

## **SWAPWest Student Agreement Access to Humanities / Social Science**

The SWAPWest partnership of colleges and universities provides access programmes for adults with no or few qualifications who are looking to return to education. The student agreement sets out your responsibilities as a SWAP student and what you can expect from the SWAP programme.

SWAPWest responsibilities –

- 1) SWAPWest are responsible for the academic content of your programme. The academic units you study are part of an agreed curriculum framework with our university partners. The programme will use SQA and college units. The programme is designed to show that you can complete a full time education programme. We use SQA units at SCQF (Scottish Credit and Qualifications Framework) levels 5 and 6. The programmes are designed to provide you with an entrance qualification to higher education, either an HNC or one of our partner universities. SQA units are used to ensure your learning can be assessed on a national basis. You are continually assessed throughout the programme. Your learning will continue throughout the full programme. **All learning units of the programme require to be completed for successful progression.**

Programmes are specifically designed to include a range of units to enhance learning. All SWAP humanities programmes contain communications and literature and a level of numeracy. The external National 5 maths exam is required for primary education and education degrees (this is a GTCS requirement) and for other degrees where specified by the university. Thereafter, a range of units are provided by your college to ensure an appropriate learning experience. You will be academically prepared for university progression. Any amendments to the programme require to be agreed by the SWAPWest partnership.

- 2) The programme you have enrolled upon is recognised by our partner universities as an agreed entrance qualification for a number of degrees. The agreed degrees are published annually in October and are known as SWAPWest “progression routes”. Due to our partnership we can offer places on our progression routes **provided you follow the instructions** required for admission and completion of your programme. University degree places may be subject to additional study over the summer to ensure successful transition. Additional conditions stated on offers from universities via UCAS will also have to be completed prior to progression.
- 3) SWAPWest will provide support to ensure you have the opportunity to be fully prepared for degree study. The additional support will be available through the **SWAP Preparation for Higher Education unit.**

- 4) Your college will provide a student profile if you complete all of the units of a programme. The profile provides the evidence you will need for degree progression. The profile grades you require for degree progression are set by the university partner providing the degree opportunity.
- 5) Your SWAPWest tutor will be your main point of contact throughout your programme. Information from SWAP will be shared with your tutor. You are also very welcome to contact the SWAPWest team by email [swapwest@scottishwideraccess.org](mailto:swapwest@scottishwideraccess.org) to discuss your learning.

### **SWAPWest student responsibilities.**

The Student Agreement sets out the specific criteria and requirements that we expect from you to ensure you make the most of the opportunities provided by the SWAP programme.

### **Progression from SWAP to HNC and university degree is subject to the following conditions:**

- 1) **You must complete all of the units** of your programme. Non-completion of any of the units means that you will not fully meet the condition of your offer of a place at university.
- 2) **Your student profile must meet the requirements** of the university progression route for that degree.
  - a. The student profile is an enhanced reference by your college which is given to the university. For Humanities, your communication skills are particularly emphasised in two of your grades. You should also look at the back page of the profile, as it specifies all of the issues that the college will report on. The profile will consider how you are as a learner and takes a holistic view of your development as a student.
  - b. When considering your university options and final decisions, discuss your profile with your SWAP tutor.
- 3) **You must complete the Preparation for Higher Education unit.** Resources are available from the SWAPWest web site. You require to work through these materials throughout the year. Your college will provide you with support, but **Prep for HE is your responsibility.** You will be asked at the end of the year to provide evidence that you have completed all of the elements of Prep for HE. **SWAPWest will also utilise evidence of your Prep for HE during the selection process for degrees.** Please note we cannot progress students to degree level study without evidence that Prep for HE has been successfully completed.
- 4) **You must apply to universities through the SWAPWest UCAS School** (using the SWAPWest buzzword) and adhere to the instructions contained in the Prep for HE guides in completing and submitting your UCAS application. Failure to do so may prevent you from progressing to university.

Please note Progression Routes will vary in their requirements. Degree subjects where there are limited places or considerable competition for places will specify this and may require applicants to meet additional conditions, such as attending an interview.

**Where progression routes highlight that places are competitive, that means that there are limited numbers for these degrees. Even students who do very well may not gain places on these degrees, so contingency planning is expected from all of our students.** You must research your options and make choices which reflect good contingency planning.

**For entrance to all university degrees you must use a service called UCAS.** UCAS administers entrance to university places. You must apply by the UCAS deadline date for progression to the degrees specified. Any application received after that date does not have to be considered. **It is your responsibility to ensure your application has been sent off properly.**

**You must apply through the SWAPWest UCAS School** so that your application is recognised by the partner institutions. You have an opportunity to make 5 degree choices:

- **You must apply to more than one partner institution.** It is recommended that you apply to all five partners, if feasible for you.
- **For highly competitive degrees** you are advised in the strongest possible terms to use all 5 UCAS choices, including at least two backups to your first preference. For example, if applying to social work, you should use no more than 3 choices for social work degrees and then have 2 choices in courses that are less competitive for entry, such as Sociology, Social Science, or similar. Keep in mind that, for some professional qualifications, you may take an undergraduate degree and then later progress to a post-graduate qualification in your chosen career field. When applying for competitive degrees, please don't have equally competitive options as your back ups.
- **Please note that the University of Strathclyde (Social Sciences)** will not accept applications to more than one degree course per applicant. If you apply to more than one Social Science subject at Strathclyde Uni, all of your applications may be rejected.

In addition, for all choices **your personal statement is important.** Follow the Prep for HE guidelines in completing your application.

**Important:** Your destination after the SWAP programme is very much a personal decision. SWAP programmes will provide you with progression routes to both college courses and universities. Please use the resources in Preparation for HE, and discuss your options with your tutor, the SWAP team or university staff to work out the best option for you. Progressing to HNC at college is just as much a success as a university degree. You will not know at this early stage what is your best option. The SWAPWest process opens up as many choices for you as possible throughout

the year. Please ensure you use these choices, but at the conclusion of the programme the final decision will be your decision.

### **Non-SWAP progression route choices**

If you apply for a course that is not listed in the progression routes, either with a Higher Education partner or an institution which is not a partner, that course will be regarded as being 'out with the progression routes'. The institutions involved do not have to recognise the SWAP access programme for courses which don't appear on the published progression routes. **You must ensure that you contact SWAP in advance (no later than November 28<sup>th</sup>) to ensure that the institution will recognise your application. If you do not, then you may waste one of your UCAS choices.** Please email us at [swapwest@scottishwideraccess.org](mailto:swapwest@scottishwideraccess.org), giving your full contact details and listing all of your intended UCAS choices.

### **You must respond to offers:**

After you have received your final response from the universities to which you've applied, you must return to UCAS and select a FIRM and INSURANCE place. Note that you need to keep in touch with UCAS to ensure you do not miss your deadline date. **You will lose your place at university if you do not confirm your place in time.** Please consider carefully your selection of FIRM and INSURANCE places, as you are contractually bound to meet their requirements.

### **SWAP Students and Disclosure of Criminal Convictions**



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**It is essential that you make an honest declaration, as checks will be carried out. Failure to disclose any details may exclude you from your chosen course.**

degrees, particularly in teaching, medicine, health, social work and other courses involving work with children or vulnerable adults, you **must** declare any criminal convictions including spent sentences and cautions (including verbal cautions) in your UCAS application. This policy extends to any and all offences, including traffic offences. You should note that, as part of the application process, the university will apply for an 'enhanced disclosure document' or the PVG scheme from the Scottish Criminal Record Office ([www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)) or the Criminal Records Bureau. If you are in any doubt over your declaration, please speak with a Higher Education admission tutor in your area of interest.

Kenneth Anderson, Director, SWAPWest.

When you complete PHE01 and register with SWAP, you confirm that you have read, understood and accepted this SWAPWest student agreement. If you are unsure of any of the issues highlighted in the agreement, please ask your tutor or contact the SWAP office before registering.