

Media & Film Studies Undergraduate Admissions Template 2013

Section A: Standard Qualifications:

- A1 Is the applicant applying for 1st year entry? Yes go to A2; No go to section E
- A2 Is the applicant presenting with GCSEs and A-levels? Yes go to A3; No, the applicant is taking BTEC qualifications, go to Section G; No, the applicant is taking other qualifications, go to Section F
- A3 Is the applicant applying for Media Studies & a Language (UCAS code PRH9) or Film Studies & a Language (UCAS code PRJ9)? Yes go to A4; No go to A5.
- A4 *Action:* For Media Studies & a Language or Film Studies & a Language, the applicant must A-level (or equivalent) in the language they wish to study (at grade B). Does (or can) the applicant meet this requirement? Yes go to A5, No go to A17.
- A5 How many A-levels (including any existing A-levels) will the applicant have? If only one go to A6; if two go to A7; if three go to A8; if four or more go to A9
- A6 *Action:* As the applicant is below the University's general (ie. minimum) entrance requirement of 2 A-levels stamp 'unqualified', flag as UQ on MAS and their experience. Is the applicant 'mature'¹? Yes, pass to **Admissions Tutor** for decision; No, **Reject** (R1- Unqualified)
- A7 *Action:* As the applicant has only two A-levels, they can still be considered since they meet the general entrance requirements, but they obviously have fewer A-levels than we would normally expect. Check the Personal Statement, Reference and parental educational background & children in care boxes for any indications of **widening participation** (eg. 1st generation HE) or **special circumstances** (eg. illness, problems in school), highlight the relevant section of the application form, flag the form (ie. stamp 'SPECIAL' or WP) and pass to **Admissions Tutor** for a decision. If no indications of special/WP then simply pass to **Admissions Tutor**.
- A8 *Action:* As the applicant has three A-levels, check which subjects the A-levels are in. Do the three A-levels include *either* General Studies or Critical Thinking? If yes (e.g Media, Art, General Studies) then pass to **Admissions Tutor** for a decision as the applicant is arguably under-qualified; if No (e.g Media, Art, English) then go to A9
- A9 Is the applicant part of one of our guarantee or link schemes (FGSS, SEAS, Aimhigher Sussex, SCIPA, SLPA)? Yes go to Section D; No go to A10.
- A10 Are the predicted (or actual) grades **ABB** or higher² (including grade B in Film or Media Studies where this has been taken and we are looking at **actual** A-level results rather than predictions)? Yes go to Section B (to begin checks for making an offer); No go to A11.
- A11 Are the predicted (or actual) grades **BBC** or lower? Yes go to A12; No go to A14
- A12 *Action:* Check the Personal Statement, Reference and parental educational background. Are there any indications of **widening participation** (eg. 1st generation HE, period in care) or **special circumstances** (eg. illness, problems in school, carer responsibilities)? Yes, then highlight the relevant section of the application form, flag the form (ie. stamp 'SPECIAL' or WP) and pass to **Admissions Tutor** for a decision; No go to A13.
- A13 Is the applicant 'mature' and applying on the strength of experience? Yes, pass to **Admissions Tutor** for decision; No, **Reject** (R2 – Under-qualified)
- A14 Does the applicant have actual grades already or are any of the qualifications pending (ie. we're looking at predictions)? If actual results go to A15; if predictions go to A16

¹ The definition of 'mature' is not a simple, rigid age descriptor. It relates to applicants who left school some years ago and who are applying on the strength of other relevant (non-academic) experience.

² *Action:* If predicted grades are missing, contact the referee (cc. the applicant) requesting prediction(s).

A15 *Action:* Check the actual grades achieved and continue as shown below:

Actual grades	Action
ABB-level, but with C or lower in Media or Film (eg. AAC, C in Media Studies)	Pass to Admissions Tutor for a decision <i>Note: As applicant falls outside SNC, if we cannot offer for Media/Film we need to consider for change of course offer</i>
BBB-level, with B in Media or Film (where this has been taken)	Go to Section B to begin checks for an offer
BBB-level, but with C or lower in Media or Film (eg. ABC, C in Media Studies)	Pass to Admissions Tutor for a decision

A16 *Action:* As the applicant is **predicted** at BBB level, go to Section B to begin checks for an offer.

A17 *Action:* As the applicant does not meet the language requirement for Media Studies & a Language or Film Studies & a Language undertake a quick check of the UCAS form to see if we are likely to be interested in offering another Media or Film degree (ie. actual or predicted grades would be good enough for an offer). If yes, then contact the applicant to explain the situation and see if they want to be considered for another Media or Film degree, then amend MAS and the UCAS form to show new course and begin checks at A5; However, if the applicant is clearly not going to be offered a place then just **reject** immediately (R1 – Unqualified).

Section B: Non-academic requirements

Action: When reviewing the Personal Statement and Reference please remember to look out for evidence of widening participation (eg. 1st person to go to university, low school participation rates in HE, carer responsibilities, 'Home' students where English is not the 1st language) or any special circumstances (illness, bereavement, school difficulties). If these are identified, highlight the section and stamp form WP or SPECIAL.

- B1 In the Personal Statement does the applicant articulate why they are applying for a Media or Film degree and show an interest in the subject? Yes go to B2; No pass to **Admissions Tutor** for a decision (pointing out the area of concern).
- B2 Does the applicant demonstrate an understanding of the discipline? For example, Media Practice applicants should talk about their practical experience. If it looks ok go to B3; Any concerns, pass to **Admissions Tutor** for a decision (highlighting the relevant section).
- B3 Does the Personal Statement read well (eg. good structure & flow, accurate use of English)? Yes go to B4; No pass to **Admissions Tutor** for a decision (pointing out the area of concern).
- B4 Does the Personal Statement contain grammatical errors and spelling mistakes that cause concern? [Please remember to check for dyslexia in section 2]. Yes pass to **Admissions Tutor** for a decision (pointing out the area of concern); No go to B5.
- B5 Does the Reference indicate any signs for concern? Yes, pass to **Admissions Tutor** for a decision (highlighting the relevant area of concern); No, go to Section C (or return to the relevant qualifications template or paragraph in Section F for non-A-level applicants).

Section C: Offer making

Action: Before proceeding with the offer making check the Criminal Convictions box. If the applicant has indicated a conviction this will need to be cleared by the Criminal Convictions Sub-Committee before making the offer.

- C1 Is there any indication that the applicant needs to provide evidence of English language ability (eg. no C grade or higher in either GCSE English or English Language)? Yes then add IELTS requirement (or appropriate alternative); if unclear whether an English language test is necessary check with the **Senior Admissions Coordinator**; No go to C2

- C2 Does the applicant have **all** their results already? Yes, make **unconditional offer** and go to C3; No, there are qualifications pending, go to C4
- C3 Do we need to verify the results? Yes, add verification code (.VV) to offer.
- C4 Does applicant have existing A-level grade(s) from earlier sitting(s)? Yes go to C5; No go to C7
- C5 **Action:** Check the existing result(s). If the applicant already has an A or A* grade from an early result, this should be rewarded by asking the applicant to achieve BB in two of their remaining qualifications, including Film/or Media if this is being taken (ie. we want to recognise the excellent early achievement by only asking for results from two of the remaining A-levels). Go to C7. However, if the existing result is a B grade or lower then check to see how many A-levels are still pending. If there are 3 or more A-level results pending, then the existing result should be *excluded* from the offer and the conditions set based on the future results. Go to C7. If there are less than three A-levels pending, go to C6.
- C6 Is the applicant taking sits or re-sits which, when combined with the existing results, can meet our standard offer level? If yes, then go to C7 and proceed with standard offer; if no then pass to **Admissions Tutor** to decide what conditions to set.
- C7 Is the applicant taking A-level Film or A-level Media? Yes, then include it in the conditions of the offer (asking for a grade B). If the applicant is taking *both* Media *and* Film at A-level then include the *one* that is most appropriate rather than both (ie. if applying for Film Studies ask for the grade B in Film rather than Media Studies). Go to C8. If the applicant is not studying either subject as a full A-level go to C8.
- C8 Is the applicant applying for Media Studies & a Language or Film Studies & a Language? Yes, then ensure that their *chosen* language is included within the conditions of the offer (at grade B)³ and go to C9 for Media Studies & a Language or C10 for Film Studies & a Language; If no, the applicant is for a non-language joint, simply go to C9 for Media and Media Practice programmes or C10 for BA Film Studies.
- C9 **Action:** Use the table below to set conditions for **Media** degrees(including Media Practice:

Predictions	Offer
ABB or higher	ABB~
BBB with no indications of WP	ABB~
BBB with indications of WP	BBB~

~Need to specify inclusion of relevant Language for Media & a Language and including Media or Film if being taken (see C7 and C8)

- C10 **Action:** Use the table below to set conditions for **Film Studies** degrees:

Predictions	Offer level
AAB or higher	AAB or A*BB~
ABB or BBB with <i>no</i> indications of WP	AAB or A*BB~
ABB or BBB with indications of WP	ABB~

~Need to specify inclusion of relevant Language for Film & a Language and including Media or Film if being taken (see C7 and C8)

Section D: Link Schemes (FGSS, SEAS, Aimhigher Sussex, SLPA, SCIPA)

- D1 Is the applicant part of SLPA or SCIPA? Yes go to D2; No go to D4
- D2 Does the applicant have actual grades or predicted? If actual go to A10; if predictions go to D3.

³ The grade B in a European Language may well be in addition to grade B in either Media or Film.

- D3 *Action:* The applicant is guaranteed an offer at the standard level assuming their predictions are at least BBC level. If the predictions are at least BBC-level go to Section B and begin checks for an **offer** (reducing the grades if they meet WP criteria as shown in C9 or C10). If predictions are below BBC then check for WP or 'special' circumstances. If there are any, pass to **Admissions Tutor** for a decision. Otherwise **reject** as under-qualified (R2).
- D4 The applicant is part of **FGSS**, SEAS or Aimhigher Sussex and therefore they meet WP criteria. Are the predicted grades at least BCC level? Yes, go to D5; No to D6
- D5 *Action:* Please undertake section B checks. If any problems, send to **Admissions tutor** for a decision. If checks are ok go to section C and make appropriate offer (reducing the conditions as appropriate in light of WP – see C9 or C10). **Please remember to flag the type of offer made on MAS (ie. SEASS, SEASL, AHS, AHL).**
- D6 *Action:* Pass to **Admissions Tutor** for a decision. Please attach any additional information (eg. SEAS registration form). With **FGSS/SEAS/Aimhigher Sussex** there is no guarantee of an offer and, as predictions are below standard offer level, the Admissions Tutor needs to decide whether to make the offer. Obviously as this is a WP applicant the offer can be reduced and the Admissions Tutor should indicate the desired conditions.

Section E: Advanced Standing

Action: Must ensure that the Sussex degree programme will have a cohort in the year group for which admission is being sought. If there is not then contact applicant to discuss options, including contacting UCAS to request a substitution.

Action: Check that the applicant is actually suitable for advanced standing. In other words, make sure they haven't mistakenly put a 2 or 3 in the 'Point of Entry' box thinking it relates to the length of the course. If they are not currently studying at another HEI then you need to contact that applicant to check that they intended to apply for 2nd or 3^d year entry.

- E1 Does the applicant want 3rd /final year entry? Yes go to E2; No go to E4
- E2 *Action:* As the Media & Film department does not consider final year entry, please contact the applicant to ask if they wish to be considered for 2nd year entry? If Yes go to E3; No **reject** (R12 – Other).
- E3 *Action:* Ensure we have reference from current HEI, transcript of results to date, clear list of current (2nd?) year courses and details of marking scheme used at the other HEI. Once all collected, pass to **Admissions Tutor** for decision. The decision will need to involve whether any offer is conditional upon current (2nd) year studies or simply unconditional (based on their 1st year results elsewhere). *Note: As explained in E4, we would normally expect applicants for advanced standing to have A-level grades similar to those required for admission to Year 1 (ie. ABB+). If applicants for advanced standing do not have this level, we would normally **Reject**.*
- E4 *Action:* Whilst MFM are happy to consider applicants for 2nd year entry, we would expect those applicants to have achieved the sort of grades required had the student originally wanted 1st year entry to Sussex. For 2nd year entry, this means the applicant should normally have at least ABB-level in their A-levels (or equivalent). Check to see if they have achieved Level 3 qualifications at ABB level. If yes, go to E5; if no, then pass to **Admissions Tutor**, but likely to be **Reject** (R2 – underqualified).
- E5 *Action:* To be considered for 2nd year entry, we require a reference from current HEI, clear list of current (1st) year courses being studied and details of marking scheme used at the other HEI. Once all collected, pass to **Admissions Tutor** for decision. If the decision is to offer then the standard conditions would be to pass the current 1st year with at least a 2i/60% average (without resits).

Section F: Other Qualifications

Remember: For Media Studies & a Language or Film Studies & a Language the applicant must A-level standard in the language they wish to study..

- F1 Is the applicant taking an Access course? Yes go to F2; No go to F4
- F2 Does the access include humanities/social science? Yes go to F3; No pass to **Admissions Tutor** to check that it's ok to proceed.
- F3 *Action:* Does the applicant have a recent Level 3 qualification (eg. A-level) that is below the standard offer level? In other words, has the applicant completed a qualification, such as A-levels, in the last two years with grades below our expected entry requirements (ie. ABB)? If yes then **Reject** (R2 – Underqualified) as Access is designed for students without prior experience of Level 3 study and re-sits would have been more appropriate. If no, they have no previous Level 3 studies (or those studies were many years ago or they had suitable grades in those Level 3 studies), then go to section B to begin checks for an offer. If checks are fine then make a standard offer (ie. 30 Level 3 Credits at Distinction and a further 15 Level 3 Credits with at least Merit). The offer should specify that Media/Film modules are at Distinction.
- F4 Is the applicant a UK-based unqualified 'mature' student applying on strength of experience rather than qualifications? Yes, stamp 'unqualified', flag on MAS as UQ and pass to **Admissions Tutor** for a decision on whether to ask for essay and interview (ie. unqualified mature route); No go to F5
- F5 Is the applicant taking (or have they taken) IB, EB, FB, Abitur or BTEC? If BTEC, go to F16; if IB, EB, FB or Abitur go to relevant *Qualifications Template* (and use the **ABB** offer level for all courses when setting any conditions); for all other qualifications, go to F6.
- F6 Is the applicant taking (or have they taken) another qualification covered by the *Qualifications Handbook*? Yes go to F7; No pass to the **Senior Admissions Coordinator**.
- F7 Based on the information in the *Qualifications Handbook* do (or can) the applicant's qualifications meet the University's general (ie. minimum) entrance requirement? Yes, go to F9; No add 'Unqualified' stamp, flag on MAS as UQ and go to F8
- F8 The applicant is unqualified, but are they 'mature' and applying on the strength of experience? Yes, pass to **Admissions Tutor** for decision on whether to ask for essay and interview (ie. unqualified mature route); No, **Reject** (R1 – unqualified).
- F9 Does the applicant have his/her results already? Yes, go to F10; No go to F11
- F10 Are the applicants results enough to meet our standard offer level for their chosen subject? Yes go to F12; No then check the form. If there are any indications of special circumstances (in which case stamp the form 'SPECIAL') and/or the results are close to the standard offer (ie. the equivalent of one A-level grade below) then pass to **Admissions Tutor** for a decision; Otherwise we need to **reject** (R1- Under-qualified).
- F11 Using the information in the *Qualifications Handbook*, the details in the qualifications section of the application and any predictions given in the reference, does it seem possible for the applicant to meet the offer level for their chosen subject? [*Note: if no predictions are given we have to assume that the applicant could meet the standard offer level*]. Yes go to F12; No pass to **Admissions Tutor** for a decision.
- F12 *Action:* Undertake the checks in Section B (passing the application to the **Admissions tutor** if there are any causes for concern). If the checks in Section B are ok then go to F13.
- F13 Is the applicant a native English speaker or do they already have an appropriate English language qualification? Yes, go to F14, No go to F15
- F14 *Action:* If the applicant already has all their qualifications make an unconditional offer, adding the verification code (.VV) if necessary. If the applicant's qualifications are still pending then use the phraseology and appropriate offer level indicated in the *Qualifications Handbook* to set the conditions. If phraseology or level are not given in the *Qualifications Handbook* then pass to the **Senior Admissions Coordinator** to set conditions.

F15 *Action:* We need to include an appropriate English language qualification in the conditions of the offer. Set conditions of offer as indicated in F14, but adding the most appropriate English language qualification.

Section G: BTEC applicants

G1 *Action:* Check the GCSEs. Does the applicant have GCSE English at grade B or above *and* a generally good spread of GCSEs (with at least B or C grades in the majority of subjects)? If yes, go to G2; No, pass to the **Admissions Tutor** for a decision as arguably under-qualified.

G2 What BTEC qualification is the applicant taking? If a BTEC Level 3 Extended Diploma (formerly the National Diploma) go to G3; if a BTEC Level 3 Diploma (formerly the National Certificate) go to G7; if a BTEC Level 3 Subsidiary Diploma (formerly the National Award), go to G8.

G3 Is the BTEC Level 3 Extended Diploma in Creative Media Production? Yes, go to G4; No pass to the **Admissions Tutor** for a decision.

G4 Does the applicant have their BTEC Level 3 Extended Diploma already or is the final result still pending? If the BTEC is already complete go to G5; if it's still pending go to G6.

G5 *Action:* The following table shows how to proceed:

Actual grades	Action
DDM or higher	Go to Section B (to begin checks for an unconditional offer)
DMM	Check for evidence of WP (in which case pass to Admissions Tutor for a decision); otherwise Reject (R2 – underqualified)
MMM or lower	Reject (R2 – under-qualified)

G6 *Action:* How we proceed depends on the predictions:

Predictions	Action
DMM or higher	Go to Section B (to begin checks for an offer conditional on DDM)
MMM or lower	Reject (R2 – under-qualified)

G7 *Action:* As the **BTEC Level 3 Diploma** (formerly the BTEC National Certificate) is the equivalent of 2 A-levels, check what the applicant is combining the BTEC with and proceed as shown in the following table:

Diploma combined with...	Action
Two A-levels, including an essay-based humanities or social science subject	Go to Section B (to begin checks for an offer conditional on DM in the Diploma and BB in the two A-levels) ⁴
One A-level in an essay-based, humanities or social science subject	Go to Section B (to begin checks for an offer conditional on DM in the Diploma and A in the A-level)
One or two A-levels, but <i>without</i> an essay-based subject	Pass to Admissions Tutor for a decision
No additional qualifications	Reject – R2 (unless strong WP/special, in which case pass to Admissions Tutor)

⁴ Although asking for both A-levels as well as the Diploma is asking for more than normal, it protects the more academic qualifications. Unfortunately we cannot ask for 'half' of the Diploma as it only has an overall result.

- G8 **Action:** As the **BTEC Level 3 Subsidiary Diploma** (formerly the BTEC National Award) is only the equivalent of one A-level, the applicant is unqualified unless the BTEC is combined with at least one (or more) A-levels. Check what the applicant is combining the BTEC with and proceed as shown in the following table:

Diploma combined with...	Action
Two A-levels, including an essay-based humanities or social science subject	Offer conditional on D in the Subsidiary Diploma and BB in the two A-levels
Two A-levels, but <i>without</i> an essay-based subject	Pass to Admissions Tutor for a decision
One A-level (essay-based or otherwise)	Reject – R2 (unless strong WP/special, in which case pass to Admissions Tutor)
No additional qualifications	Reject (R1 – Unqualified)

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Agreed with Sharif Mowlabocus and Niall Richardson, 06/11/12