

# Admissions Policy 2023/4

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## **Introduction**

The Admissions Policy (the Policy) provides the basis for admissions practice across the University. The specific aims are to:

- Identify the principles and a common approach for management of the admissions process, which is fit for purpose for all relevant applicant groups and is informed by good practice.
- Articulate the roles and responsibilities of each part involved in the admissions process
- Ensure the compliance of the University's admissions process with the QAA Code of Practice

The good practice principles and ethos identified in this document apply equally to all categories of applicants who submit an application to study at University, though the university recognises that, for particular study opportunities, some aspects of the detailed guidance may not be relevant to an individual application.

Responsibility for compliance with the Admissions Policy and Procedures lies with individual members of staff either in a central or devolved School based role, who have a role to play in the admittance of students into the institution. All staff with admissions responsibility must be familiar with the Policy, and associated Procedures relevant to their areas of responsibility. The University will provide admissions staff with appropriate guidance, training and support.

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## Section 1 – The Admissions Policy for the admission of students

### 1.1. Principles

1.1.1 This policy lays out York St John University's (the University) position on key matters relating to recruitment and admission. Except where explicitly stated otherwise, it applies to all applications both full time and part time to all of our undergraduate, postgraduate (taught) and postgraduate (research) programmes. This includes qualifications at certificate, diploma and degree level.

1.1.2 This policy is underpinned by our institutional strategic priorities, which are articulated through our strategic plan.

1.1.3 The University seeks and highly values diversity within the student community. We endeavour, through our policies to ensure that all of our students are given the opportunity to achieve their potential through studying at degree level and beyond. In line with this objective, the University is committed to recognising both academic and other personal and professional achievements of each applicant.

1.1.4 The University welcomes applications from candidates from all backgrounds. We recognise that student potential is not always evident simply through formal academic qualifications and we particularly welcome applications from those who are currently under-represented within higher education.

1.1.5 The University is committed to ensuring equality of opportunity for all our students. We recognise that the University community is enriched by a diverse student body. No potential student will be excluded from entry to any University programme as a result of discrimination on the grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including colour, nationality, ethnic or national origins), religion or belief, sex or sexual orientation.

1.1.6 In accordance with our commitment to fair admissions, selection is made on the basis of a variety of criteria. Evidence of suitability for study includes academic achievement, professional and personal experience and potential to succeed on the intended programme of study.

1.1.7 The University is committed to continuous improvement to ensure that there is a consistently high standard of administration leading to open, effective and efficient processing.

1.1.8 The Admissions Policy aims to be fair to all applicants and to meet the legal obligations applied through relevant legislation and University policies. Many of the principles contained within this policy reflect the Quality Assurance Agency Code for Higher Education: Chapter B2 relating to Recruitment, Selection and Admissions to Higher Education October 2013 and the recommendations within the Admissions to Higher Education Review 2004.

## **Section 2 – The Admissions Policy for the admission of students**

### **2.1. The aims of the Admissions Policy are to ensure that:**

- i. All applicants are treated equally, fairly and consistently
- ii. Applicants are appropriately informed throughout the admissions process
- iii. Clear decision making by applicants and the University is assured National, regional and University strategic objectives are recognised.
- iv. National, regional and University strategic objectives are recognised.
- v. Students are recruited who will engage with and contribute to the University community, both intellectually and culturally.

## **Section 3. Admissions entry criteria**

The admission of any student will be determined by an assessment of the potential of the student to contribute to and benefit from their proposed course of study and by academic, personal, professional and other relevant criteria. Actual and/or predicted performance in public examinations is a key indicator of academic potential for degree level study.

### **3.1. Processing of applications**

3.1.1 The University will process applications as effectively and promptly as possible.

3.1.2 The University ensures that the appropriate briefing and training is given to all involved in the admissions process.

### **3.2. Minimum Entry Qualifications**

3.2.1 The University requires all students entering the University for an Undergraduate Programme to meet its minimum entry requirements however, in some cases the University may choose to waive the minimum requirements and make (an) unconditional offer(s) to applicant(s). In such instances an unconditional offer will only be made to those applicants predicted to achieve the University's minimum entry requirements as identified from their pending grades as highlighted on their application form, or those applicants as highlighted in the [Opportunity and Excellence Offer Scheme](#).

3.2.2 Unless otherwise stated, the minimum entry requirement is as follows

3.2.3. Two passes at A level (where each A level is a 4 or 6 unit award) / pass in a 12 unit AVCE or a combination of the two qualifications, plus three other subjects at GCSE Grade C or above, including English Language;

Or

A T Level / BTEC (QCF) at Diploma or Extended Diploma, plus three other subjects at GCSE Grade C or above, including English Language Or SCQF Level 6 National Certificate, plus three passes at Standard level including English language

Or

Three Scottish Highers level passes at Grade C

Or

Four Irish Higher level passes at Grade C including English Language.

3.2.4 Although entry requirements are quoted as UCAS tariff points in the University prospectus and in UCAS Entry Profiles, conditional offers will be made in the context of the qualifications being studied and offered for assessment for entry.

3.2.5 Alternative entry criteria have been approved for applicants who have been out of education for a minimum of 2 years and who do not meet the normal minimum entry requirement conventionally

3.2.6 The University recognises a wide range of qualifications for admissions purposes. As far as possible, details of approved qualifications are included in the University's online prospectus, but the Admissions office is also able to advise on the acceptability of particular qualifications. An offer to an applicant without a recognised qualification requires the approval of the Head of Admissions.

3.2.7 Individual programmes of study may specify entry requirements in addition to this minimum requirement and include subject specific elements. These are established in accordance with any individual programme requirements.

3.2.8 Individual programmes reserve the right to judge the relevance and acceptability of any qualification or individual subject when considering an application.

3.2.9 Typical entry grades and subject requirements are notified annually in the prospectus, on the web (<http://www.yorks.ac.uk/>) and in current course literature.

3.2.10 There is no University wide policy of discounting achievement in any specific A level or GCSE (or equivalent) subject. Subjects that would be excluded from any offer would be listed in the course specific entry requirements.

3.2.11 Entry offers are normally made on a tariff point basis and will take account of NQF Level 3 qualifications and key skills level 3 qualifications within the English and Welsh post 16 curriculum unless otherwise stated. Separate credit will not be given for AS awards converted to A levels or where A levels have been taken and failed. The tariff offer cannot be met by AS examinations alone.

3.2.12 Other qualifications contained within the UCAS Tariff may be included or excluded on a subject by subject basis.

3.2.13 Teaching, assessment and student support will normally take place in English, unless otherwise stated. The University must therefore be confident that the applicant has proficiency in the English language necessary to succeed in their chosen programme. Therefore applicants who have not previously been taught in English may be required to take an English language test as part of the condition of an offer or to successfully complete a course of English language study at the University before beginning their chosen course

3.2.14 Applicants who have taken qualifications before application may be asked to produce copies of certificates in order to verify their qualifications. This would form a condition of an offer.

3.2.15 An applicant may be asked to attend an interview or an audition.

3.2.16 All students who receive an offer of a place will be offered the opportunity to visit the University in the context of a visit day or campus tour.

3.2.17 The University reserves the right to request further information in relation to an application either directly from an applicant or from a former place of education.

3.2.18 All applications will be considered with due regard to currently implemented University policies and external legislative frameworks as necessary.

3.2.19 All applicants will be expected to meet the required level of competency to enter onto their chosen programme at York St John University; this will be evidenced through meeting the relevant entry criteria as indicated for each programme. This includes academic and non-academic elements, as well as interviews, auditions and other forms of entry assessment when appropriate.

### **3.3. International Requirements**

3.3.1 Applications received from International prospective students will be considered and processed consistently with Home/EU applications.

3.3.2 Those applicants offering overseas qualifications will be expected to have achieved the equivalent of the quoted minimum entrance requirements to enrol. Assessment will be made using both UK NARIC and the UCAS Guide to International Qualifications.

3.3.3 Where qualifications are presented in their native language, an official translation may be requested at the applicant's expense.

### **3.4. International English Requirements**

3.4.1. International applicants must be proficient in English in order to be admitted directly onto a course. The University will normally accept one of the English Language qualifications set out below, though some courses may demand this at a higher level than specified here (this list is indicative and not exhaustive).

3.4.2 Direct entry onto a degree programme will require one of the following:

GCSE / O Level/IGCSE

Grade C or above

International English Language Testing Service (IELTS)

6.0 (min. 5.5 in each section)

PTE Academic

Listening - 51

Reading - 51

Writing - 51

Speaking - 51

Approved SELT

Any further English Language equivalencies will be shown on the [University Website](#).

### **3.5. Non-Academic Entry Requirements**

3.5.1 Entry to some programmes of study requires students to meet non-academic conditions. These could include a deposit (for International Applicants), Disclosure & Barring Service enhanced check and health checks and any professional registration as required by certain professional programmes. Where such entry requirements are routine, they will be specified in course literature.

3.5.2 Such conditions must be fulfilled before entry to the programme of study. Information on how the University manages the DBS procedures and the consideration of applications with criminal convictions is set out in the University Policy on Admissions of students and criminal conviction. Applications from candidates with criminal convictions will be carefully considered. Applicants must, upon request, provide full details of any convictions which are not 'protected' under the amendments of the Exceptions Order 1975 (2013)

3.5.3 The University retains the right to refuse entry to any applicant with a criminal conviction which may jeopardise the security, safety or reputation of the University or its community, or where there are relevant professional criteria which apply.

3.5.4 Where applicants have outstanding non-academic conditions when enrolment is due, only those who are in the following situation may be considered for enrolment:

- The DBS application form has been submitted and confirmed to be at Stage 1 with the DBS.
- The complete medical questionnaire has been received within the Admissions department.

3.5.5 Applicants who are enrolled on programme with outstanding non-academic entry requirements will be subject to a standards review and subsequent action should they fail to complete or pass the requirement within the specified timeframe.

3.5.6 Occasionally the requirements of professional, statutory and regulatory bodies may change at short notice to reflect government policy or changes in legislation. The University undertakes to notify all affected applicants promptly in writing of such changes.

3.5.7 Where an applicant is unable to satisfy the requirements of the relevant professional, statutory and regulatory bodies despite submitting an otherwise strong application this will provide legitimate grounds for the University to reject an application.

3.5.8 We recognise that occasionally a programme's standard procedure for assessing applications will not provide the admissions' staff with an accurate understanding of an applicant's suitability. In such cases we may ask applicants to provide us with alternative evidence to support their application. This would be assessed on an application by application basis.

### **3.6. Entry for candidates without standard qualifications**

3.6.1 The University is committed to providing alternative entry criteria for applicants who do not hold standard academic qualifications to be able to meet the normal minimum entry requirements if they have been out of full-time education for a period of at least 2 years (24months). Please see the Mature Student Entry Scheme <https://www.yorks.ac.uk/study/undergraduate/apply/offer-schemes/mature-entry-offer-scheme>

3.6.2 If an applicant has followed a non-standard educational route e.g. Home Schooled, the application will be considered against the standard entry criteria of the programme.

3.6.3 There will be a requirement to demonstrate that the academic entry criteria have been met. As well as a requirement to provide a reference regarding suitability for higher education from an official who is in a position of authority in relation to the applicant and knows the applicant well enough to do so.

3.6.4 Applicants who fail to meet the minimum academic level for entry directly onto a degree programme may be offered a level 0 foundation programme, where one is available. Entry to this will be on a case by case basis, unless prior approved routes have been put in place. Failure to meet the degree entry criteria does not automatically confer admissions to a level 0 Foundation programme.

### **3.8. Candidates who have been in Care**

3.8.1 The University is committed to welcoming applicants who have been in Care. Applicants are advised to indicate on their application forms and are encouraged to seek advice on finance, University accommodation and other matters.

3.8.2 The University's designated care leaver contact will contact those applicants made an offer and who have disclosed they have been in Care.

3.8.3 The University's designated care leaver contact is the member of staff within the University for those who have been in/are still in Care and wish to find out more information about the support available to them. Confidential contact can be made through the dedicated email address [careleavers@yorks.ac.uk](mailto:careleavers@yorks.ac.uk)

### **3.9. Special Entry Routes**

3.9.1 The University may develop specific entry opportunities in partnership with schools or colleges at home or abroad with the intention of supporting the University's commitment to widening participation in higher education within the UK and increasing the number of international students within the University. Such entry routes will be approved by the University's Strategic Leadership Team, on the recommendation of the relevant faculty where appropriate. All students admitted will meet the minimum entry requirements of the University.

### **3.10. Costs and fees**

3.10.1 Information about the financing of programmes at the University is available on our website, as well as being included in our prospectus. Further information is supplied on request from [fundingadvice@yorks.ac.uk](mailto:fundingadvice@yorks.ac.uk); any specific costs related to programmes of study will be notified in the course leaflet.

3.10.2 Information regarding the payment of International fees and the Deposit policy is available on the York St John University website.

3.10.3 International students sponsored on Tier 4 visas must meet UK Border Agency financial requirements which include course fees and maintenance. Full details can be found on the UK Border Agency website.

### **3.11. Fees Assessment**

3.11.1 All applicants are required to indicate their nationality, country of birth and country of permanent residence as part of their application. In most cases the provisional residential category on the application form will enable the University to make a final decision on the fee status of an applicant. Applicants can be assessed as eligible to pay either home tuition fees, or overseas tuition fees.

3.11.2 If the University considers an applicant's fee status to be unclear from the information provided in their application, Admissions will write to the applicant to ask for further information. This process will normally take place before the applicant has been academically assessed. The University reserves the right to identify an applicant as eligible to pay overseas tuition fees at any point in the admissions process up to the point of enrolment.

3.11.3 Applicants whose fee status is in question will be defaulted to Overseas until the outcome of the assessment is confirmed, at which point the relevant outcome will be recorded.

### **3.12. Rejection**

3.12.1 The University reserves the right to refuse admission to applicants who have not met academic or non-academic entry requirements or where there is evidence that they are unable to meet the academic, professional or vocational requirements of the course.

3.12.2 International students (who will be required to apply for a Tier 4 visa) may be rejected if they fail to meet UK Border Agency statutory requirements; or where to make an offer would contravene government guidance.

### **3.13. Reasons for rejection**

3.13.1 The University is committed to providing feedback on request to applicants who have not been offered a place. Feedback is provided to enable applicants to reflect on their progress through the application process but does not constitute a reconsideration of an application or a challenge to the University's decision on an application.

3.13.2 Applicants requesting feedback are asked to do so promptly and to contact Admissions in writing (by email or letter) within 28 days of the decision being made. Full details can be found in our Feedback policy.

3.13.3 The University aims to respond to requests for feedback within twenty working days of receipt, unless otherwise indicated.

3.13.4 Feedback on specific applicants will not be provided to any third party.

### **3.14. Re-applications**

3.14.1 The University will consider re-applications on an individual basis and reserves the right to use information from a previous application in assessing a re-application.

3.14.2 Re-applications to the same programme in the same cycle after a reject decision will not usually be considered.

### **3.15. Applications for alternative start dates than advertised**

3.15.1 Applications may be considered for start dates other than those advertised only at the discretion of the Head of Programme in conjunction with the Admissions Manager. All conditions should be met a minimum of 2 weeks prior to the requested start date.

### **3.16. Applicants requesting deferred entry**

3.16.1 If you wish to apply for deferred entry this can be done either at point of application, or a request can be made at any point throughout your application process until the point of enrolment.

3.16.2 Deferral can only be considered if it is made in writing (email or letter), verbal requests must be followed up in writing before they will be implemented.

3.16.3 You will usually be considered on the same basis as applicants in the year that you are applying for entry, unless there is a dramatic change in criteria in which case you will be assessed against the criteria for the year you would enter. An offer made in Clearing is valid for the current year only, unless the applicant has met the standard entry requirement for the following year.

3.16.4 Applicants will normally be allowed to defer entry for one year only, before they must submit a new application to be considered along with the new cohort of applicants

### **3.17. Re-admission of students**

3.17.1 The University will not normally allow re-admission for students who have had their studies terminated where the applications is made within 24 months of the date of the termination decision.

3.17.2 Where a reapplication is requested within the 24 month period after the termination decision, further consideration will not be given to the application unless suitable evidence is provided indicating an appropriate level of change and/or development since the termination. An interview to determine suitability for re-entry must take place before an offer for re-entry within the 24 month period after the termination decision was made.

3.17.3 Applications from the following will require the approval of the relevant Academic School, Registrar plus the Director of Finance, where appropriate, before the applicant may be offered a place:

i. Students who have withdrawn from the University and are seeking admission to the same, or any of the same, subjects previously studied

ii. Students who have a debt to the University

3.17.4 Applicants who fail to declare their previous attendance at York St John University and/or who fall into any of the above categories (i, or ii) may have their applications withdrawn.

### **3.18. Applicants with Criminal Convictions**

3.18.1 To assist in the reduction of risk of harm or injury to their students and staff caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has.

3.18.2 If you have a relevant criminal conviction that is not spent, you will be prompted to declare this on acceptance of your offer;

3.18.3 In so declaring you will not be automatically excluded from the enrolment process

3.18.4 Spent means that if a person does not re-offend during their rehabilitation period, their conviction becomes 'spent' (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and should not be revealed.

3.18.5 It should be noted that certain offences are never spent and for certain courses, you are required to declare all convictions whether spent or unspent. These do not have to be declared in answer to this question which relates only to relevant, unspent criminal convictions but you must reveal them if a course has been denoted as requiring a criminal records check. Please see the entry requirements for your course choices to see if this requirement applies to you. For more information on offences and rehabilitation periods, [www.justice.gov.uk/downloads/offenders/rehabilitation-offenders.pdf](http://www.justice.gov.uk/downloads/offenders/rehabilitation-offenders.pdf)

3.18.6 Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

i. Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.

ii. Offences listed in the Sex Offences Act 2003.

iii. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

iv. Offences involving firearms.

v. Offences involving arson.

vi. Offences listed in the Terrorism Act 2006.

3.18.7 If your conviction involved an offence similar to those set out above but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, this should be declared.

3.18.8 Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of disclosure, unless you have

contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

3.18.9 Some programmes are exempt from the Rehabilitation of Offenders Act and you may be required to disclose information regarding any convictions even if they are spent. Some courses in respect of professions or occupations such as those which include work with children or vulnerable adults may involve an integral work placement and you may not be able to undertake such placement and complete your studies if you have criminal convictions. Further, while you may be permitted to study for one of the above professions or occupations, you may not be able to register and practise upon completion of your course.

3.18.10 Further checks may also be required under the Disclosure and Barring Service. Depending on the type of check, different levels of information will be revealed. The information revealed may include unspent convictions and spent convictions (including cautions, reprimands and final warnings or similar). Information about minor offences, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) and other locally held police information may be revealed where it is appropriate to the course for a particular occupation or profession. The information will be disclosed irrespective of when it occurred.

3.18.11 This means that if you have a criminal conviction (spent or unspent) or, in certain circumstances, any minor offence, this information may be made known to the university as part of the check.

3.18.12 If the check reveals that you have had a conviction, (including any caution, reprimand, final warning, bind over order or similar) or any other relevant information including (in certain circumstances) any minor offence, PND, ASBO or VOO, the University will need to assess your fitness to practise in the profession or occupation to which your course relates.

3.18.13 If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country. A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

3.18.14 Applicants to courses exempt from the Rehabilitation of Offenders Act may also be subject to further checks (before and/or after you complete your course) by prospective employers who will make their own assessments regarding your fitness to practise in the relevant profession or undertake the relevant occupation.

3.18.15 If these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. The University will not be able to assist you in this respect.

3.18.16 In England and Wales you may also be required to complete documentation and maintain a registration with the Disclosure and Barring Service (DBS). The DBS scheme is designed to allow appropriate third parties to identify any individual that is barred from working with children and vulnerable adults, including elderly or sick people.

3.18.17 Applicants for University programmes of study are asked to disclose criminal convictions on the UCAS or UTT application form or on the University Direct Application form as relevant as per the guidance above.

3.18.18 Please see the full [Admission of Students with Criminal Convictions Policy](#) for information regarding continuing students.

### **3.19. Applicants made an offer for an alternative programme**

3.19.1 The University may decide that it is unable to offer a place on the original programme to which an applicant has applied but is able to make an offer for an alternative programme. In this situation the University will write to the applicant to inform them that they are being made an offer for an alternative programme.

3.19.2 Applicants who do not meet the requirements of their original offer may also be made an offer of an alternative programme. In this situation the University will process the alternative offer and applicants will have the opportunity to accept or decline this.

### **3.20. Entry with advanced standing**

3.20.1 The University makes provision for entry to its programmes of study with advanced standing on the basis of Accredited Prior Learning (APL) or Accredited Prior Experiential Learning (APEL).

3.20.2 The University will normally only consider an application for advanced standing on the basis of APL or APEL if made at the time of application. The onus is on the applicant to produce material to show that s/he has achieved the learning outcomes of the course to enable exemptions to be granted. Please see <https://www.yorks.ac.uk/study/undergraduate/apply/transferring-to-york-st-john-university/> for further details.

3.20.3 Only results obtained from York St John University will be used to calculate degree classification.

### **3.21. Interviews, Auditions & Portfolios**

3.21.1 Admission to some courses may require additional stages to the selection process such as interviews, auditions or the requirement of a portfolio this would be if:

- i. It is a specific requirement of the programme of study
- ii. The applicant is a student not offering conventional qualifications
- iii. It is a requirement of an established progression route to the University

3.21.2. In these cases, any additional requirements will be clearly stated in the University prospectus and Entry Profiles.

3.21.3 Unfortunately the University is unable to support attendance through reimbursement of expenses accrued through participation at an interview.

3.21.4 All applications will be considered equally, fairly and consistently having due regard to University policies and external legislative frameworks as necessary.

3.21.5 Students who live overseas and are unable to attend an interview in the UK will be offered, where appropriate, an alternative arrangement such as video-conferencing.

### **3.22. Selection Process**

3.22.1 Decisions on selection of applicants where admissions decision making has been devolved will be made by designated Subject Directors or Admissions tutors supported by Admissions.

3.22.2 Decisions on selection of applicants where the function has been centralised will be made by the relevant Admissions Officer, who will liaise with the relevant staff in the academic school.

3.22.3 All staff undertaking admissions decision making will be appropriately trained on an annual basis, any staff failing to undertake training will be unable to perform decision making.

### **3.23. Re-sitting qualifications**

3.23.1 Applicants are not usually debarred from retaking qualifications both within their standard mode of study (re-sitting A level or BTEC modules) or at a point after formal education (retaking GCSE's to increase their grade).

3.23.2 Any qualifications which are being retaken should be indicated in the relevant section of the application for as a qualification pending. Qualifications which are being retaken should be indicated in the relevant section of the application form as a qualification pending.

3.23.3 We recommend that any applicants who are unsure about this should contact the Admissions Office directly.

### **3.24. Offers**

3.24.1 Offers for undergraduate programmes may be made conditionally or unconditionally. A conditional offer will require the applicant to achieve certain qualifications or meet specified non-academic conditions before entry is granted.

3.24.2 The University will regard an offer of a place on a programme of study as a binding commitment, the only circumstances in which such an offer will be withdrawn are:

- i. If information about an applicant becomes available which is at variance with the information on the basis of which the offer was made
- ii. If the University makes a decision that the course should not run in the cycle concerned
- iii. Information becomes available which negates the University's ability to sponsor the applicant in line with UK Border Agency Guidance

### **3.25. Accepting an offer**

3.25.1 The University regards the acceptance of a programme offer as a binding commitment but will consider release from acceptance if substantive personal reasons apply

### **3.26. Confirmation of offers**

3.26.1 A place will only be confirmed once all outstanding conditions have been met, this includes both academic and non-academic conditions of entry.

### **3.28. Open Days, Applicant Days and Campus Tours**

3.28.1 The University encourages applicants to visit the institution and facilitates this through holding annual Open days for applicants who have not yet made an application, and then tailored Applicant days or alternatively Campus Tours for those who are holding an offer of a place. These events are designed to allow potential students to experience the university campus prior to a decision on whether to accept our offer.

### **3.29. Applications identified under the UCAS Similarity Detection service**

3.29.1 Applicants who are identified under the UCAS Similarity Detection Service will be informed of this and a subsequent personal statement will be requested along with a rationale as to the reasons why the application was flagged. The applicant will be given 14 days in which to provide an amended statement.

3.29.2 Should an application fail to provide an amended statement or provide a statement which is fundamentally the same as the initial submission their application will be unsuccessful.

3.29.3 The institution reserves the right to reject applicants who are identified through the SDS should their rationale not identify significant mitigating circumstances. There will be no right of appeal to this decision.

### **3.30. Fraudulent applications**

3.30.1 Applicants who do not abide by the rules and regulations of the University, UCAS or UTT, or who make fraudulent applications, including non-disclosure of information relevant to the application, will have their offer of a place withdrawn.

3.30.2 Registrations based on fraudulent applications will be subject to the University's Disciplinary procedures, which may lead to the termination of a programme of study.

### **3.31. Minimum age on entry**

3.31.1 The normal minimum age on entry to the university is 18.

3.31.2 For full details please see the policy <https://www.yorks.ac.uk/policies-and-documents/admissions/>

### **3.32. Withdrawal of programmes and major changes to programmes**

3.32.1 While the University endeavours to ensure all programmes run as advertised, there may be a need to discontinue a course with varying degrees of notice. It will however seek to minimise the level of disruption that such actions will cause, and where possible offer a suitable alternative course.

3.32.2 The University will inform applicants of major changes to programmes which occur after the application round begins and will advise applicants of possible courses of action should they be dissatisfied with the intended change.

### **3.33. Complaints**

3.33.1 Appeals and complaints will be addressed under the University's Applicant Appeals and Complaints Policy.

[www.yorks.ac.uk/admissions/applicant-appeals-and-complaints-policy/](http://www.yorks.ac.uk/admissions/applicant-appeals-and-complaints-policy/)

### **3.34. Retention and Disclosure of Admissions Information**

3.34.1 The University is mindful of the requirements of the Data Protection Act in handling admissions. Information on the University's practice in respect of retention or disclosure of information concerning admissions is set out in Admissions Procedures in the University policy on Data Protection and the Handling of Admissions.

### **3.35. Mitigating circumstance**

3.35.1 We recommend that information on mitigating circumstances that have affected or are likely to affect academic performance be included in the referee's report.

3.35.2 We cannot usually take into account information this is supplied after an adverse decision has been made on an application.

3.35.3 Where further information is supplied regarding mitigating circumstance, the letter should be from the relevant individual at the applicant's school or college and addressed to the Admissions Manager.

3.35.4 In assessing whether it is appropriate to consider an applicant's mitigating circumstances, the University has a duty to ensure that an examination board or awarding body has not already made reasonable adjustment to an applicant's results, where making further adjustment in the admissions process might lead to an applicant having an unfair advantage over other applicants.

3.35.5 In seeking adjustment for the impact of mitigating circumstances on academic attainment, the University will require formal, written confirmation from the awarding body/institution or the relevant examinations officer at the applicant's relevant education institutions that no request for adjustment was made when the qualification(s) were awarded or has been lodged with the awarding body in the case of pending qualifications.

3.35.6 There is no guarantee of amendment to an application or decision in light of mitigating circumstances, but the outcome of any decision made will be communicated to the relevant party.

### **3.36. Terms and Conditions**

3.36.1 The University publishes terms and conditions applying to study at the University on our website.

3.36.2 The University reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular course or for attendance at the University in general.

## **4. Authority and responsibility**

4.1 The University admissions process is governed by the Admissions Policy and associated policies and documents. The respective elements of the Policy represent the University's regulatory framework for admissions practice.

4.12 The admission of candidates in a particular programme of study is ultimately the responsibility of the Registrar and such authority is normally devolved to the Senior Admissions Officer or, in the case of programmes which do not have centralised admissions the relevant Head of Programme.

4.13 All University staff responsible for taking admissions decisions discharge that responsibility according to the University Admissions Policy.

## **4.2. Applicants responsibilities**

4.2.1 The University expects applicants to be aware of their responsibilities in support of the effective execution of the application and admissions process. Such responsibilities include amongst other things, an awareness and engagement with the relevant University regulations, requirements and procedures.

4.2.2 Applicants to the University will be made familiar with the relevant regulations, process and timescales associated with each stage of admission to the University. In so doing they will be aware of the obligations upon them at each stage of the admissions process. This will be achieved by engagement with the general information made available and in some cases as specifically directed, by a Faculty or Department or relevant external body by a specific date.

4.2.3 To make a complaint; such processes will be undertaken in accordance with University Applicant Appeals and Complaints Policy.

4.2.4 Applicants who request feedback will make themselves aware of the nature and purpose of the University's feedback policy.

4.2.5 International applicants will ensure they are fully aware of and understand the current Tier 4 policy guidance and its implications. It is the applicant's responsibility to comply with the guidance to secure a Tier 4 visa to study in the UK.

## **5. Complaints Procedures**

5.1. Complaints will be addressed under the University's Applicant Appeals and Complaints Policy.

<https://www.yorksj.ac.uk/policies-and-documents/admissions/#applicant-appeals-and-complaints>

## **6. Support and review**

6.1 All University staff responsible for taking admissions decisions undertakes annual training and updating.

6.2 All staff have access to the Admissions Policy.

6.3. Operation of the University Admissions Policy is monitored and reviewed regularly through the Academic Board (AB)

## **7. Framework**

7.1 The University has in place an appropriate and effective set of policies, processes and procedures, providing clarity to those having specific responsibility for admission to the University. These policies are available to all applicants at any stage of application, and to enquirers.

7.2 The University recognises the importance of the role of Admissions in fulfilling the University's strategic commitment to making higher education both accessible and diverse.

7.2.1 The University recognises the value of a diverse student community and is committed to widening participation to achieve this. It will, through the implementation of admissions policies,

processes and procedures, seek to encourage a broad range of applicants and allow each the opportunity to present their achievements and potential for entry through the application process. It will provide the support for applicants to do so.

7.3 The University endeavours to offer appropriate information and support to both potential and actual applicants, enabling them to make informed decisions at each stage of the admissions process.

7.3.1 The University will provide accurate and up-to-date information on both its academic and support services (e.g. accommodation, library and IT) and requirements (e.g. entry requirements and fees) to all enquirers and applicants at appropriate points in the admissions cycle.

7.3.2 It will make this information available through UCAS and various other information services and the University website.

7.3.3 The University will provide a range of opportunities to visit through Open Days, campus tours and Visit Days and will also be active in external outreach through HE fairs and other visits (at home and overseas).

7.3.4 The University will provide access to policies on its website and on request.

7.3.5 The University will provide, on request, access to externally published information on University performance.

7.4 The University determines entry requirements and selects students in accordance with the principles of consistency, equity, fairness, transparency and good customer service which in turn inform all admissions policies, processes and procedures.

7.4.1 Admissions staff will, on behalf of the University, review admissions criteria regularly to ensure the process of selection is in accordance with University policies and recruitment strategies.

7.4.2 Changes to any policy or entry criteria will be approved by the University and communicated internally and externally at the appropriate point in the admissions cycle.

7.4.3 Faculties and Heads of Programmes will determine specialist entry criteria such as interview and portfolio requirement in accordance with the needs of the course and make explicit and transparent the purpose and reason for the variation.

7.4.4 Admissions decisions will be communicated to applicants through UCAS/UTT and directly to other applicants by letter. An offer from the University for non UCAS courses will contain details of academic and other conditions or confirmation of an offer where an applicant is pre-qualified.

7.4.5 Applicants will be made aware of additional requirements in relation to the University's obligations with regard to equality legislation and criminal convictions procedures.

7.4.6 Applicants who are rejected will be entitled to feedback on the reason for rejection. Applicants will be able to obtain feedback through the Admissions office on written request.

7.5 The University ensures that all staff involved in the admissions process are informed and clear about their roles and responsibilities and have received the necessary training and staff development, to ensure they are both efficient and effective in their roles.

7.6 The University reviews and monitors its admissions activity annually to ensure it operates effectively and continues to develop.

7.6.1 Each Head of Programme with assistance from the Strategic Analyst, Head of Subject, and Admissions will review the operation of the current year's admissions arrangements in the light of: progression figures, planned curriculum changes and changes in post-16 qualifications. Additionally, commentary will be provided on performance in relation to applicant and new student characteristics, including but not limited to: age, disability, ethnicity, sex (gender) and socio-economic status.

7.6.2 Each Head of Programme will review and update the generic and specific admissions entry criteria.

7.6.3 Admissions will review external agency and government policy and standards to analyse, evaluate and make recommendations regarding their impact upon admissions policies, processes and procedures.

## **8. Key Documents and other Policies**

The Admissions Policies, Key Documents and Offer Schemes can be found on the University Website:

### **All admissions related documents and policies**

<https://www.yorksj.ac.uk/policies-and-documents/admissions/>

### **Contextual offer scheme**

<https://www.yorksj.ac.uk/study/undergraduate/apply/offer-schemes/contextual-offer-scheme/>

### **Mature entry scheme**

<https://www.yorksj.ac.uk/study/undergraduate/apply/offer-schemes/mature-entry-offer-scheme/>