

## Admissions Policy

---

These Admissions Policy take effect for all students from January 2021 onwards. We regularly review and update our regulations, policies and procedures. Accordingly, the following non-material changes have been made to the Admissions Policy previously in place.

Clause(s)	Description
-	-

### Key facts

This Admissions Policy explains how we, Design School Asia, manage admission to our courses and what you can expect from us when you apply to study at DSA. You should familiarise yourself with the entirety of the Admissions Policy, and we would particularly draw your attention to the following twelve elements:

Clause(s)	Description
4.1	The most up-to-date source of information on our courses can be found on the School's website ( <a href="http://www.designschool.asia/courses">www.designschool.asia/courses</a> ). Each course entry on the website will include details of, among other things, the course content, how to apply, and what the costs associated with the course are.
4.4	If you want to contact us about an application process please use our online enquiry form available on the School's 'Enquire to Study' web page or by email at <a href="mailto:admissions@designschool.asia">admissions@designschool.asia</a>
7.2	We invite all applicants to a selection interview to give applicants an opportunity to demonstrate their creative skills and potential.
7.1.1	Due to the creative nature of the School's courses, applicants will be considered on individual merit and potential through their application and attendance at a selection interview. The standard for entry may be reached from a variety of backgrounds and subjects.
7.2.1	Individual courses may make specific entry requirements in addition to the general School requirements. These will be shown on the course web page.
5.3	We will do our best to make a timely decision on your application, this will normally be within five working days of interview.
8	We welcome applicants wishing to transfer from other School's and with alternative experience. There is usually a limit to how much prior learning/experience you can count towards a Design School Asia course.

10.4/10.5	If we offer you a place you can ask to defer it, normally for one year (eg, if you take up employment). If you do defer your agreement with us will be determined by your year of entry, not your year of application.
4.3	We will write to you if there are any material changes to your courses (eg, name change or change in accreditation) before you start. If you do not want to continue your application as a result of a change, we have made we will help you find an alternative.
11.3	If you withdraw from a course, or have been deemed withdrawn from a course (eg, due to non-attendance), you cannot normally re-engage or be re-enrolled on to that course in the same academic year.
12.7	We will communicate our decision on your application via email.
17.7	If you are dissatisfied with your applicant experience, please do contact the Information Office in the first instance. If you remain unsatisfied with the response you are able to use the School's complaints policy and procedure.
17.3/17.2	We will only discuss an application (and provide feedback to) with the applicant unless they have either listed a nominated contact as part of their application, or, expressly confirmed in writing or via email that we may discuss it with a third party.

Admissions Policy  
2020–21

Taught Courses  
Information Office

1. Introduction
  - 1.1. This document sets out our Admissions Policy (the “Policy”) in relation to applications and the selection of students. It applies to all undergraduate and postgraduate taught courses offered by Design School Asia (the “School”) and those offered in collaboration with our partner institutions.
  - 1.2. The School aims to admit students from all backgrounds who can successfully demonstrate academic and technical ability. We evaluate the potential of each applicant and interview all individuals.
  - 1.3. The School strives to provide a fair, transparent and consistent admissions system and is committed to developing and improving its processes and the skills of its staff to be compliant with relevant procedures and policies in order to provide equal opportunities for all applicants.
  
2. Legislation, regulation and our commitment to you
  - 2.1. Our admissions policies and processes comply with all relevant legislation, including, but not limited to the UK Human Rights Act 1998; the Freedom of Information Act 2000; and the Equality Act 2010 and specifically:
  - 2.2. The School will handle your personal data in accordance with the provision of the Data Protection Act 2018, which gave effect to the General Data Protection Regulation (GDPR) in the United Kingdom. The provisions of the GDPR apply to all bodies processing the personal data of EU nationals. The School’s Privacy Notice is available [here](#).
  - 2.3. This Policy operates within the context of the Academic Regulations, available on our [website](#).
  - 2.4. The School will provide clear and useful information on our entry requirements and admissions processes which will be updated annually in September each year.
  
3. Admissions responsibility and policy approval process
  - 3.1. Responsibility for Admissions at DSA is led by the Head of Admissions, within the Sales, Events and Communications team, under the direction of the Director.
  - 3.2. The School’s admissions and processes are subject to ratification by the Academic Board. Monitoring of policies and processes is overseen by the Information Office Committee Chaired by the Director. They will be subject to periodic review to:
    - Encompass new and changing legislation.
    - Take new and changing entry qualifications into account.
    - Acknowledge new modes of study and collaborative arrangements.
    - Reflect ‘good practice’ within the Higher Education sector.

- Fulfil Design School Asia's 2025 strategic aims and objectives.

Admissions strategy, within the framework of the policy, is determined by the Director's Executive Group.

- 3.3. Applications are initially assessed by fully trained Information Officers who have oversight of the admissions process for all levels of study and co-ordinate all aspects of an application through from initial enquiry to its conclusion. Information Officers may escalate applications to the Senior Information Officer or Head of Admissions for further consideration.
  - 3.4. All applications require a form of academic judgement and the Applicant Services Team will work with the relevant academic department to reach a decision. All staff involved are trained accordingly.
  - 3.5. The School currently works with global education agents which are carefully selected to assist students with their application. All education agents must comply with all relevant legislation and provide a fair, transparent and consistent admissions service to students. This policy is shared annually with our network of education agents so their clients can act with knowledge of The School's admissions policy and processes as outlined in this document.
4. Enquiries, applicant information, advice, and guidance
    - 4.1. The School will provide clear and appropriate information at all stages of the application process so that potential students can make an informed decision on whether to apply to the School. Applicants and advisors are encouraged to look at the School's website to see the most up-to-date course information. Information included is:
      - Entry criteria.
      - How to apply.
      - The application process.
      - Tuition fees and course costs.
      - Accessibility support.
      - Key Information Sets.
      - Course Content.
    - 4.2. The School will ensure that the information contained in our marketing materials and external listings, such as Key Information Sets, is as accurate as possible and is available to applicants at the outset of the decision-making process. We do periodically update our courses and modules to ensure that they are up-to-date and provide the best possible experience for our students.

- 4.3. Applicants and potential applicants are encouraged to visit our website to find out at first-hand about life at Design School Asia.
  - 4.4. All enquiries regarding the application process should be made to our Future Studies Team using our online enquiry form available on DSA website or by email at [admissions@designschool.asia](mailto:admissions@designschool.asia)
5. Contact and response times
- 5.1. There are a number of points in the admissions process at which The School or its partners may provide information to an applicant. These include:
    - Initial enquiry, eg, telephone call, email, web enquiry form.
    - Online communication at each stage of the application process.
    - Information about our courses and the School eg, email, social media.
    - Selection days and eg, online or telephone call.
    - Online communication of academic decision.
    - Information about Student Services including accessibility support.
    - Information about fees.
    - Feedback on an unsuccessful application on request.
    - Welcome information.
  - 5.2. We aim to acknowledge receipt of initial applications to all levels of study within two working days.
  - 5.3. Although we aim to make academic decisions as quickly and efficiently as possible, we do have to ensure that all applications receive the attention they deserve. Additionally, the School may require further information in order to reach a decision. We aim to make decisions within five working days of a selection day. There may be times when competitive courses take longer to make decisions, if there are many more applications than places available.
6. Application principles
- 6.1. The School's Admissions Policy aims to be fair, consistent and transparent and we will act professionally and in a timely fashion throughout the application process.
  - 6.2. All applicants will be considered on their individual merit taking into account academic achievements, relevant experience and motivation to succeed on our courses and those who will fully engage with and benefit from, studying at The School.
  - 6.3. All courses will clearly state the entry criteria, including typical academic entry qualifications, along with appropriate experience and skills required for entry; clear statements about interviews; and statements about what we require of a successful

applicant. This information will be made available online and in our communications with applicants throughout the admissions process.

- 6.4. Whilst we take academic qualifications into account, we also consider a range of other relevant criteria, because we acknowledge that academic achievement by itself is not the only measure of creative ability. The School recognises and accepts the value of a wide range of qualifications and equivalent, current and relevant learning achieved through experience. Applicants reach us from a variety of routes and it is important that they all have a fair and equal chance to come to Design School Asia.
- 6.5. We are fully committed to the principles of equality enshrined in the UK Equality Act to eliminate discrimination, harassment and victimisation. As such any form of discrimination under the protected characteristics which include disability, religion and belief, sex (gender), sexual orientation, maternity and pregnancy, gender reassignment will not be tolerated. We are also committed to freedom of speech and expression as outlined in the UK Human Rights Act, 1998 which incorporates the European Convention on Human Rights (ECHR).
- 6.6. Age discrimination is prohibited under the Equality Act. The School does not impose upper or lower age limits for applicants or students.

## 7. Entry requirements

### 7.1. **Academic entry requirements**

Due to the creative nature of the School's courses, applicants will be considered on individual merit and potential through their application and attendance at a selection day (interview). The standard for entry may be reached from a variety of backgrounds and subjects. We will also consider a range of equivalent level qualifications from around the world, and equivalent learning achieved through self-directed study and/or professional or voluntary experience.

- 7.2. We comply with the admissions requirements of Professional, Statutory and Regulatory Bodies (PSRBs), where applicable. These may be found on the website under the entry requirements of individual courses.
- 7.3. Any certificates or transcripts of qualifications that are not in English will need to be supplied with translations in English. Any costs associated with this will be borne by the applicant.
- 7.4. **All our courses are Postgraduate courses.** The standard minimum entry requirements for admission to postgraduate taught level are FHEQ Level 6 equivalent qualifications or current, relevant and equivalent experience. Typically, applicants will have an undergraduate honours degree in a relevant subject area, or relevant equivalent experience and a demonstrable interest in their subject.
- 7.5. **English language entry requirements**  
Applicants must provide evidence that their ability to read, write, speak and

comprehend spoken English is at a level that will enable them to succeed in their studies. Please refer to our English Language Policy

## 8. The application process

- 8.1. For all of our courses, application via the Design School Asia website or via our collaborative providers' websites is required. The application method for each course is set out on each course page online. Due to the creative nature of our courses, in most cases, there will be a need to submit evidence in the form of a portfolio or another assessment task that is additional to the initial application. This will be communicated clearly to all applicants via email and/or the applicant portal following application. The application process will also involve the submission of any evidence required to support the application and to satisfy entry requirements, such as submission of certificates or transcripts, or a passport/visa.
- 8.2. Once an application has been received, each application will be individually assessed and the applicant will be notified of any clearance checks that may apply to them such as, but not limited to, the need for proof of residency entitlement, or proof of English language ability or proof of identity.
- 8.3. Some courses may require an applicant to submit an online portfolio or complete an extra task before the application can proceed any further, depending on their entry and/or interview requirements. Such submissions will be used to assess the applicant's potential and suitability for admission and may be used as a basis for discussion at interview.
- 8.4. Candidates who possess non-standard entry qualifications may gain entry via DSA's Accreditation of Prior Certificated Learning (APCL) procedure.
- 8.5. Candidates who cannot provide evidence of prior certificated academic achievement may be able to apply via DSA's Accreditation of Prior Experiential Learning (APEL) procedure. This takes account of learning experiences gained through life, work or business that by their nature cannot be evidenced through formally assessed certification or transcripts.

## 9. Deadlines and late applications

- 9.1. Where application deadlines exist, these will be published on our website. We guarantee to consider equally all applications that are submitted by this deadline.
- 9.2. Where there are no official deadlines, we recommend that applicants apply early in the recruitment cycle to avoid disappointment.
- 9.3. Late applications will be considered only if there are vacancies available. In the case of highly competitive courses where the number of applications far outweighs the number of places available, we may not be able to consider late applications.

- 9.4. Where portfolios or other work is required to inform the decision-making process, late applicants may have less time in which to prepare themselves for interview.
  
10. Deferred applications
  - 10.1. Deferred application to Postgraduate courses is not normally permitted.
  - 10.2. Deferral is initially granted for a maximum of six months, and can only be extended in the event of exceptional circumstances such as long-term illness. Extension will normally be for one year only, and for no more than a maximum of two years from the original application cycle year. If an applicant requests for a period that exceeds this timeframe, they will be advised to reapply.
  - 10.3. If you defer your place, your agreement with the School (eg, for tuition fees payable) will be determined by your year of entry to the School, rather than the year you applied. For example, if you accepted a place to start in September 2021 but then decide to defer and start your studies in 2022, the criteria may have changed. In line with our published Terms and Conditions tuition fees may also change between years.
  
11. Re-application and re-admission
  - 11.1. Applicants who have been unsuccessful in a previous admissions cycle may reapply in a subsequent cycle and their application will be considered in the normal way, without reference to any previous evidence or decision.
  - 11.2. Once a student has formally withdrawn from a specific course, or has been deemed withdrawn from a course, they cannot normally re-engage or be re-enrolled on to that course in the same academic year. They may however make a fresh application to resume studies on the same course or a different course in a subsequent academic year. Such applications will be considered on their individual merits and will take previous academic standing into account.
  
12. The decision-making process
  - 12.1. Where courses use online selection days as part of their selection process we will make this explicit to candidates. We will provide details on how the selection days will be conducted and the criteria which will be used to identify suitable candidates. Applicants to these courses will be expected to submit work which may be used to assess their creative ability. This may include, but is not limited to, submission of a portfolio, a project, or examples of written work such as an essay.
  - 12.2. Where it has not been possible to arrange an interview, applicants will be considered on the basis of their direct application. Achieved and predicted grades, personal

statements and references will all be taken into account in making offers and setting any conditions.

- 12.3. Interviews will normally be by Zoom/Skype telephone or similar.
- 12.4. Notification of a decision to make an offer to or to reject an applicant will be communicated via email.
- 12.5. Where offers are concerned, we will use language that is clear and specific so that applicants understand it, and the offer will be in line with published entry requirements.
- 12.6. We are unable to notify applicants of, or discuss, academic decisions by telephone.
- 12.7. The decisions we can make are:
  - Unconditional
  - Conditional – subject to the fulfilment of certain conditions such as academic results
  - Unsuccessful
- 12.8. Applicants who have not yet achieved our published entry requirements or have not attended interview will normally receive conditional offers.
- 12.9. On occasion, we will be unable to make an offer for the course applied for, but may consider that a different course may be more appropriate. In such cases the applicant will be contacted to discuss an alternate offer.
- 12.10. Applicants will be made aware of the terms and conditions of their offer via email from us, including their right to withdraw from a course of study within 14 days of commencing study without tuition fee liability.
- 12.11. Applicants to some of our courses are required to pay acceptance fees this will be published on the Course web page.
- 12.12. Successful applicants that firmly accept an offer with The School will be anticipated to enrol, subject to fulfilment of any conditions of their offer. Firm placeholders will be emailed with details to enable them to enrol online, normally two weeks prior to the first day of term.
- 12.13. At the confirmation of results stage, we do not automatically make applicants unsuccessful if they have not met the standard academic conditions of their offer. Therefore, applicants who do not meet the standard academic conditions of their offer, or who anticipate that they may not meet the standard academic conditions of their offer, due to serious extenuating circumstances such as ill health, are advised to contact the Information Office for advice and to submit any supporting evidence in writing for consideration.
- 12.14. Conditional placeholders who do not meet the standard academic conditions of their offer during the confirmation of results period will be considered on a case-by-case basis and any extenuating circumstances that may have impacted on their results

will be taken into account. We may request further information from the placeholder at this point.

- 12.15. Conditional placeholders who do not meet mandatory requirements such as the English language requirement will not be permitted to enrol, and they will be deemed unsuccessful in their application if they have not met these requirements before the end of the enrolment period.

### 13. Diversity and special needs

- 13.1. Design School Asia values diversity amongst our student body. It enriches learning, teaching, and research. Our admissions processes are designed to encourage applicants from different social and educational backgrounds.
- 13.2. We are committed to ensuring fairness, consistency and transparency within an equality framework. As such, marketing materials will be designed, both online and in print, with regard to accessibility. While our major documents may not, in every instance, be produced in alternative formats, we are committed to making every effort to do so upon request.

### 14. Inaccurate or misleading information

- 14.1. Failure to provide relevant information or supplying fraudulent or misleading information as part of an application may result in the withdrawal of an offer, or the termination of enrolment.
- 14.2. We work with verification and similarity detection services to identify personal statements that match or are similar to others on file and we reserve the right to request a new personal statement from the applicant or, in extreme cases, to withdraw the application altogether.

### 15. Disclosure of criminal convictions

- 15.1. In line with our criminal convictions policy applicants are not required to disclose convictions or pending convictions unless the legal process (including any trial or sentence) would continue following their enrolment as a student. For more information please see our Criminal Convictions Policy and Procedure.

### 16. Feedback, appeals and complaints

- 16.1. Not all applicants will receive an offer therefore feedback to unsuccessful applicants is available on request.

- 16.2. Feedback requests will be fulfilled when they are made by the applicant or their nominated contact only. Feedback requests from third parties, such as schools, agents or parents, will not be fulfilled if that party is not a nominated contact.
- 16.3. Requests for feedback must be made to the Information Office in writing or by email within a week of the unsuccessful decision date. Requests for unsuccessful feedback will be fulfilled following interview stage only for courses that normally interview candidates as part of their admissions process.
17. **Inaccurate or misleading information**
  - 17.1. Failure to provide relevant information or supplying fraudulent or misleading information as part of an application may result in the withdrawal of an offer, or the termination of enrolment.
  - 17.2. We work with verification and similarity detection services to identify personal statements that match or are similar to others on file. These services will notify us of any match and we reserve the right to request a new personal statement from the applicant or, in extreme cases, to withdraw the application altogether.
18. Disclosure of criminal convictions
  - 18.1. In line with our criminal convictions policy applicants are not required to disclose convictions or pending convictions unless the legal process (including any trial or sentence) would continue following their enrolment as a student. For more information please see our Criminal Convictions Policy and Procedure.
19. Feedback, appeals and complaints
  - 19.1. Not all applicants will receive an offer therefore feedback to unsuccessful applicants is available on request.
  - 19.2. Feedback requests will be fulfilled when they are made by the applicant or their nominated contact only. Feedback requests from third parties, such as schools, agents or parents, will not be fulfilled if that party is not a nominated contact.
  - 19.3. Requests for feedback must be made to the Information Office in writing or by email within a week of the unsuccessful decision date. Requests for unsuccessful feedback will be fulfilled following interview stage only for courses that normally interview candidates as part of their admissions process.
  - 19.4. Design School Asia will provide the applicant with a feedback form, filled in by the academic decision-maker. The School aims to provide feedback within four weeks of the request. However, at peak times of the application cycle this may be longer.
  - 19.5. We are unable to discuss feedback over the telephone or enter into correspondence regarding the academic decision.

- 19.6. Applicants have no right to appeal against an academic decision not to offer them a place, provided that the decision has been reached fairly, in line with our policy, and in accord with the Equalities Act.
- 19.7. Applicants may however invoke our complaints procedure if they can demonstrate that there was a material error in the application process. Complaints can often be addressed informally, and any applicant wishing to complain should contact the Information Office in the first instance. If this does not result in an acceptable outcome, the formal complaints procedure may then be invoked. Please refer to our Complaints Policy and Procedure online under 'Complaints' on our [Student Regulations](#) page.
20. Applicant data
- 20.1. To find out more about how your information is used please see the Student Applicant Privacy Notice on our website; <https://www.designschool.asia/data-privacy/student-applications>
- 20.2. We will only discuss an application with the applicant himself/herself, unless the applicant has either listed a nominated contact as part of their application, or, expressly confirmed in writing or via email that we may discuss it with a third party.
- 20.3. An applicant may have contact with third parties such as recruitment agents. We cannot be held accountable for any unsatisfactory interaction an applicant has with a third party.
- 20.4. We may need to share an application with other members of our academic and support services. Examples may include: Student Services.
21. Related policies
- 21.1. The following related regulations, policies and procedures may be found on the Design School Asia website at <http://www.designschool.asia/student-regulations>:
- Academic Regulations
  - Accreditation of Prior Learning (APL) Policy and Procedure
  - Complaints Policy
  - Criminal Convictions Policy and Procedure
  - Fees Policy
  - Safeguarding Policy
- 21.2. Policies and regulations are updated annually and may be subject to modifications. The latest versions will be available at the web address above.

## Document version control

---

Purpose/Change	Author	Date
Original document approved.	IO	01/12/2020