

## Request Reference: 3157

FOI Request dated 08/05/2024

Request –

- Which (undergraduate and postgraduate (both taught and research)) student application decisions are handled locally (e.g., at a course/programme, department, school, or faculty level) versus handled at the university level
  - o In turn, exactly what is involved in the decision making (e.g., does local administration first process the applications before a local academic(s) or other member of staff manually inspects the application, forms part of an interviewing team for applicants etc.) and for which programme(s) at your institution
- If applications are dealt with both centrally and locally, what exactly is dealt with locally, e.g.,
  - o Wholly centralised processing for some courses/programmes but a combination of centralised and locally processed applications for other course/programmes
- If so, which courses/programmes are processed locally and exactly what is involved in the decision making at the local level (e.g., an academic(s) or other member of staff manually inspects the application, is part of an interviewing team for applicants etc.)
- Who, at the local/central-level, has the ultimate decision making power on whether to offer an applicant a (conditional) offer for a position at the university (e.g. a programme leader, administrative personnel etc.).
- Any other information regarding central/local admissions criteria pertinent to the above questions around your institution's admissions

## Response

- Which (undergraduate and postgraduate (both taught and research)) student application decisions are handled locally (e.g., at a course/programme, department, school, or faculty level) versus handled at the university level - **All applications to UG, PGT and PGR are dealt with by Admissions for receipt and decision making, however certain programmes may have sub-processes due to regulatory or supervisory reasons that require us to work in collaboration with other areas of the University to assess a candidate's suitability to study. These programmes are usually (but not limited to) courses that require an interview, have professional body accreditation or external body requirements such as professional health courses, or courses where capacity is limited such as research degrees that require supervision.**
- In turn, exactly what is involved in the decision making (e.g., does local administration first process the applications before a local academic(s) or other member of staff manually inspects the application, forms part of an interviewing team for applicants etc.) and for which programme(s) at your institution - **All applications to the University are scrutinised by the Admissions department prior to being reviewed by any other member of staff.**

- If applications are dealt with both centrally and locally, what exactly is dealt with locally, e.g., Wholly centralised processing for some courses/programmes but a combination of centralised and locally processed applications for other course/programmes - **To our understanding of the question we believe the above answers this.**
- If so, which courses/programmes are processed locally and exactly what is involved in the decision making at the local level (e.g., an academic(s) or other member of staff manually inspects the application, is part of an interviewing team for applicants etc.) - **Non-central colleagues are invited to review an applicant's education history and predicted grades, personal statement and reference, and employment history.**
- Who, at the local/central-level, has the ultimate decision making power on whether to offer an applicant a (conditional) offer for a position at the university (e.g. a programme leader, administrative personnel etc.). - **All Admissions staff are able to issue decisions against applications. Faculties must have delegated Admissions Tutors who are able to issue recommendations for offer making after completing training, provided by the Admissions staff, but are not able to formally make decisions against applications.**
- Any other information regarding central/local admissions criteria pertinent to the above questions around your institution's admissions - **All our Admissions policies and procedures can be found here: <https://www.hull.ac.uk/choose-hull/study-at-hull/admissions/policies-and-guidance>**