

## Admissions FAQs

Owner	Question	Answer
1 Admissions	How do I apply?  Applying to study at the University	For full-time undergraduate study, please apply through UCAS - visit the <a href="#">UCAS website</a> to set up an account and apply.  For part-time and postgraduate courses, please go to the course that you want to apply for, go to "How to Apply", use the link "apply directly to the University" which will take you through to myDerby.  For all online & distance learning courses, please <a href="#">apply</a> through our dedicated University of Derby Online (UDOL) website.
2 Admissions	How long will it take for me to get a decision once I've submitted my application?  Application outcome timescales	<b>Studying on-campus:</b> If you applied through UCAS, please keep an eye on your UCAS Track account as we will send your update there. The first cycle of applications closes at UCAS on 15th January, make sure your application is submitted before this date.  If you applied to us directly (through myDerby on our website), you will receive an acknowledgement on the same day. We will usually take around 3-4 days to reach a decision. This may take longer if we need further information from you, or where the academic needs longer to assess your application or where you are required to attend an interview/selection day before a decision can be made.  <b>For UDOL online &amp; distance learning courses:</b> We will usually take around 10 working days to reach a decision. This may take longer if we need any further documentation or if the academic department needs longer to assess your application.
3 Admissions	I've been told I have to apply though UCAS, why is this?  Reasons to apply through UCAS	All UK universities use the UCAS service for full-time undergraduate applications. The benefits of applying through UCAS are: <ul style="list-style-type: none"> <li>• UCAS offers a tracking service, allowing you to view your application at every stage.</li> <li>• If you are currently studying, your results are likely to be directly uploaded to our systems by UCAS. This eliminates the need for you to send certificates to us. In some circumstances, where UCAS does not receive your results, we will ask you to send us copies of your certificates.</li> </ul>
4 Admissions	What is the application deadline?  Application deadlines	<b>Studying on-campus:</b> <b>UCAS applicants</b> - the first cycle of applications closes at UCAS on 15th January make sure your application is submitted before this date for equal consideration. You can still apply after this date, but universities are not obliged to give due consideration. <b>myDerby applicants (applied directly via our website)</b> - please complete an application on myDerby through our website as

			<p>soon as you have identified the course you wish to study with us.</p> <p>Some popular courses close early in the academic year. Some courses will have extensive selection processes and other requirements that need to be fulfilled prior to enrolment e.g. DBS clearance or visa and travel arrangements for international applicants – therefore it is to your benefit that you apply well in advance of intake start to allow time for all processes to be completed.</p> <p>If you are late in applying and then unable to start the course, we will automatically consider you for the next available intake. We will sometimes allow late enrolment if too much teaching has not been missed, however this will be at the discretion of the academic.</p> <p><b>For UDOL online &amp; distance learning courses:</b> We offer three intakes a year and you can view <a href="#">application and term dates here</a></p>
5	Admissions	<p>I am a mature student what are the entry requirements?</p> <p>Entry requirements for mature students</p>	<p>We do normally require the minimum academic entry requirements to be met to help ensure you are able to meet the learning outcomes and manage HE level study. However submitting a strong personal statement/references that detail your work experience will also assist your application. Please contact the course leader (details on course pages) to discuss the experience required in more detail.</p> <p>You can see the specific entry requirements for the course you are interested in on the course pages on our website:</p> <ul style="list-style-type: none"> <li>- <a href="#">Campus-based course pages</a></li> <li>- <a href="#">UDOL Online &amp; distance learning course pages</a></li> </ul>
6	Admissions	<p>How do I calculate my UCAS points?</p> <p>Calculating UCAS points</p>	<p>Our <a href="#">UniPoints app</a> can help you determine what your qualifications and grades are worth under the new UCAS Tariff system. You can also check your UCAS points on the <a href="#">UCAS Tariff calculator</a></p>
7	Admissions	<p>What are the entry requirements?</p> <p>UCAS points required for entry</p>	<p><b>Studying on campus:</b> We offer a large selection of courses from Foundation Year to Postgraduate and Research Degrees. For specific entry requirements, check the entry requirement section of our <a href="#">course pages</a></p> <p>If you don't think you can meet the entry criteria and are looking at applying for a first degree, we also offer a number of undergraduate degrees with a foundation year. This is designed to provide you with the study skills and subject knowledge required to progress in the course. If you apply for a first degree and don't quite meet the criteria, we will automatically consider you for a Degree with Foundation Year (4 Years) or another subject if available.</p> <p><b>For UDOL online &amp; distance learning courses:</b></p>

			You can view individual course entry requirements on our <a href="#">online &amp; distance learning course pages</a>
8	Admissions	<p>I don't have GCSE Maths / English, can I still apply?</p> <p>Applying without GCSE level Maths and English qualifications</p>	<p><b>Studying on campus:</b></p> <p>The majority of our courses ask you to hold 5 GCSE's at grade C or above including Maths &amp; English or in the reformed numeric grading 4 or above. For some courses, GCSE Maths &amp; English are required to meet accreditor standards. We encourage you to apply in any case as we will review your application as a whole taking into consideration the course requirements and then your qualifications, experience, references and personal statement.</p> <p>We do also accept Functional Skills and Key Skills as an alternative to GCSEs for most courses. You can find more information on <a href="#">general entry requirements</a> on our website.</p> <p>If you are looking at applying for a first degree, we also offer a number of undergraduate degrees with a foundation year. This is designed to provide you with the study skills and subject knowledge required to progress in the course. If you apply for a first degree and don't quite meet the criteria, we will automatically consider you for a Degree with Foundation Year (4 Years) or another subject if available.</p> <p><b>For UDOL online &amp; distance learning courses:</b></p> <p>We welcome online distance learners from a wide range of backgrounds and levels of academic achievements so please view individual course entry requirements on our <a href="#">online &amp; distance learning course pages</a>.</p> <p>We also offer an online <a href="#">Foundation Certificate in Higher Education</a> course. This is designed to provide you with the English, Maths and Study Skills required in order to study at undergraduate level.</p>
9	Admissions	<p>What happens if I don't get my grades?</p> <p>Options available if you miss your grades</p>	<p>Please don't panic! There will often be an alternative course we can offer you, but if we can't we'll give you feedback to help you reapply next year.</p>
10	Admissions	<p>Which qualifications should I declare in my UCAS application?</p> <p>Qualifications to include on a UCAS application</p>	<p>The UCAS point requirements will be made up primarily from your full A-levels or equivalent qualifications such as BTEC Extended/Subsidiary Diploma, International Baccalaureate, Scottish Highers etc.</p> <p>We would recommend you declare all of your level 2 qualifications (such as GCSEs), not just the ones you believe could be relevant. We will also accept a certain value of points from level 3 qualifications such as AS-levels (where those AS-levels are not taken on to the full A-Level), the Extended Project Qualification, music and other qualifications on the <a href="#">UCAS Tariff Tables</a>.</p>

			You can find more information about <a href="#">general entry requirements</a> on our website. Requirements will vary depending on what you're applying for, so check the course specific entry requirements on the <a href="#">course page</a> .
11	Admissions	What are the tuition fees?  Tuition fees	Please check the Fees and Finance section of our course pages for specific fee information.  - <a href="#">Campus-based course pages</a> - <a href="#">UDOL Online &amp; distance learning course pages</a>
12	Admissions	Which course should I take?  Deciding which course is for you	If you are unsure about what to study we recommend you attend one of our <a href="#">Open Days</a> . On an Open Day you can meet our academic team, attend talks and visit our campus.  You can also contact the relevant <a href="#">Admissions Team</a> for help and advice.
13	Admissions	Where can I send my additional supporting documents?  Supplying supporting documents with an application	You can email your supporting documents to the relevant <a href="#">Admissions Team</a> . Please make sure you include your name, the course you have applied for and, if possible, your ID number (UCAS or University of Derby application ID).  For campus-based courses please email as follows:  <ul style="list-style-type: none"> <li>• <b>UK/EU</b> – undergraduate &amp; postgraduate taught email <a href="mailto:myresults@derby.ac.uk">myresults@derby.ac.uk</a></li> <li>• <b>International</b> - undergraduate &amp; postgraduate taught email <a href="mailto:iadmissions@derby.ac.uk">iadmissions@derby.ac.uk</a></li> <li>• <b>Postgraduate Research</b> email <a href="mailto:researchoffice@derby.ac.uk">researchoffice@derby.ac.uk</a></li> <li>• <b>Learning Beyond Registration (LBR)</b> email <a href="mailto:lbr@derby.ac.uk">lbr@derby.ac.uk</a></li> </ul> For <b>UDOL online &amp; distance learning</b> please email <a href="mailto:onlineadmissions@derby.ac.uk">onlineadmissions@derby.ac.uk</a>
14	Admissions	Will I be asked to attend an interview?  Interview requirements for applicants	Some of our <b>campus-based courses</b> require you to attend an interview as part of the selection process. If you are unsure whether the course you have selected requires you to attend an interview, please check the entry requirements section of the <a href="#">course page</a> or contact us +44 (0)1332 59 1167.  The selection process for <b>UDOL online &amp; distance learning courses</b> may involve a Skype or telephone interview. Please check the <a href="#">online &amp; distance learning course pages</a> for more details.
15	Admissions	How can I change my interview date?  Changing the date of an interview	If you applied through UCAS, you can request a new interview date directly using your UCAS Track account. If you are unsure about how to do this, please contact the UCAS hotline.

			<p>If you have applied to us directly on myDerby through our website, you will need to contact the admissions team to see if the date can be rearranged. Please email <a href="mailto:askadmissions@derby.ac.uk">askadmissions@derby.ac.uk</a></p>
16	Admissions	<p>What can I expect on my interview day?</p> <p>Interview information</p>	<p>If you are selected for an interview, we will contact you at least two weeks prior to this date and give you all the information you need about what will happen on the day.</p>
17	Admissions	<p>I am having problems with my application to Derby</p> <p>Support with applications through myDerby</p>	<p>If you are experiencing problems with your UCAS application, please contact <a href="#">UCAS</a> directly.</p> <p>If you are experiencing issues while completing your myDerby application through our website, please contact the relevant <a href="#">Admissions Team</a> and one of our experienced admissions advisors will assist you through the process.</p>
18	Admissions	<p>Am I required to submit a portfolio?</p> <p>Portfolio requirements for applications</p>	<p>For entry onto some of our campus-based courses, you will need to submit a portfolio showing examples of your work. This information is available in the 'Entry Requirements' section of the <a href="#">course page</a>.</p> <p>If a portfolio is required to complete your application, an admissions advisor will contact you with guidance about what you should include and how you should submit it.</p>
19	Admissions	<p>What are your reference requirements?</p> <p>Reference requirements for applications</p>	<p><b>Studying on campus:</b></p> <p>If you have been through any recent study we will normally prefer an academic reference otherwise we will accept an employer reference relevant to the course you are applying for.</p> <p>If you applied through UCAS, your referee will be requested to complete the reference section of your application directly by UCAS.</p> <p>If you are applying to us directly on myDerby through our website, your references need to be submitted with your application on official company headed letter paper, and signed and dated.</p> <p><b>For UDOL online &amp; distance learning courses:</b></p> <p>Different courses may have different requirements for academic or employer references. Please check the specific <a href="#">course page</a> for more information.</p>
20	Admissions	<p>What should a reference include?</p> <p>Reference content</p>	<p>An academic reference should include a statement supporting your application, as well as an indication of your studying capability and character.</p> <p>A reference from an employer should include details of your current job role, length of service and your character. It should be signed and dated and on company headed paper.</p> <p>For UCAS applicants, your referee will be requested to complete the reference section on your application directly by UCAS.</p>

21	Admissions	Can you contact my referee?  Collecting references	It is your responsibility to obtain this reference, we do not contact your referees. Please ensure the reference section is complete when submitting an application.
22	Admissions	Why have I been sent a Tuition Fee Assessment Form?  Tuition Fee Assessment Form	Part of our admissions process includes ensuring you will be charged the correct tuition fees. Therefore, we may have to ask you to complete a Tuition Fee Assessment Form to confirm your residency category.  Some courses are only able to be offered to UK or UK/EU students due to funding regulations and a tuition fee assessment will also help inform us whether you are eligible for a place in these cases.
23	Admissions	Can I change when I start my course?  (or Can I defer - what is the process?)  Deferral process	<b>For campus-based courses:</b> Once you have firmly accepted an official offer from us, please contact us via email, putting your request to defer in writing. Be aware that not all courses can offer a deferral. You can email us at <a href="mailto:askadmissions@derby.ac.uk">askadmissions@derby.ac.uk</a>  <b>For UDOL online &amp; distance learning courses:</b> If you wish to defer your entry on to one of our courses, please email us at <a href="mailto:onlineadmissions@derby.ac.uk">onlineadmissions@derby.ac.uk</a> to request a deferral. Please include your full name and the course you have applied for.
24	Admissions	Can I transfer to the University of Derby from another university?  Transferring from another university	Yes. You should apply in the usual way, either through UCAS or directly on our website. Make sure you detail the year of entry you would like to join us.  As part of your application you will need to upload a transcript showing the modules you have previously studied and the grades you have achieved. This will allow us to map these modules to our course to establish if sufficient content in our programme has been covered. You will also need to supply an academic reference from the last institution you studied with to support your application.  If you receive an offer, you will need to advise your current institution of your intention to withdraw and if applicable inform the Student Loans Company (SLC). Please note, for international applicants any transfer will also need to meet UKVI regulations.
25	Admissions	If I accept the offer, can I change my mind?  Changing an accepted offer	Yes, you will have 14 days from accepting your offer to change your mind. However, if circumstances have changed for you after this point then please contact the relevant Admissions Team below.  For campus-based courses please email as follows:  <ul style="list-style-type: none"> <li>• <b>UK/EU</b> – undergraduate &amp; postgraduate taught email <a href="mailto:acceptmyoffer@derby.ac.uk">acceptmyoffer@derby.ac.uk</a></li> </ul>

			<ul style="list-style-type: none"> <li>• <b>International</b> - undergraduate &amp; postgraduate taught email <a href="mailto:iadmissions@derby.ac.uk">iadmissions@derby.ac.uk</a></li> <li>• <b>Postgraduate Research</b> email <a href="mailto:researchoffice@derby.ac.uk">researchoffice@derby.ac.uk</a></li> <li>• <b>Learning Beyond Registration (LBR)</b> email <a href="mailto:lbr@derby.ac.uk">lbr@derby.ac.uk</a></li> </ul> <p>For <b>UDOL online &amp; distance learning</b> please email <a href="mailto:onlineadmissions@derby.ac.uk">onlineadmissions@derby.ac.uk</a></p>
26	Admissions/ international ?	<p>Are there guidelines for official translated versions of my supporting documents?</p> <p>Translation requirements for supporting documents</p>	<p>The original translation must contain confirmation of the following from the translator:</p> <ul style="list-style-type: none"> <li>• That it is an accurate translation to English of the original document</li> <li>• The date of the translation</li> <li>• The translators full name and signature</li> <li>• The translators contact details</li> </ul> <p>For international applicants, please see <a href="#">UKVI guidelines</a> for more details.</p>
27	Alumni	<p>What are the conditions of the alumni discount?</p> <p>Conditions of the alumni discount</p>	<p>You have to be progressing from a full undergraduate degree or top-up degree to a postgraduate taught course.</p> <p>Further information can be found on the <a href="#">alumni discount</a> pages of our website. The alumni discount can also be applied to one of our <a href="#">UDOL online &amp; distance learning courses</a>.</p>