



## Admissions Process (Dual Application Route) 2026-27

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## Document History

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## Document Location

This document is only valid on the day it was printed.

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## Section A: Scope

### 1.0 Scope

This process document applies to the following courses:

- courses where application can be made directly to Belfast Met AND via the UCAS website
- courses marked as **Apply Now** within course listings.

## Section B: Course Entry Requirements

### 2.0 Academic Course Entry Requirements

Minimum academic entry requirements (and any enhanced academic entry requirements where required) exist for the courses listed in Section A. Academic course entry requirements are defined and approved by Belfast Met's Director of Curriculum and Learner Success in advance of course publication. Academic entry requirements must be met by the course start date.

Academic course entry requirements reflect:

- Government legislation relating to compulsory school leaving age;
- Awarding Organisation requirements (as appropriate);
- Partner Universities (QUB, OU and UU) entry requirements (as appropriate); and other regulatory frameworks, e.g. Apprenticeships;
- Professional Body Requirements

Enhanced academic course entry requirements are approved by the Director of Curriculum and Learner Success and the appropriate Curriculum Head of School.

### 3.0 Access NI / Social Services Checks

Where appropriate, applicants must satisfy other course entry requirements such as Access NI / Social Services checks. Course detail pages will inform the applicant where such checks are applicable.

## 4.0 Competency in English

All courses within Belfast Met are delivered and assessed in English, apart from language specific courses. Entry requirements reflect the level competency required.

## 5.0 Minimum Age Requirements

Students must be at least 16 years old by 1 July 2026 to apply to or enrol at Belfast Met. This is set out in the Further Education (NI) Order 1997. Exceptions to this are the arrangements under formal School-College Partnerships – potential students can contact Belfast Met or their own post-primary school to check if this arrangement might be available to them. If potential students have completed Year 12/Form 5 in school but will not be 16 years old by 1 July 2026, they should contact the Education Authority NI for further advice at [info@eani.org.uk](mailto:info@eani.org.uk) or tel. 02890 564000.

## 6.0 Excluded status

Current or past students who are already excluded from attending the College as a result of a disciplinary process are excluded from the admissions and enrolment process.

## 7.0 Course information

Course related information is available from the following using a range of sources:

- using the [course search facility](#) on the [College website](#) and the course details pages on the College website
- the UCAS website <https://www.ucas.com/>
- Pre-Entry Advice presentations on each course page;
- digital prospectuses and course booklets downloadable from the [College website](#);
- contact the College using email [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk) and telephone number 028 9026 5265;
- School Support teams using contact details provided on course details page and other communications;
- Belfast Met's Careers & Employability Service
- NI Careers Service;
- Campus Administration offices located in Titanic Quarter, Millfield and Castlereagh campuses.

## Section C: Underpinning Admissions at Belfast Met

### 8.0 Admissions Policy

The aim of the Admissions Policy is to ensure that the College is fair and transparent in our student recruitment practices so that all applicants have an opportunity to avail of our courses. We seek to ensure that our recruitment practices do not directly or indirectly, disadvantage any particular group and are accessible to everyone.

It is College policy to promote equality of opportunity and good relations. This means that we will provide equality of access to all, irrespective of gender (including gender reassignment), marital or civil partnership status, having or not having dependents, religious belief or political opinion, race (includes colour, nationality, ethnic or national origins, Irish Traveller), disability, sexual orientation, or age.

The Admissions Policy is available to view from the College website's Public Documents page at <https://www.belfastmet.ac.uk/media/dugftogv/admissions-policy.pdf>

### 9.0 Admissions Process Overview

Belfast Met's Curriculum Teams have autonomy to decide on areas such as mandatory attendance at Pre-entry advice sessions and how offers are allocated. Heads of School approve the process in advance. This information is communicated to applicants via Belfast Met's course details pages, UCAS course details pages, the College's pre-entry advice materials and related communications. A centralised Admissions Process Overview record is maintained by Admissions at Belfast Met.

### 10.0 Change Control Process

A Change Control Process exists to ensure that changes to the Admissions & Enrolment Process are considered, approved where appropriate and the change applied in a fair and transparent manner.

## 11.0 Accessibility

Belfast Met endeavours to make the admissions and enrolment process accessible for everyone. This includes access to information, our services and campuses.

Admissions and enrolment related information can be provided in different formats on request by contacting **Corporate Development**, Belfast Metropolitan College, Integrated Shared Services Centre, 398 Springfield Road, Belfast BT12 7DU.

Potential students are encouraged to contact us using the following contact details if they have concerns about visiting our campuses, require extra support or if discretionary arrangements are required during the application process:

- applicants applying directly to Belfast Met can email [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk) or telephone 028 90265 265
- applicants applying via UCAS can email [belfastmetucas@belfastmet.ac.uk](mailto:belfastmetucas@belfastmet.ac.uk)

## 12.0 Communicating with applicants

Belfast Met aims to communicate with applicants in an appropriate and timely manner. A variety of methods are used to communicate with applicants – text, letter, email and telephone call.

### 12.1 Applying directly to Belfast Met

Communication templates exist for each stage in the admissions cycle. It is essential that all applicants are communicated with using formally approved communication templates. Line Managers must approve changes and/or customisation to templates in advance.

### 12.2 Applying via UCAS

Standard UCAS communications will be supplemented with Belfast Met templates where appropriate.

## 13.0 Right to Study

Belfast Met is required to satisfy [United Kingdom Visa and Immigration \(UKVI\)](#) requirements relating to status and to inform the fees assessment process. Applications

are processed in accordance with United Kingdom Visa & Immigration (UKVI), Belfast Met's International Admissions procedures and any special requirements set out by our Partner Universities. Applicants must provide proof of identity, appropriate residency duration and Right to Study in the UK before enrolling onto a course. Current advice to applicants is available [here](#). Where students have to leave a course due to compliance issues, there will be no refund.

## 14.0 Proof of identity

Applicants must provide proof of identity before enrolling onto a course. Proof of identity is required to satisfy the following:

- a) Verify that the student is who they say they are
- b) Prove that examinations are theirs
- c) Make sure the correct fees are calculated
- d) Satisfy **UK Visas and Immigration (UKVI)** requirements relating to verification of identity

## 15.0 Section 75 Monitoring Information

Monitoring information is required by Belfast Met to facilitate the monitoring and checking of procedures to assure fairness, as required by Section 75 of the Northern Ireland Act 1998. It is held in accordance with relevant data protection legislation. Learner information will be held securely, with access limited to those who need to see this for monitoring purposes. It will be held in accordance with data protection legislation. The College Privacy Notice provides further details on how Belfast Met processes applicant and student data. This is available at <https://www.belfastmet.ac.uk/about-us/corporate-information/privacy-policy/>

### 15.1 Applying directly to Belfast Met

Applicants are asked to provide **Section 75** Monitoring Information during completion of online application process.

### 15.2 Applying via UCAS

Successful applicants will be asked to provide **Section 75** Monitoring Information during the application to enrolment process.

## 16.0 Equality and Diversity

Belfast Metropolitan College believes that everyone has a right to study in a harmonious welcoming environment. The College is committed to creating and ensuring an atmosphere where learners, customers, staff, governors and other stakeholders celebrate equality and diversity in all activities.

For further information please visit Belfast Met's **Equality and Diversity** page on our website at <https://www.belfastmet.ac.uk/about-us/corporate-information/equality-and-diversity/>

## 17.0 Terms and Conditions

### 17.1 Applicants applying directly to Belfast Met

**Belfast Met's Terms and Conditions** for enrolment and application apply to all potential and existing learners. Applicants and students are asked to read the **Belfast Met's Terms and Conditions** before applying for, or enrolling onto, any of the courses. Terms and Conditions available on the Public Documents section of the website at <https://www.belfastmet.ac.uk/media/gjoj3uq4/belfast-met-terms-and-conditions-for-enrolment-and-application-2026-27-v1-oct-2025.docx>

### 17.2 Applicants applying via UCAS

UCAS Terms and Conditions exist for applicants applying via the UCAS website. Applicants are encouraged to read the **UCAS Terms and Conditions** available at [Terms and conditions for use of the UCAS network | Undergraduate, Postgraduate, Conservatoires, Teacher Training | UCAS](#) before applying via UCAS.

UCAS applicants enrolling onto Belfast Met courses are asked to read the **Belfast Met's Terms and Conditions** before applying for, or enrolling onto, Belfast Met courses. The Terms and Conditions area available on the Public Documents section of the website at <https://www.belfastmet.ac.uk/media/gjoj3uq4/belfast-met-terms-and-conditions-for-enrolment-and-application-2026-27-v1-oct-2025.docx>

Belfast Met is committed to providing the highest quality of service to all our customers. If a customer is not satisfied with the quality of service provided by the College or college staff, they have the right to complain. Any complaint will be dealt with fairly, effectively and confidentially. Customers are referred to the College 'Complaints and Compliments' page of the website at <https://www.belfastmet.ac.uk/about-us/corporate-information/complaints/>

Applicants who are dissatisfied with the outcome of their application are advised to contact Belfast Met directly using the contact details provided in communications.

## **19.0 Student Criminal Disclosure**

In line with the College's Student Criminal Convictions Disclosure Policy, applicants who have had a criminal conviction may need to tell us about it by completing a disclosure form. You can find the forms and guidance on how to complete them in the student criminal disclosures section of our website <https://www.belfastmet.ac.uk/life-at-the-met/students-support/student-criminal-disclosures/>

Most applicants with a criminal conviction will need to fill in [form CDF1](#) to tell us about their unspent convictions only.

Applicants for courses including teaching, healthcare, social work, counselling, or any other profession or occupation which involves working with children or adults at risk, need to tell us about their criminal convictions by filling in [form CDF2](#).

Disclosure does not usually prevent an applicant from being able to take up a place at Belfast Met. If an applicant does not disclose, and the College later finds out about their conviction(s), they may be refused a place or asked to leave their course. Criminal records checks are carried out via AccessNI before a student can go on any work placement, so it is important to make full disclosure when applying for a course.

All applicants/students who have ongoing legal proceedings for crimes involving safeguarding or child protection matters must tell us about them by [filling in a student](#)

[criminal offence\(s\) disclosure form](#). If you are convicted of a criminal offence after you have applied to the College, you must also tell us about this by filling in a [student criminal offence\(s\) disclosure form](#).

## 20.0 Validity of Application

Applications and offers are only valid for the stated academic year. Entry requirements must be satisfied before the course start date.

## 21.0 Payment of Fees

Belfast Met operates within a very strict protocol of financial procedures. The Belfast Met Fees and Charges Policy 2026-2027 available on the Public Documents section of the website at <https://www.belfastmet.ac.uk/about-us/corporate-information/public-documents> contains relevant information relating to fees, charges and payment of fees. Applicants with outstanding debt to the College cannot progress until debt is settled in full. For applications, the debt settlement date is the first date of application.

## 22.0 Course Closure, Suspension and/or Substantial Change

Course closures are managed through Belfast Met's Course Change/Closure procedure, available at <https://www.belfastmet.ac.uk/media/5cuhafw0/closure-suspension-change-procedures-all-programmes.pdf>

## 23.0 Right to Cancel

### 23.1 Applicants applying directly to Belfast Met

Applicants can withdraw or cancel their application by contacting [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk), telephone 028 90265 265 or use the School contact details provided on email communication or course details pages.

### 23.2 Applicants applying via UCAS

Applicants applying via UCAS can cancel your application and request a refund **within 14 days of applying**. Applicants can obtain more information at <https://www.ucas.com/corporate/application-cancellation-request-form>

### 23.3 Enrolling onto courses at Belfast Met

Belfast Met's Admissions and Enrolment Process adheres to relevant consumer protection legislation. This ensures that the student is protected as a 'customer' of the College. When a student enrolls on a course they have the '[Right to Cancel](#)' within 14 days of enrolling. The student contract with the College begins on the day they enrol for a course at Belfast Met.

### 24.0 Cancellation of Course Before it Starts

The College will make every effort to run the advertised courses and programmes. However, all courses must have a minimum number of students to run and, on occasions, some classes may be combined.

If the minimum number of students on a course is not reached, the College reserves the right to withdraw the course or a specific course element. In other cases, classes may have to be cancelled. The relevant curriculum team, supported by Learner Success teams, will provide personalised support to students to find alternative programmes at Belfast Met to continue their studies or to help with applications to other providers.

Where an 'Apply only' course is cancelled, applicants will be invited to apply for another course and the date of their original application will be attached to the new application. Course closures will be managed through Belfast Met's Course Change/Closure procedure which is available here <https://www.belfastmet.ac.uk/media/5cuhafw0/closure-suspension-change-procedures-all-programmes.pdf>

### 25.0 Support Services

Anyone considering applying to the College should visit the Life at the Met available on Belfast Met's website at <https://www.belfastmet.ac.uk/life-at-the-met/> This section provides applicants with some essential information about life at Belfast Met.

Additional support is available to applicants if they:

- need additional support to attend Pre-Entry Advice Sessions;
- have difficulties attending the College in person;

- cannot attend or participate in any session and would like to make alternative arrangements.

Applicants are encouraged to contact the College as early as possible to facilitate additional support where required.

## Section D: Applying to Belfast Met

### 26.0 Method of entry

Applicants can apply for courses by using one of following methods:

- Click on the link to visit Belfast Met's course details page  
<https://www.belfastmet.ac.uk/courses/>
- Apply directly to Belfast Met by clicking on the **Apply** option.

OR

- Search the search facility on UCAS website <https://www.ucas.com/>

OR

- Click on the link to visit Belfast Met's course detail page  
<https://www.belfastmet.ac.uk/courses/>
- The UCAS code will be displayed in the Overview section.
- Use the code to apply via UCAS <https://www.ucas.com/>

*IMPORTANT: Applicants must only choose one method of application for a course.*

*Duplicate applications will be rejected.*

### 27.0 Timeline of Belfast Met Admissions

Applications open on UCAS and Belfast Met website*	12 <sup>th</sup> November 2025
A Level Results	13 <sup>th</sup> August 2026
GCSE Results	20 <sup>th</sup> August 2026

*\*Applications remain open on UCAS until applications meet the number of vacancies available. Thereafter, courses will remain open on Belfast Met and applicants are added to waiting lists.*

### 28.0 Allocation of offers

#### 28.1 Applications submitted before date of equal consideration

Application submitted via Belfast Met or UCAS before 1800 hours on 14<sup>th</sup> January 2026 will be treated with equal consideration.

### **28.1.1 Mandatory Pre-Entry Advice**

Applicants who complete the mandatory pre-entry advice stage will receive either a conditional or unconditional offer.

### **28.1.2 Non-mandatory Pre-Entry Advice**

Applicants will receive either a conditional or unconditional offer.

## **28.2 Applications submitted after 14<sup>th</sup> January 2026**

Applications submitted via Belfast Met or UCAS after 1800 hours on 14<sup>th</sup> January 2026 will be processed and considered in date applied. The earlier the applicant applies to the course increases their chance of being enrolled onto their preferred course.

## **29.0 Applicant Waiting Lists**

In some cases, the number of applications will exceed the number of available offers. When this is the case, applications will be closed on the UCAS site. Applicants will be advised to apply directly to Belfast Met. Applicants will be added to a course waiting list.

If a place becomes available, applicants will receive an offer based on stage date applied order. If an applicant on a waiting list does not meet the requirements, the next applicant in stage date order will receive an offer.

Applicants may be placed on more than one waiting list. Sometimes an applicant initially chooses to refuse an offer from a waiting list because it is not their first preference. If an applicant is initially offered a place from the waiting list but does not accept, they will be placed back on the waiting list.

## **30.0 Maximum number of applications**

### **30.1 Applicants applying directly to Belfast Met**

Applicants can add up to five courses before submitting an online application. As the applicant moves through the Admissions Process, some course applications may become inactive allowing the applicant to apply to other courses up to the maximum number.

### **30.2 Applicants applying via UCAS**

Applicants can apply for a maximum of five courses.

## **31.0 Tracking an application**

### **31.1 Applicants applying directly to Belfast Met**

Applicants can track the progress of their application by logging into their online Student Portal account.

### **31.2 Applicants applying via UCAS**

Applicants can track the progress of their application using the UCAS **Student Hub**.

## **32.0 Accreditation of Prior Learning (APL)**

Belfast Met welcomes applications from people who do not have formal qualifications and who would like to apply by virtue of experience. Applicants who wish to apply using accreditation of prior learning can obtain more detailed information at

<https://www.belfastmet.ac.uk/siteFiles/resources/docs/public-documents/apl/apl-guidance.docx>

## **33.0 Pre-entry Advice and Guidance**

Pre-entry advice opportunities will be provided to all applicants applying for courses with entry requirements commencing September 2026 onwards.

### **33.1 Purpose of Pre-Entry Advice for Applicants**

Applicants are provided with pre-entry advice prior to enrolment to:

- Ensure they have all the information they need for informed decision-making about their course choice.
- Provide an opportunity to find out more about the course.
- Meet teaching staff.
- Connect with the College.
- Ensure that they are studying at the correct level required to meet course entry requirements.

### **33.2 Format of Pre-Entry Advice**

Pre-Entry advice will be provided using one of the following methods:

- An event held on one of the College campuses.
- An online or virtual where applicants join via MS Teams.
- A hybrid option.
  - Applicants are provided with a video/presentation and supplementary information via email. Applicants are asked to complete an accompanying MS Forms. Applicants are asked to:
    - Confirm they have viewed/read and understood the video/information;
    - Choose their next step (progress/withdraw/cancel)
    - Submit questions about the course or other related to their application
    - Ask for more information to inform their next step.
      - Applicants choosing to continue are progressed to the next stage.
      - Additional 1:1 opportunities are provided at showcasing events held on campus.

### **33.3 Attendance/participation**

In some cases, applicants must attend or participate in order to progress to the next stage of the process.

### **33.4 Discretionary PEAS**

If for some valid reason an applicant requires other arrangements, suitable alternative arrangements will be offered to enable the applicant to carry on to the next stage of the application process.

## **34.0 Recording Pending and Achieved Qualifications**

### **34.1 Applicants applying directly to Belfast Met**

Applicants are required to record pending and achieved qualifications when applying for a place. Once applicants receive their results in August, they must update pending to the

achieved outcome. Curriculum and School staff require this information when converting an application to enrolment.

Applicants waiting on results must update pending status to the achieved outcome no later than 12 am (midnight) on 13<sup>th</sup> August 2026 for Higher Education (levels 4 and above) applicants.

### **34.2 Applicants applying via UCAS**

Belfast Met will be provided with applicants' qualifications results via the UCAS website. In cases where this is not possible, applicants will be required to provide Belfast Met with qualification outcomes. Applicants will be notified in advance and advised to update Belfast Met no later than 12 am (midnight) on 13<sup>th</sup> August 2026 for Higher Education (levels 4 and above) applicants.

## **35.0 Applicants who do not meet entry requirements for a course**

### **35.1 Applying directly to Belfast Met**

Where an applicant does not meet nor is likely to meet course entry requirements before a course before the start date, they are referred to the Careers and Employability Service for further advice. The applicant progress code is set to CAREER and withdraws from the course application process.

### **35.2 Applying via UCAS**

The application is rejected and the applicant is provided with an explanation. More information can be found on the UCAS website <https://www.ucas.com/applying/after-you-apply/tracking-your-ucas-application>

## **36.0 More than one Offer**

### **36.1 Applying directly to Belfast Met**

An applicant can only hold one offer. Where applicants receive more than one offer, they must choose which one to accept. Applicants are asked to confirm which offer they would like to accept within five working days. If applicants do not respond by the deadline, their original offer is maintained but moved to the waiting list of course they did not respond to.

This does not apply to complementary provision where a full-time student has also applied for a part-time evening course, for example, a full-time Childcare Studies applicant may want to attend a part-time Counselling course in the evening.

## **36.2 Applying via UCAS**

More information on timelines and offer processing can be found on the UCAS website <https://www.ucas.com/applying/after-you-apply/tracking-your-ucas-application>

## **37.0 Clearing**

### **37.1 Applicants applying directly to Belfast Met**

A formal 'Clearing' event will be held on-site on Wednesday, 19<sup>th</sup> August 2026.

### **37.2 Applicants applying via UCAS**

UCAS Clearing commences 5<sup>th</sup> July 2026 and ends 19<sup>th</sup> October 2026. Clearing is available to applicants who:

- are applying after 30 June 2026
- did not receive any offers
- did not accept any offers
- did not/not likely to meet the conditions of the offer
- [declined a firm place](#) using the 'decline my place' button in the UCAS application

More information on the different options available through the Clearing process is available the UCAS website at <https://www.ucas.com/advisers/supporting-you-through-confirmation-and-clearing>

## **38.0 Contact details**

Applicants must ensure that their contact details are kept up-to-date.

### **38.1 Applicants applying directly to Belfast Met**

Applicants who wish to update their contact details should email [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk) or telephone 028 90265 265.

### **38.2 Applicants applying via UCAS**

Applicants who wish to update their contact details should follow the steps outlined on the UCAS website at <https://www.ucas.com/applying/after-you-apply/making-changes-your-application-after-you-apply>

## 39.0 Transfer of application

### 39.1 Applicants applying directly to Belfast Met

Applicants can only transfer their application to another course using original date applied if:

- they are unlikely to meet the course entry criteria before the course start date.  
Examples include studying towards to inappropriate level or applicant has applied to a course and does not meet specific criteria e.g. out of education for two years.  
Applicants will be contacted by the College and advised of options before considering transferring to another course.
- an applicant has attended/participated in a pre-entry advice session and decides that they have applied to the wrong course. The applicant must inform College staff following the pre-entry advice session or up to 24 hours after the event of their intention to transfer.

The application transfer is carried out by College staff.

### 39.2 Applicants applying via UCAS

Applicants applying via UCAS should visit <https://www.ucas.com/providers/applications> to inform them of their next step.

## 40.0 Admissions Appeals

Applicant who wish to appeal the outcome of their application or any other aspect relating to the applications process can appeal using the **Belfast Met Compliments and Complaints Policy**. More information is available on our website at <https://www.belfastmet.ac.uk/media/c35hitcf/complaints-and-compliments-policy.pdf>

## 41.0 Record of Prior Acceptance

Belfast Met will submit **Records of Prior Acceptance** to UCAS for applicants who have enrolled via a direct application.