i>
Academic Staff and Programme Leads	<i>Responsible for contributing to admissions decisions where academic judgement is required, including assessment of academic suitability, interview outcomes, portfolio or test performance, research proposals, supervisory fit and programme-specific requirements.</i>
Admissions and Widening Participation Committees (Undergraduate, Postgraduate)	<i>Consider relevant admissions policy matters for taught programmes, including widening participation considerations, within their terms of reference.</i>
Research Degrees Committee	<i>Considers research degree admissions matters and relevant research admissions policy issues within its terms of reference.</i>
Academic Board	<i>Responsible for final approval of this Policy and oversight of academic policy relating to admissions.</i>
Applicants	<i>Responsible for submitting accurate and complete information, meeting deadlines, responding to requests for information, and keeping contact details up to date.</i>

6. Review

6.1 The Courtauld will review this Policy every three years from the point of approval and publication. The Policy may be reviewed and updated earlier if there are changes in legislation, regulation, government or institution policy before this point. The Admissions and Enrolment Manager is responsible for monitoring changes that may impact the Policy.

7. Contact Details

Below are the Admissions Team's email addresses covering various aspects of the Admissions Policy:

ugadmissions@courtauld.ac.uk - Undergraduate Degree Programmes

pgadmissions@courtauld.ac.uk - Postgraduate Taught and Research Degree Programmes

international@courtauld.ac.uk - Visa and Immigration, International Entry Requirements

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feepayments@courtauld.ac.uk - Deposits and Tuition Fees