

Recruitment, Selection  
and Admissions Policy

Admissions Policy has been informed by the  
(QAA) Quality Code for Higher Education, specifically the

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its responsibility under the Equality Act seriously and only uses the information disclosed to ensure that appropriate facilities are provided to students to enable them successfully to undertake our programmes without prejudice. Further information on this can be found in [Q4: Enabling Student Development and Achievement](#).

37 Offer, confirmation of acceptance and joining e-mails make clear to students what they are required to do in order to enrol on the programme. Prospective students receive the terms and conditions and fee schedule information for their chosen course at the point of offer in order to ensure that they are fully aware of any financial terms and the circumstances under which they both become liable for or may be refunded any deposit or tuition fee amounts. The offer letter also contains core information on start date, end date, location and mode of study.

38 A confirmation email is sent out within 48 hours of a student accepting a place. A joining email is sent six weeks prior to the course commencing where possible with further details including:

- 38.1 programme start dates;
- 38.2 timetable;
- 38.3 fee and payment information; and
- 38.4 any actions to complete before the programme commences.

### **Entry requirements**

39 compliance with programme and professional body requirements, for each programme. These are reviewed annually. All entry requirements are available on the [University website](#). These requirements include both academic and non-academic requirements.

40 The application process is inclusive and allows all prospective students to make an application and receive a fair outcome regardless of background. Admissions decisions and offers are made without reference to individual disability or other special needs, and are subject only to agreeing satisfactory learning support arrangements with each prospective student.

41 The University welcomes international applicants. International applicants follow the same admissions process as UK applicants. NARIC is used as a benchmark for assessing international qualifications. Where English language capability needs to be demonstrated for whatever reason, the requisite levels are clearly outlined on the website under entry requirements for each specific programme.



50.6 acceptance and registration deadlines;

- 57.1 a  
for admission for example a procedural error, irregularity or maladministration; or
- 57.2 allegations that admissions criteria were not applied correctly or even-handedly.

58 The University reserves the right to refuse admission to any of its programmes to an applicant who;

- 58.1 does not meet the entry requirements specified for the programme, including requirements set by professional and other external bodies;
- 58.2 would contravene UKVI compliance by the University;
- 58.3 during previous study with us or any part of the application process displayed conduct deemed to be unacceptable in accordance with University policies;
- 58.4 has unspent criminal convictions which suggest that the applicant may

59 The decision made by the University is final and there is no appeal against any decision concerning selection or admission. Applicants are advised to use the complaints procedure.

60 The University actively engages with students who have recently gone through the admissions process. This includes the use of insight surveys carried out each intake with a view to continually improving the process for future diverse cohorts. Such procedures include engagement with declined students as well as those who successfully completed the application process.

## **Deferrals**

61 Students are permitted to defer the start of their studies once only. Should a student wish to defer for a second time they will be invited to make a fresh application.

## **Data protection**

62 The University collects personal data as part of Admissions processes. This information is held in accordance with the General Data Protection Regulation and the Privacy Policy.



