

General Policy for Student Admissions

Who should read this document?

The Policy is written for both members of staff and applicants

**This document can be provided in alternate formats on request
from the Admissions Service**

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1. Scope

This document is a comprehensive summary of the individual policies and practices operating for the **admission of students to programmes delivered by the University of Hull at one of its two campuses** (Hull and Scarborough) or at premises hired for the purpose of programme delivery or delivered through on-line learning. The document should be to be read in conjunction with other documents/information sources referenced.

The scope of the document does not include

- a) the award of scholarships or bursaries
- b) details of applicant selection practices managed by faculties of the University, usually in connection with professional fitness for practice decisions;
- c) the specific policy of the Hull York Medical School¹.

The document sets out the principles for the equal and fair consideration of applicants. All other departmental policies and practices must be consistent with this overarching policy. The policy is informed by changes to regulations, external requirements and sector good practice, for example the SPA Good Practice Guides ².

University of Hull policies and practices for the admission of students are established with reference to the relevant sections of the QAA Quality Code for Higher Education, Chapter B2; UCAS³/UTT⁴ rules and procedures; relevant professional body regulations and guidance on fitness for practice requirements; any relevant sector reviews (such as the Schwartz Review of Fair Admissions⁵); and relevant UK legislation (and associated amendments) which at present includes:

Data Protection Act 1998

Freedom of Information Act 2000

Human Rights Act 1998

¹ www.hyms.ac.uk

² www.spa.ac.uk

³ Universities and Colleges Admissions Service - www.ucas.ac.uk

⁴ UCAS Teacher Training (replaced GTTR November 2013)

⁵ <http://www.admissions-review.org.uk/>; Admissions to Higher Education Review: Fair admissions to Higher education: recommendations for good practice (2004)

The Equality Act 2010

Special Educational Needs and Disability Act 2001

Rehabilitation of Offenders Act 1974 and amendments

Relevant Student Support and Fees Regulations for England

This list is not exhaustive and the policy will be reviewed in relation to any future changes to relevant legislation or relevant third party policies.

The policy also operates in the context of the University's duties as a Tier 4 visa Sponsor.

2. Responsibility for Policy

The policy is approved and reviewed on an annual basis by the Student Recruitment and Conversion Strategy Group (RCSG) on behalf of the Senior Management Group.

It is the responsibility of the University to set out and operate its own admissions standards, requirements, procedures, policies and decisions. Under the Higher Education 2004, Part 3, Section 32, Subsection 2(b). The Director of OFFA has a duty to protect academic freedom including, in particular, the freedom of institutions to determine the criteria for the admission of students and apply those criteria.

RCSG, chaired by the PVC (Education), has oversight of the University's admissions practices and policies.

The policy will be available on the University web pages, [Admissions How to Apply](#) section.

3. Equality and Diversity

The University of Hull recognises the value of diversity in the student community and is committed to ensuring access to all programmes of study for those who are able to benefit from the educational and professional opportunities offered. The University is committed to promoting a policy of equality and diversity with regard to its student and staff population and will aim to ensure that:

- individuals are treated fairly, with dignity and respect regardless of their personal characteristics - age, disability, marriage or civil partnership, pregnancy or maternity, transgender status, race, religion, belief or non-belief, sex, sexual orientation, trade union affiliation, family circumstances, social/economic background or other appropriate distinction
- it affords all students and staff the opportunity to fulfil their potential
- it promotes an inclusive and supportive environment for students, staff and visitors
- it implements policies, strategies and action plans which pay due regard to the need to:-
 - eliminate unlawful discrimination, harassment and discrimination
 - advance equality of opportunity between persons who share a protected characteristic and persons who do not share it
 - foster good relations between persons who share a protected characteristic and persons who do not share it.

The University of Hull Equal Opportunities Policy for the Admission of Students⁶ applies to all programmes.

The University conducts an Equality Impact Assessment when major changes are made to existing policies and when new policies are developed.

4. Intake Numbers

The University has a finite number of places to fill annually with competition for some programmes being stronger than others. This can vary for each intake to a given programme. For some programmes there is an absolute limit on the number of students that can be admitted due to external constraints, for example, contracted NHS training placement numbers or staff:student ratio for professionally accredited programmes. The University also works to an overall target for the student population annually.

In many cases the likelihood of a suitably prepared applicant, with a strong application and meeting the published essential prerequisites, in being successful in securing a place is high. For programmes that are more selective due either to the market demand for places or to other

⁶ <http://www2.hull.ac.uk/Administration/policyregister/qualityhandbook/sectionj.aspx>

factors such as screening of applicants against professional fitness for practice standards⁷, the likelihood of an offer may be less.

In all cases applications are given serious consideration against the published entry requirements and only where the competition for places is strong would any ranking process be used to select the best-qualified candidates.

There are no quotas reserved for students from any particular background-

5. Staff Roles and Training

Student admissions processes involve a range of staff roles. The Head of Department/School is responsible for the processes operated within his/her department. The Dean is responsible for procedures within the Faculty.

Each academic Department/School that admits undergraduate students has at least one designated Admission Tutor⁸ who has a role in advising the Dean/Head of Department on any specific entry requirements; responding to pre-application and applicant enquiries about programmes, the offer levels and other admission criteria. The tutor will also normally be responsible for assessing each new application (where there is not a fit to pre-determined criteria for centralised decision) and making a recommendation on the decision, whether to offer or not, and the recommended offer terms. All offers are recommended to the University's Admissions Service (or other designated area) which conducts a checking process of the recommended decisions against policy before issuing the formal decision.

Admission Tutors are appointed annually by the Head of Department / School and are expected to take part in regular update sessions and use reference materials provided on the internal Staff Portal. The Head of Department will allocate the precise range of activity delegated to each Admission Tutor. Admission Tutors are trusted to exercise professional judgement in assessing applications and making recommendations on them, within the boundaries of the pre-determined entry criteria. Where different offers are made to reflect an applicants' subject choice or background (e.g. different grade conditions for similar set of

⁷ For example for the standards of the Nursing and Midwifery Council (www.nmc-uk.org)

⁸ University of Hull Terms of Reference for Admission Tutors

qualifications) they should normally be within the published offer-level range.

An Admission Tutor is able to make an informed recommendation to the Dean of Faculty for the admission of a candidate who falls outside of pre-determined criteria. The Dean is required to confirm that the Faculty will be able to provide any support the applicant may need and to ensure consistent decisions across the cohort. Normally the Dean's decision will be taken as approval but final decision whether to admit an individual in the context of University strategy and policy rests with the PVC (Education). However where an individual who needs a Tier 4 visa to study is determined by the academic area to be suitable for study but there is a judgement required regarding whether that individual can be sponsored by the University for a Tier 4 visa the matter shall be considered by the Admissions Manager, Admissions Service with reference to the University Registrar and Secretary, via the Head of Student Registry Services, for decision as necessary.

Each faculty Dean appoints a member of staff with a lead overview of admissions matters for the faculty participates in and informs University-wide discussion on policy change on behalf of the Dean. The role also has oversight of Admission Tutor activity at key points of the year notably during the period of receipt of pre-HE examination results for applicants to full-time, undergraduate (FTUG) programmes, known as Confirmation. Furthermore they assist in training and supporting the Admission Tutors in the faculty.

Postgraduate taught and research applications are also conducted in this way, the role of Admission Tutor being taken in some departments by the Programme Leader.

Admission to PGCE programmes is managed in a comparable way but with a team within the Faculty of Education acting in a manner equivalent to the central Admissions Service.

Admission to part-time, undergraduate certificate, diploma, degree and foundation degree programmes are managed within the relevant faculty under guidance of the Admissions Service.

Applications for distance-taught programmes are managed through an in-country partner office, ~~offer recommendation by the nominated faculty staff and offer issue~~ by the Admissions Service.

Admissions to validated and franchised programmes are managed according to the process agreed with the partner.

All student admissions require creation of a record on the relevant institutional-wide ICT system.

6. Application Process

Those seeking admission as a student must complete the prescribed application form. Where there is an online form that is the preferred means but alternative methods will normally be available to ensure accessibility. This is normally a UCAS application; a UTT application (for PGCE/Schools Direct programmes); the University postgraduate application form; the English Language Programme application form; the part-time application form; the Faculty of Health and Social Care application form; or other official form provided for the programme. The Admissions Service can advise on the application method to use.

Applications for entry to distance teaching programmes are made under guidance and via the in-country partner office.

Failure to complete the appropriate form in full may delay consideration of the application.

Any deadline for application will be advised within official University publications, by UCAS/UTT or by the staff responding to an enquiry. Applications received after any stated deadline may not be given equal consideration to those received by the date but are normally considered if there are places remaining on the programme.

Applications for FTUG entry received by the defined UCAS deadline are guaranteed equal consideration; there is no advantage to making an earlier application. Applications received after that date may be considered but may be held a short time while earlier applicant choices are analysed.

Late applications that cannot be considered will normally be offered as places for the next available start date where this is not constrained by an external process (e.g. UCAS process rules) and where entry requirements are met.

The University reserves the right to request additional information to clarify any aspects of an application to reach an informed decision and

failure of the applicant to provide a full response by the given deadline may result in the application being considered withdrawn.

7. Applicants with a Disability

The University welcomes applications from those with a disability and aims to work with applicants as they make their decision about the best place for their studies.

Applicants are encouraged to declare any disability or ongoing medical condition, including mental health condition, so that any support needs can be anticipated. An assessment of the extent to which those needs can be met can then be made at the earliest possible stage of admission to help the applicant make an informed choice.

A network of Disability Tutors who have knowledge of the requirements of the academic provision and of the specific facilities, exists in the faculties. Together the services aim to collect the necessary information from applicants to give them, in a timely manner, advice on the support available to them and any unavoidable limitations they might encounter should they study the chosen course.

Applicants are also encouraged to visit the place of delivery of the programme (where relevant) in order to be informed about the venue when making their final choice of institution.

Applicants have a further opportunity to disclose a disability when applying for a place in University student accommodation in order for reasonable adjustments to be discussed with them.

Where a decision may need to take into account any overriding health and safety concerns, and/or barriers relating to professional training requirements associated with the outcomes of the academic programme this will also be taken with full discussion with the applicant and any possible alternatives considered.

8. Criminal Convictions Risk Assessment

This section should be read in relation to the University's *Policy on the Risk Assessment of Applicants and Continuing Students Disclosing Criminal Convictions (revised October 2013)*.

The University has a duty of care to the whole University population, and it is in this context that applicants are encouraged to disclose information regarding relevant past or pending criminal convictions.

All applicants who have relevant previous or pending convictions are given the opportunity to disclose these at the application stage prior to consideration for admission and to outline the context in which the offence(s) occurred.

The University treats the information given in a respectful and confidential way and undertakes a risk assessment, separate from the academic decision within the admissions process, of what the implications may be of admitting the applicant to a programme of study and the University community.

In the majority of cases applicants declaring previous convictions will be allowed to proceed to consideration for a place. In some cases, for example, if the offence(s) are against the person, and/or of a certain nature, the risk assessment may also need to include whether it would be in the applicant's interests to be admitted into the University community. As a result of some risk assessments, permission for the application to proceed to consideration for a place may be refused, or may carry conditions.

Some programmes have professional requirements, particularly those in teaching, health, social work and those involving working with vulnerable adults. Those courses usually require successful candidates to undergo an enhanced Disclosure and Barring Service (DBS)⁹ check prior to registration with the University of Hull or to have an acceptable check within a period defined by the Faculty. In such cases, the University will ensure that the offence(s) and their circumstances are checked with the relevant professional or sponsoring body prior to, or shortly after, admission and if they are likely to affect the applicant's ability to undertake the professional training that will be explained to them and they will be given advice as to what other opportunities may be available.

Applicants will be advised when it is necessary to involve a third party, such as the Probation Service. Applicants will be given the option not to have their information shared with a third party that the University regards as relevant in the risk assessment process, but if the applicant does not agree to sharing of the information their application may not be able to be progressed any further. Such programmes will normally

⁹ www.direct.gov.uk/DBS

require applicant and students to make a self disclosure of all convictions, cautions, bind-overs and pending cases, and the University will wish to ensure that the DBS disclosure matches that information or discuss with the applicant any discrepancies.

Applicants are also responsible for ensuring that any conviction/caution/warning they have would not impact negatively on their ability to engage fully in any placement integral to the programme, for example to be able to travel to an overseas location, nor would it impact on their acceptance to practice professionally after graduation.

There are other circumstances post-entry that may also require an applicant/student to undergo risk assessment, such as participating in certain extra-curricular activities that involve working with children and/or vulnerable adults.

Applicants from outside of the UK hoping to join a programme that requires a full DBS disclosure are required to co-operate in obtaining any possible certificates of good conduct / standing, or similar, from their home country. A DBS check will be undertaken once the student is in the UK. Similarly any applicants who live in the UK but have spent a period of time in another country may be required to obtain any relevant certificates.

9. Application Fee/Tuition Fee Deposit

Applicants required to apply via the UCAS or UTT process pay an application fee to that external agency.

The decision whether to offer an applicant a place does not take into account his/her ability to fund his/her studies but the University reserves the right, from time to time, to use deposit systems to secure applicant commitment at a later stage. Where applicable these would normally be transparent to the applicants from the time of initial application.

Applicants to postgraduate study who are assessed as being 'overseas' for tuition fees purposes are required to pay a tuition fee deposit to secure the place and to receive a Tier 4 CAS at the appropriate time. Exceptions are made for applicants who are awarded a full fee scholarship and those who are moving straight from University of Hull undergraduate student to a postgraduate programme.

Applicants may choose to pay some or all of the tuition fee before registration and where applicable this payment will be stated in the CAS if not yet used.

10. Published Entry Requirements and Offer Levels

Applicants are required to satisfy the entry requirements set out by award regulations¹⁰ or, for undergraduate full and part-time programmes, the University's Admission Regulations¹¹.

Further general and programme-specific entry requirements are published within the prospectus and university courses web pages. Essential pre-requisite subjects will be included but any offer levels stated in those materials are for guidance only and will have been printed several months ahead of receipt of the first applications. Offer levels are subject to review, overseen by the PVC (Education), based on the experience of the intake, the number of places available and the anticipated demand for the programme. For programmes that recruit via the UCAS process the UCAS web Course Finder tool¹² will be the definitive source of guidance from that time and specific entry requirements plus typical offer levels will normally be confirmed no later than 1 September for programmes that start in September of the following calendar year

Meeting the published entry requirements or typical offer does not guarantee an offer. Other aspects of the application such as the personal statement, reference and in some cases interview or a workshop activity will be taken into account according to University and/or professional body requirements. The University takes into account historical trends data when deciding how many offers can be made for any given programme annually.

Essential pre-requisites may be expressed in terms of a specific qualification in one or more named subjects but alternate methods of demonstration of the subject knowledge at the appropriate level will normally be considered.

Where a preference for a subject/named qualification is stated, not taking that subject/qualification will not necessarily preclude an offer

¹⁰ Quality Handbook, Section B (<http://www2.hull.ac.uk/administration/policyregister/qualityhandbook.aspx>)

¹¹ Quality Handbook, Section J (<http://www2.hull.ac.uk/administration/policyregister/qualityhandbook.aspx>)

¹² www.ucas.com

from being made but where demand for places is high preference may be given to those presenting that subject/qualification.

11. Postgraduate Research: Proposals and Start Dates

Applications for entry to a postgraduate research degree are normally expected to be supported by a research proposal written by the applicant in English. Where the applicant is generally qualified for postgraduate study in the generic academic discipline the proposal is used to determine whether the University has appropriate and sufficient academic expertise in the topic to be able to provide the necessary supervision for research towards a thesis. The academic department / school may discuss related alternatives with the applicant. The research proposal is also used to assess whether the applicant has sufficient understanding of the nature of a research degree and to indicate the originality of the research topic.

The University may require further development of a research proposal by the applicant before an offer can be made as the University must be confident in having suitably qualified staff who are able to supervise the project area.

Guidance on writing a proposal is available from the Graduate School.

Research students may be offered a start date coinciding with semester 1 or semester 2 start or one of the other start dates agreed annually and published on the university's *Study/How to Apply* web pages. In exceptional circumstances students may be allowed to start at other times, by prior agreement and approval of the Dean.

12. Accreditation of Prior Learning (APL)

Applicants may be able to use credits from previous study towards a University of Hull award. Learning can be either formally certificated or can be gained through experience in the workplace (e.g. in-house training programmes that are not externally assessed).

There are broadly two types of credit:

General Credit: learning assessed as being at a certain level compared with University credit. May be used in some cases to gain entry to a programme in lieu of, for example, A-levels or other 'standard' entry

requirements. General Credit can in some cases be used to gain exemption from one or more modules within a University programme where there is a wide choice of modules and the prior learning is judged by the academic department / school to be at an equivalent level.

Specific Credit: normally used to gain exemption from one or more modules where the learning covers the subject matter that would be studied and assessed within that module and where the level of learning is at an appropriate level. The learning must also be current (some credits have a maximum 'shelf life').

In some cases the University is able to offer direct entry to the second or third year of a programme by agreeing that the prior learning of an applicant covers all of the learning outcomes of the modules contained within the earlier years of the programme. There may be limitations on the number of students that the University can take with APL in any given intake and applications will then be considered on a first-come-first-served basis and preference would normally be given to those applying from a pre-arranged progression route.

The maximum amount of credit towards a University of Hull award that can be awarded through APL is governed by the University Regulations, the *University Code of Practice for Accreditation of Prior Certificated and Experiential Learning*¹³ and in some cases, accreditation by the relevant professional body. Some programmes do not admit any students with Specific APL due to the availability of placements or other restrictions on student numbers.

As a minimum the following information is required to consider an APL claim:

- Full name of qualification/s studied for/awarded and awarding institution/examination body
- Dates of studies
- A breakdown of all unit/subjects/modules and grade/mark for each one with marking scheme, including any not passed

Any costs to obtain transcripts or similar are the applicant's responsibility.

Applications for FTUG entry are made via UCAS but applicants are advised to contact the University to explore the possibility of entry with

¹³ <http://www2.hull.ac.uk/Administration/policyregister/qualityhandbook/sectionj.aspx>

credit before making a full application to avoid wasting a choice if using the UCAS process.

Students wishing to progress to the University as part of a partnership progression route are required to make a full application by any specified deadline in order to be considered.

13. Eligibility for Part-Time Study

When considering an application for admission to part-time study the academic department / school is best placed to advise of the commitment in terms of time and timing (vis-à-vis scheduled teaching hours) that a student would typically need to make to participate fully.

In making the initial fee status assessment of each part-time application the University will also check that the applicant has no immigration restrictions that may prevent involvement in the programme. The University cannot sponsor a Tier 4 visa for part-time study. Therefore a non-EEA national who needs a visa to reside in the UK, who is already in the UK for other purposes (such as full-time work or to reside with a family member who is living or studying in the UK) will normally only be admitted to part-time study when evidence of the reasons for their stay is received and when their planned stay in the UK for non-study reasons is longer than the normal duration of the programme. The University will normally request evidence of the purpose of the stay (eg employer reference, work contract) and will check that the intention of their leave to be in the UK permits them to study.

It is possible for someone to be a part-time postgraduate research student studying in their own country if they are unable to leave their country (e.g. to maintaining a work contract). In this case the academic department / school agrees with the applicant ahead of the offer the arrangements for access to research materials, the means and regularity with which there will be contact with the research supervisor and the means by which the applicant will meet the requirements of the University's Postgraduate Training Scheme that is mandatory for all research students.

The University offers a range of distance-taught, part-time programmes, predominately in business disciplines at various locations in the world. There are no restrictions on entry to those programmes due to immigration issues. Any student who wishes to transfer from a distance-taught programme to an on-campus programme is required to make a

fresh application to the University but the need for a reference and detailed personal statement will be waived.

14. Selection of Applicants

14.1 General Principles

In deciding which applicants are admitted to a programme the academic department / school must act in a way that is consistent with this policy and within the direction of the Dean and PVC (Education).

The University looks for evidence of a good level of learning attainment at a level appropriate as preparation for the programme applied to, demonstrated through previous studies; plus potential to benefit from university level studies and to contribute to university life. In general, previous and recent qualification attainment is the main indicator used to signal a propensity to cope with the academic rigour of a university programme but attainment and potential can be evidenced in many different ways. The University recognises that there are many study routes in the UK and globally. Referees and applicants are encouraged to signal any restrictions on the student's choices.

The University acknowledges that procedures will necessarily vary across disciplines and programmes and are constrained where there are external professional body requirements governing fitness-for practice considerations.

In making assessments all candidates must be treated on a fair and equal basis. The academic department / school is required to have a policy for the evaluation of applications (see Appendix).

14.2 Entry Tests

The University does not generally require candidates to provide supplementary work and does not normally operate an entrance test. However, departments may ask for an example of work or set a written test, subject to explaining clearly why and how this is to be used. This may be appropriate for someone whose application does not give sufficient evidence of certain skills or current knowledge of the subject or where the applicant is not able to produce evidence of previous study,

for example an applicant who has lost certificates and is unable to retrieve copies due to civil unrest in the region.

The University does not require applicants to take an external aptitude test such as GMAT or LNAT and would not use any such test results presented by an applicant in decision-making.

Tests/tasks to evaluate skills in numeracy, literacy and/or ICT may be used as part of the normal selection process for particular programmes to evaluate against externally prescribed standards. Where this is the case the Faculty will state this in recruitment materials and set out clearly the required outcomes against which each candidate is assessed.

14.3 Interviews, Auditions and Portfolios

In general the University does not require applicants to be interviewed but some programmes operate mandatory interviews, in particular those programmes leading to some professional qualifications.

All short-listed applicants who may be offered a place to study for a postgraduate research degree are required to have an interview, to be arranged by the academic department / school concerned. Evidence of the interview having been completed should normally be notified to the Admissions Service before an offer is issued. That interview is a means to exchange information about the research topic, explore the preparedness and commitment of the candidate for research study; evaluate their interest in the field and ensure the candidate's understanding of what it means to be a research student. For those applicants who are current or very recent students of the University on a bachelor or masters programme and have applied to rejoin the department, a formal interview would not be required.

In other cases, departments can interview or, in the creative arts, audition, applicants subject to the purpose of the activity being made clear to the applicants.

The way in which an interview will be scored and how those scores are used towards the admissions decision must be documented in advance. The outcome of the activity must be fully documented for each candidate and the record held until at least the start of the programme for which the application was made but for those who register must be retained for the duration of the student's programme at the university and be

available for audit, for example by the UKVI. The University publishes guidance for staff on the interview process¹⁴.

Similarly if a department wishes to see a portfolio of work for a creative programme they should make this clearly a part of any admissions criteria and have clearly thought-out and documented expectations of a candidate at that level. Evidence of the process used to evaluate the work towards an admissions decisions must be kept as above.

Interviews cannot be used instead of a formal language test for those needing a Tier 4 visa for study but may be used as an additional means to evaluate listening and speaking skills proficiency, for example, if the test was taken some time before. This may be used to inform a decision on the length of pre-sessional English course required. Where this is applied a record of the interview must be kept on the application file.

Interviewing can be used as a means towards affirming that an applicant has a genuine intent to study at the University of Hull or to reach a decisions on the appropriate length of pre-sessional English course required where the test was taken some time ago.

14.4 References

References are used as one means of collecting external evidence of an applicant's suitability and preparedness for their chosen programme. Generally one reference is expected for each applicant for undergraduate (UG) degree or postgraduate (PG) study. Professional programmes normally require at least two original references that comment on both academic ability and wider skills and aptitudes according to the programme and professional body requirements. A further reference will be requested if more detail or clarification is required about an aspect of the applicant's background. Programme entry requirements will specify where anything other than a recent academic reference is required.

References that are used towards judgement of an applicant's fitness for practice in certain healthcare professions will ask for comment on employment history and any action that an employer has taken against

¹⁴ Good Practice in Interviews, Student Recruitment and Admissions Service (2015)

the applicant. Any decision not to admit an applicant based on this information will be made known to the applicant on request.

References must be recent, signed by the referee and on the reference form provided (for non-UCAS/UTT applications) preferably with a business stamp attached, or on business letterhead paper and containing the referees full address contact details.

Copy references, are acceptable but references cannot be accepted from an applicant's friend or family member. References sent by email from the referee's work account to the University are generally accepted but may not be accepted from less specific accounts such as a personal yahoo or gmail address.

The University may contact a referee at any time to confirm details of a reference or ask for further clarification of any points.

Other than for application to programmes that have a specific requirement stated in their entry requirements, or for competitive or externally- awarded scholarship places, the University does not require a reference from a University of Hull student who is applying for end-on study to another University of Hull programme. Where there has been a gap between programmes references are normally required.

14.5 Personal Statements

Application forms invite the applicant to provide a statement (for UCAS applications this is called the Personal Statement) in support of their application. The statement, that must be the applicant's own work, is an opportunity to demonstrate their commitment, skills and interests, and to express any factors that they have worked to overcome in continuing their studies. This information is used by the Admission Tutor when considering applications holistically and in the context of the reference and any predicted/achieved grades. Some programmes use the content of personal statement as part of the short listing process before the interview phase and will look for elements of understanding of the profession and relevant experiences.

Failure to provide a personal statement may result in an application not being considered.

UCAS operates software that provides an alert to the University if there is a defined level of match between a personal statement and another

personal statement or other known reference materials. The University screens those applications and normally contacts the applicant ahead of any consideration by the Admission Tutor. The applicant is invited to comment on the match and confirm the factual details within their statement, within a given deadline. If no reply is received one reminder is issued. If no reply is then received the application will normally not be considered further.

For those applicants who will need a Tier 4 visa to study the personal statement is used towards evaluating the applicant's genuine intent to study when considering whether the University will sponsor a Tier 4 visa. Therefore match detection alerts from UCAS are treated seriously.

14.6 Health Assessment

Admission to certain professional training programmes is subject to a satisfactory health assessment towards screening for the profession's fitness for practice requirements. This typically involves a screening by the University's Occupational Health team, initially through a confidential questionnaire. Full details are provided during the application process where applicable and are also found in the prospectus and/or department web pages.

For such programmes there is no cost incurred by the applicant for the main process but they may be asked to assist with any costs of detailed investigations, for example to liaise with a specialist who has been treating them.

Any concerns raised by the screening process will be discussed in confidence with the applicant. Medical details are not released to the academic department / school unless in exceptional cases to assist with support planning and with the prior agreement of the applicant.

If an applicant fails the medical screening the department will discuss any possible other programmes that may be available to them.

Applicants who need a visa to study in the UK will be obliged to undertake any medical screening required by the Home Office as part of their visa application process.

14.7 Predicted Examination Results

Actual and/or predicted grades are a key indicator of academic potential to benefit from the programme.

Predicted grades are used together with the applicant's previous academic record to reach a decision as to whether the usual offer level is realistic for that applicant. This is one aspect of consideration of an application which is looked at holistically taking into account other factors such as the reference and personal statement. The University is aware that predicted grades cannot be completely accurate, particularly as many students are able to resit assessment to improve scores towards the overall grade, some students developing academically later, and does not rely on them solely.

Only those qualifications that have been listed on the application can be used towards an offer.

14.8 Mitigating Circumstances

Any unexpected and significant circumstances in the family, applicant's health or school/college's teaching, that may have affected the applicant's performance in assessment, should be made known to the University as soon as possible, by letter from the applicant's school/college. Factors affecting performance will normally be taken into account at the time that places are confirmed where possible. However if the circumstances have already been taken into account by the examination board in awarding the final result no further dispensation may be given. The final decision of whether admission can be given in such cases rests with the Dean of Faculty.

Applicants who seek transfer due to not having progressed within a higher education programme at another institution are considered individually at the Admission Tutor's discretion, taking into account any factors that impacted on their achievement and the allowances for credit that can be made under the Code of Practice for Accreditation of Prior Learning. Evidence may be requested to show that any mitigating factors can be managed. Applicants are required to provide a full record of their studies to date and any offer made as a result of information that is found to be incomplete may be withdrawn.

14.9 Personal Data

The University's own and applicable external application forms require a number of pieces of personal data that are necessary for the admission process. Some data, such as date of birth, are used only for identification purposes, except for identifying any applicant who would be under 18 on entry for whom additional arrangements apply.

The University will normally query any mismatches of data, in particular, date of birth or name difference between the application form/passport and academic certificates and will normally require official evidence of the change.

Nationality data is used for analysis; fee status assessment and hence eligibility for a place allocated to UK/EU applicants, and to identify those applicants who are likely to need a Tier 4 student visa to study. It is not a factor otherwise used in the admissions decision.

The University is required to collect data on ethnicity and other equality characteristics for statistical purposes only and to help us provide appropriate services to different groups of students such as worship facilities. This information is not used in reaching a decision on applications. Applicants can choose not to declare their ethnicity or other personal characteristic.

The University expects that the name on the applicant record matches with the passport for those who require a Tier 4 student visa and requires UCAS applicants to check this before a CAS can be issued.

15 Undergraduate Entry

15.1 Entry to Foundation (pre-certificate) Year Study

Applications for entry to a degree programme that include an integral foundation year are managed through the same process as other FTUG applications. The foundation year (also known as pre-certificate year/stage) is most suitable for:

- those returning to study with relevant industrial experience but not the usual academic profile
- those whose previous study has not included essential subjects but who are otherwise academically strong
- those whose grades have been lower than required for degree entry due to unexpected circumstances such as illness or other significant disruption to studies

Some of the foundation year provision is suitable for students who have not quite met the usual English language qualification requirement and whose academic qualifications approach UK Level 3 standard. Students must have acceptable English language evidence, for those who need a visa this must be to CEFR B2 level.

Successful completion of the pre-certificate year guarantees progression to Level 4 studies within that named degree. Transfer to another degree pathway in a related discipline may be possible after passing the pre-certificate year.

From 2016, entry to some programmes with foundation year will be restricted for non-EU students as the University will be operating within a partnership with Cambridge Education Group.

15.2 Contextual Data

Certain data (currently parental occupation, parental experience of higher education, having been in care; school performance in league tables; school type) are used only for monitoring purposes and statutory statistical returns. The Admissions Service can guide applicants on the use of specific data in the decision making process.

If any such contextual data are to be used in the decision-making process this will be made known through the University web pages in advance.

15.3 Students of the Members of the University's Associate Institutions Network (AIN)

The following applies to an applicant who is a current student at an AIN member and applies for admission to a FTUG programme via UCAS:

- Current students of member institutions of the Associate Institutions Network and the Federation of Colleges, who are working towards completion of an appropriate volume of Level 3 qualifications in the current academic year

- Applicants with a supportive, current school/college reference and who present a clear personal statement explaining their wish to undertake the degree level studies chosen
- Applications made via UCAS by the 15th January deadline (or other such deadline as applicable, in the UCAS scheme) for equal consideration
- Applications for Level 3 entry to a degree programme with an integral foundation (pre-certificate year) or to level 4 of a degree programme*
- Applicants who have studied to the required level, any pre-requisite subjects for the degree at Level 3 and where applicable, Level 2
- Where applicable, applicants who satisfy additional experiential requirements / learning outcomes that are a requirement for entry to the degree programme chosen (for example practical music grades)

Entry requirements will normally be at the published (please refer to UCAS website) level for the programme offered.

All offers will be subject to the normal additional requirements for the programme, such as a satisfactory interview, medical checks, DBS disclosure and evidence of qualifications achieved.

Students who are taking resits can be guaranteed an offer as long as the combination of completed qualifications and those to be taken meet the normal offer level and all other requirements are satisfied.

The University may offer an alternate programme to the one applied for but will endeavour to offer a programme related to the student's study interests.

Offers will not be guaranteed for entry to Foundation degrees, BSc Nursing, BSc Midwifery, BSc Operating Department Practice, HYMS MBBS (medicine), BA Primary Teaching, BA Social Work, BA British Politics and Legislative Studies, LLB Law and Legislative Studies. There

may also be exceptions for additional programmes where a mandatory interview/audition is required.

For those programmes which do interview the usual shortlisting criteria will apply.

*Applicants for entry to a four year degree with integral pre-certificate (foundation year) may be offered entry to level 4 where their predicted grades approach those for level 4 entry, as the pre-certificate year is not normally intended for students who have already covered the level 3 subject material.

15.4 Direct International Applications

Those applying for FTUG entry and who find the UCAS process difficult to use due to the fee payment or ICT aspects can apply direct to the University using the University's International Application Form (IAF) via one of the University's appointed in-country partner offices. They must use the full UCAS process if they wish to apply to other UCAS-member institutions in the UK and should not also use the IAF as this can cause delays in their final acceptance.

Applicants who use this method will receive an UCAS applicant code once they have accepted an unconditional offer when their data will be processed to UCAS to record the acceptance as a 'Record of Prior Acceptance' applicant.

Use of the IAF neither advantages nor disadvantages the likelihood of receiving an offer.

EU applicants should not use the IAF or similar application process unless directed as part of a partnership arrangement.

15.5 Mature Students

The University welcomes applications from people of any age and recognises that the high degree of motivation and breadth of experience of many older applicants are a valuable asset to university life.

Work-based learning can often take the place of formal qualifications.

As part of the University's commitment to mature students the University has a Mature Student's Adviser who is available for guidance.

15.6 Applicants Under 18 Years of Age

This section should be read in relation to the University's *Code of Practice concerning under 18 year olds*.

The University recognises a number of benefits from admitting students who are under 18 years old, including particularly the fact that this contributes towards the wide accessibility of higher education, enabling anyone who is able to benefit from university study to access it. It is also acknowledged that the University has an enhanced duty of care towards more vulnerable students

Applications from potential students who will be under 18 years of age at the start of their chosen course, who meet the usual academic and any other requirements for the programme, will be identified on the admissions system and/or on the application form. Such applications will normally be referred to the Admissions Tutor as an exception to centralised decisions to enable a risk assessment to be completed¹⁵.

If an Admission Tutor decides to offer a place to an applicant who will be under 18 years of age on entry, the Admission Tutor is advised to alert the Head of Department to the potential admission of an under 18-year-old. Admissions Tutors are required to consider whether the programme of study with which the applicant wishes to engage might contain material, or might lead the student into contact with material, that would be inappropriate for a child to have access to. If it is suspected that this might be the case, the Admissions Tutor should discuss the case with the Head of Department before making any commitment to the applicant.

In some cases it will be beneficial to require the applicant to visit the University for an interview with academic department /school staff and a meeting with student support staff to make sure that the applicant and their parent/guardian have a realistic understanding of the campus environment. It also enables the University to identify any particular risks or additional support that the applicant may require in order to cope effectively with campus life or to make reasonable adjustment to the

¹⁵ Policy on Working with Students Under 18

programme of study. In a small number of cases, the outcome of the interview may also be the addition of specific conditions which the applicant must meet in order to qualify for a place, or for access to other University services (such as residential accommodation). A record of any such meetings/discussions must be included with the central admissions record and any additional conditions of offer notified for inclusion in the formal offer.

The Admissions Service will provide an opportunity for parental consent for all applicants who will be under 18 years old at admission for those programmes administered centrally and an equivalent process must be followed for all other programmes. For those who will be under 17 on entry the offer issued must include the requirement for the University's receipt of the completed parental consent form.

For overseas applicants, it is strongly recommended that a UK based guardian be nominated. The University will not sponsor a Tier 4 visa for a student who will be under 17 at the start of their programme.

The Student Health and Wellbeing Service will make recommendations and co-ordinate arrangements arising from any interview or risk assessment process, but such arrangements will be the responsibility of the areas or departments in which they are required (e.g. in accommodation or the academic department for school-based activities). The Accommodation Office will ensure that under 18-year-old candidates are not normally allocated to shared accommodation.

15.7 Applicants not Currently in Formal Education and Home-Educated Applicants

Successful applicants will normally have provided evidence of successful learning through structured academic study and/or work-based or self-directed learning within the last 3 years. This is in addition to any specific requirements for the programme.

The Admission Tutor may offer alternate methods of demonstrating the outcome of the recent learning where formal evidence is not available. This may, for example, include one or more essays; detailed discussion of the degree subject at interview; or discussion of past examination papers; or a combination of methods. Where the candidate is found not to be suitably prepared guidance will normally be given as to the nature

of further preparation that might be undertaken ahead of a future application.

The academic department / school is required to document the process and decisions used and ensure that a consistent process is used for all such cases. The record must be retained until at least the start of the programme that the applicant applied to.

15.8 A-levels

The University recognises all A-level subjects, including General Studies and Critical Thinking, for the purposes of general entry requirements but individual degree programmes may require specific previous subject knowledge to A-level (or equivalent standard). General Studies/Critical Thinking A-level can only be excluded from an offer if there are professional body requirements for entry to the programme that implicitly or explicitly preclude this in the individual case.

Where an applicant has not studied a prescribed subject to A-level standard for good reason other evidence may be considered.

The University accepts A-level or other qualifications that are an examination for the student's own first language (eg A-level Chinese presented by a Chinese applicant) as long as other requirements are fulfilled.

The University does not normally accept as meeting entry requirements General Studies A-level for those candidates for whom Tariff points from the Welsh Baccalaureate Core are used towards the offer.

The University will not request an A-level grade of A* for the purposes of its entry requirements for any of its programmes.

15.9 Unit Grades (A and AS-level)

The University does not make specific reference to AS or A-level unit grades in its offers but may use them to consider any applicants who miss their offer level in the summer.

Admission Tutors may look at the units within other qualifications to determine whether the applicant has evidence of knowledge of particular aspects of the subject that are essential for admission to the programme, and may set the offer level dependent on the achievement of one or more such unit.

For the purpose of UCAS Tariff offers the University does not count AS and A-level in the same subject.

15.10 Qualifications Completed across Sessions

The University does not require an applicant's Level 3 qualifications to have been completed in the same session. It is normally possible to include a full A-level (or other equivalent qualification) certificated 'early' at the end of Year 12 towards achievement of the normal entry requirements for the programme. The University is using a total Tariff approach for offers for entry 2016 and 2017.

15.11 Examination Grades after Resits

For the purpose of admission, the University normally accepts examination results that have been gained after resits in accordance with the rules of the relevant examinations board.

Applicants who have not been successful in studies at another university and wish to gain admission to Hull may be considered individually in the context of the University's APL policy if there are places available.

Applicants who have had UK government funding for previous study at the same level are responsible for ensuring they will have the funds for their time at the University of Hull.

If the application is for the same subject the University will consider why the applicant has not progressed before and if there were any factors that had significant impact on their study determine whether those are now overcome. A reference from the former institution will normally be required to confirm information provided by the applicant.

For an applicant who will require a Tier 4 visa to study the University's duties as a Tier 4 Sponsor must be taken into account and there must be confidence that the applicant is able to make academic progress. A record of not progressing must be thoroughly evaluated and the justification for sponsoring the applicant kept in their official admissions record. Normally (but not exclusively) the University will require as a minimum, a personal statement together with a recent academic reference from the most recent institution attended that explains any impact of any circumstances presented by the applicant before the applicant is considered holistically. It is unlikely that the University will sponsor for a Tier 4 visa, and therefore admit, a student who has been

required to leave a previous course due to unfair means, low attendance or any breach of visa policy.

15.12 14-19 Diplomas

Applications are welcome from students who achieved the English Level 3 Advanced/Extended Diploma. Admission Tutors will assess suitability for the programme, as with all applicants, for specific required subject knowledge. In most cases a cognate A level, or equivalent Level 3 qualification, will be required as part of the Additional and Specialist Learning.

15.13 International Baccalaureate

The University normally requires an applicant to gain the overall IB Diploma to meet general entry requirements for undergraduate degree entry. The offer may require a specified number of points achieved from higher level subjects and this may be from specified essential subjects. IB Certificate subjects can be considered in combination with other qualifications. The University does not normally use the UCAS Tariff for IB Diploma offers.

15.14 Extended Project Qualification (EPQ)

The University encourages completion of an Extended Project but does not require it. Where a total Tariff offer is made this ~~which will~~ allows inclusion of the EPQ. An Extended Project in a topic relevant to the degree may ~~however~~ be evidence of commitment and interest in the discipline and may afford some preference towards an applicant when deciding between applicants who are otherwise equally well-qualified for entry for a limited number of places.

15.15 Key Skills

The University encourages achievement of Key Skills but does not require them generally. Total Tariff offers allow inclusion of Key Skills. Some programmes require formal evidence of literacy and/or numeracy and/or ICT from all entrants and this will be specified in programme information where applicable.

Admission to teacher-training programmes is subject to achieving skills test results as defined by the relevant professional body/government department at the time.

15.16 NVQ/Modern Apprenticeships

The University recognises vocational qualifications for general admission purposes (Level 3 for undergraduate entry; ~~Level 5 for postgraduate entry~~) but the Admission Tutor considers each case individually and holistically to assess whether the applicant is suitably prepared for academic study. Work-based learning and work responsibilities will generally be taken into account and if general study skills preparation is thought to be necessary feedback will normally be given in this regard.

15.17 Other Qualifications

For undergraduate entry the University recognises a wide range of other Level 3 qualifications as being equivalent to A level standard, the most common being Irish Leaving Certificate; Scottish Highers/Advanced Highers; BTEC National Award/Certificate/Diploma; BTEC Level 3 (QCF) Certificate/Diploma/Extended Diplomas; CACHE Level 3 Diploma; OCR Level 3 Certificate/Diploma/Extended Diploma; OCR Technicals; Access to HE Diploma; European/French Baccaulaureate; International foundation year programme validated by a QAA-audited, UK Higher Education Institution; German Abitur and Ethniko Apolyterion. The Welsh Baccaulaureate Core is accepted as equivalent to one A-level for offer making but not in combination with A-level General Studies. Generally, level 3 qualifications that are in the QCF framework are acceptable alone or in combination depending on their size. AS only are not generally accepted without accompanying A-levels or other equivalent depth of study.

15.18 Use of the UCAS Tariff

The University recognises the UCAS Tariff for full-time undergraduate entry. Guidance is published in the UCAS Course Search database for the most common applicant profile for each area. Individual offers will be tailored to other profiles.

Offers will normally allow inclusion of all qualifications that attract Tariff points but will normally set a minimum for the main Level 3 qualifications presented.

Published typical tariff offers may not directly translate into other qualifications such as BTEC and OCR Diplomas or International Baccalaureate.

15.19 GCSE Requirements

While the University does not have any general requirements for GCSE (or other acceptable equivalent Level 2) qualifications for admission, some programmes do require maths and/or English and/or science GCSE or equivalent for entry. The programme Admission Tutor can advise on the acceptability of other Level 2 qualifications in lieu of GCSE. An IGCSE qualification is normally considered as a GCSE.

16 Work Experience Requirements

A number of the University's programmes require evidence of appropriate work experience. Paid or voluntary experience is treated equally and the University is aware of the limitations in being able to gain experience in some workplaces so will consider a wide range of opportunities. Dependent on the programme the Admission Tutor may wish to see evidence of, for example, working with children; working with vulnerable adults; team working; demonstration of effective communication skills; or working in a post with managerial responsibility.

Experience will not be measured as a period of time but the range and depth of the experience in situations pertinent to the programme will be important.

Admission to a foundation degree and to some continuing professional development programmes normally requires the applicant to be in employment that will facilitate workplace learning.

Where the work experience requirement for admission to a particular University programme is based on the requirements of a particular professional association or accreditation organisation then applicants will need to meet their criteria e.g. with respect to the period of time of work experience.

17 English Language Proficiency

The University's programmes are delivered and assessed in English (with the exception of some modules within programmes designed for language learning). All applicants whose first language is not English must demonstrate appropriate evidence of English Language proficiency through an acceptable test. This is normally benchmarked against IELTS (academic test 6.0 with all skills at least 5.5). Where a higher standard is required for entry to the chosen degree this will be published within programme information.

The University publishes a list¹⁶ of acceptable English Language tests benchmarked against IELTS 6 standard (academic test with all skills at least 5.5). Changes to the list are considered by the Standing Group for English Language Evaluation, taking into account the University's duties as a Tier 4 sponsor.

17.1 Evidence of Proficiency

EU applicants, non-EU applicants and applicants who live in the UK but whose first language is not English, are treated equally under this policy. However, the University accepts the English language assessment within some countries' post-16 qualifications at a certain level. Information about the acceptability of a particular qualification against the aforementioned IELTS 6 benchmark is available on request from the Admissions Service. Deans of Faculty may admit, at their discretion, applicants who do not need a Tier 4 student visa and who do not meet the IELTS 6 (5.5. in all skills) benchmark, if there is other evidence of having current English language skills at an appropriate level.

Applicants who require a Tier 4 student visa to study for an academic award at one of the University's campuses in the UK will be required to provide acceptable evidence of their English language proficiency to the level prescribed by the Home Office if not a graduate of any country listed by the Home Office for that purpose, or if not a national of a country exempted by the Home Office for that purpose. The University's requirement for admission may be higher than the Home Office general minimum (currently CEFR B2 level in all four language skills for degree entry, equivalent to IELTS 5.5; CEFR B1 for a pre-sessional

¹⁶ <http://www2.hull.ac.uk/student/admissions/internationalapplicants.aspx>

programmes). The aforementioned list of acceptable tests includes all assessments accepted by the University for this purpose. The most recent test is normally the one used. Applicants who cannot present evidence of one of the listed tests/qualifications will not be supported for a CAS (Confirmation of Acceptance for Studies) needed for a Tier 4 visa.

The benchmark standard for students entering distance taught programmes outside of the UK is IELTS 6 (5 in all skills) but individual applicants who can evidence extensive use of professional English in the workplace can be considered at the discretion of the Dean.

Further evidence of English language proficiency may be required from an applicant who holds one of the listed qualifications if there are doubts as to the student's ability to use English in the academic environment. Students presenting certain combinations of subjects which are less linguistically demanding of their English language skills compared to other subjects may be asked to take a formal English language test.

Applicants for a degree programme that includes a foundation (pre-certificate) year with English language teaching are required by the Home Office to be at CEFR B2 level (which equates to IELTS 5.5. in all skills).

17.2 Pre-sessional Programmes

Some pre-sessional programmes offered for the purpose of improving English language proficiency have a lower entry threshold but the entry level will be in line with the Home Office Tier 4 visa policy applicable at the time to pre-sessional programmes. A CAS cannot be issued to an entrant for a pre-sessional programme unless they have a current, Secure English Language Test (SELT) that is recognised by the Home Office as being at CEFR B1 level for this purpose. The University is unable to waive this requirement. Those who do not require a Tier 4 visa may be accepted to a pre-sessional programme without a SELT.

Applicants can opt to apply to a pre-sessional programme without it being a requirement for degree entry, but support for a Tier 4 student visa, where required, would be dependent on having evidence of English language proficiency as prescribed by the Home Office for pre-sessional programmes if the student was not in a position to be able to gain a combined CAS for the pre-sessional programme plus degree.

A former student who has taken a pre-session English language programme and reached their exit level required for degree programme entry will not normally be admitted to another pre-session programme at the same level. The exception may be for an applicant who has an offer for entry to a higher degree programme that requires a higher level of English language proficiency than CEFR B2.

17.3 Qualification Period of Validity (Shelf-Life)

A SELT that has a formal expiry date must normally be still valid by the start of the programme and for CAS issue must be valid on the day of CAS issue. Skills results cannot be combined from more than one test event.

Failure by an applicant to provide up-to-date information about his/her assessed English language proficiency may lead to an application being unsuccessful as the University does not provide EFL courses for beginners or those with low levels of proficiency.

Where it is believed that the applicant has sufficient time to improve their English language skills to the required level a conditional offer will normally be given based on achievement of the benchmark IELTS score (or equivalent accepted test). Internal test results from a University of Hull pre-session English course are acceptable in lieu of an IELTS test if the appropriate level is achieved in all four skills assessed in one assessment event. Only the most recent English language test will be used for admission and Tier 4 sponsor purposes.

17.4 Review of Requirements

The English language requirements for admission are subject to immediate review on further changes to the Home Office Tier 4 visa policy. Where an offer has already been issued it will be reviewed and additional requirement/s will be added where necessary to fulfil revised Tier 4 policy.

18 Timescales for Offer/Invitation for Interview

Applications are normally acknowledged on receipt and an applicant code allocated (if not an UCAS/UTT applicant). The time to reach a

decision on an applicant can vary according to the process used. Where an interview is used applicants are informed as soon as possible whether they have been shortlisted for that stage. Applicants are welcome to seek an update on the progress of their application at any time.

19 The Offer

For applications via UCAS/UTT the formal offer is that issued via UCAS/UTT. All other offers will be issued on University letterhead / via an approved portal for issue and signed (or otherwise approved) by an authorised officer. For full-time study this will be issue by or on behalf of, the Head of Admissions Service or nominated deputy, under the delegation of the Dean. Staff of the International Office are authorised to make offers after training from the Admissions Manager. Offers where the administrative process is devolved to the faculty are made by staff with delegated authority by the Dean.

Applicants may also receive an indicative 'informal' offer from the academic department / school which must state that it is subject to ratification after checks against regulations and policies.

Any conditions of an offer of admission will be clearly stated in the formal offer. All offers are subject to the applicant's acceptance of the regulations, statutes and ordinances in place through their period of study.

As a minimum the offer will contain:

- Programme title
- Clear statement of any conditions of the offer
- Start date and duration of programme
- Point of entry (if not year 1 of programme)

But should also normally include:

- Tuition fee for year 1 (or stage 1) and statement of fee status if 'overseas'
- (for PGR offers) the research supervisor name and research topic title

20 Applicant Response

Successful applicants are required to respond to their offer to confirm whether or not they wish to accept it under the terms and conditions stated. Those using the UCAS/UTT process must reply via the applicants' portal by the deadline provided by UCAS/UTT. Failure to respond by the deadline may forfeit the offer. Other applicants are required to respond to the University as directed to accept the offer.

No onward processes such as issue of documents for student visa application or preparation of the record for registration will be started until the applicant has accepted.

21 Offer for Alternate Programme

When an application is not successful it will be screened by the Admissions Service, or designated alternate, and the application referred to another area if there appears to be a programme that may match the applicant's interests (in relation to the personal statement, reference, previous studies). Contact will be made with the applicant if before making an offer for an alternate programme. This is sometimes called a 'Change of Course' offer.

22 Recruitment to a Programme that is Subject to Approval

The University's Quality Framework¹⁷ sets the process for programme approval and the stage at which a new programme can be advertised. Until full approval has been received publicity materials will note that the programme is subject to approval. Offers will not normally be made until full approval has been awarded unless exemption to the relevant Code for programme approval has been granted. Any offers made under such exemption while full approval is pending will clearly indicate approval as not yet being complete.

23 Open Days / Visits

UK/EU applicants for FTUG study, who have been /are likely to be made an offer will be given an opportunity to visit the campus before deciding

¹⁷ www2.hull.ac.uk/administration/policyregister/qualityhandbook.aspx

whether to accept an offer. In some cases this will be part of a selection (interview/workshop) event. Applicants for all types of programmes (PT, PG etc) are welcome to visit during a general campus open day or specific event arranged by the faculty.

The University cannot give any support to assist an international applicant to gain immigration clearance to attend an open day.

24 Programme Changes after Receipt of Applications

In considering the closure or temporary suspension of a programme or making major changes the University's quality framework requires consideration to be given to the impact on any current students or applicants.

The University will contact any applicants who will be affected by an unavoidable major change and will make clear the options available to the applicant. Any alternative programme that can be offered will be suggested and the opportunity given to discuss those options. For UCAS applicants UCAS will be informed of the change and any possible assistance will be given to the applicants to help secure an alternative opportunity.

Consideration will be given to intending postgraduate research students for any possible alternate supervision if the original nominated supervisor leaves the University.

25 Application for Deferred Entry

Requests to defer entry to the next intake will normally be considered where the application is still regarded as being current and where the request has been made in writing by the applicant or by an authorised third person on behalf of the applicant. Applicants should make their request as early as possible. The entry requirements applicable at the time of the request will apply unless there are known changes (e.g. set by a professional body) that will be enforced for the future intake. Deferral will not be agreed if there are uncertainties about the programme running.

PG research applicants require academic department approval for a new start date to ensure supervisor availability.

Requests for deferral must normally be made before the close of the UCAS/UTT cycle and within 3 months of the original programme start for any other provision. Requests for second deferral of UG applicants will not normally be approved but exceptions can be considered by the Head of Admissions Service. In considering second deferral requests account will be taken of the record of CAS issue for Tier 4 students as normally the university aims to manage CAS issue to no more than two CAS per applicant per programme.

26 External Recognition of University of Hull Awards

The University has degree awarding powers and its degrees are generally recognised worldwide. Any relevant UK professional body accreditation of the programme will normally be included in publicity material

Applicants intending to work outside of the UK need to ensure that the qualification they intend to take will be recognised by that country for employment and relevant professional body membership.

27 Confirmation Process and Deadline for Conditions

Confirmation is the general process whereby the place for study is secured when the applicant satisfies all conditions of an offer, having accepted that offer. Confirmation may be dependent on a range of academic and non-academic conditions. While often used in the context of UCAS applications this phase applies equally to other application types.

Applicants are responsible for providing acceptable evidence of conditions having been satisfied. In the case of undergraduate applications via UCAS the University receives some examination results direct from the UK examination boards, via UCAS. Those results are official and no further proof is normally required. Not all UK examination results are received in this way.

Offers may have a deadline for conditions being satisfied. After that deadline the University may not be able to confirm any further places or guarantee completion of admissions process in time for the programme start. For offers issued via UCAS conditions must be met by 31 August that year however, the University has discretion to accept an applicant

whose conditions are satisfied at a later date, before the start of the programme, if there is a place available and the applicant is reaching the minimum entry level the University has decided on for that intake. This may mean that applicants with lower results will not be successful while Clearing offers are made for the programme to people with higher grades.

A place will not normally be confirmed until all conditions have been satisfied. If there is one or more non-academic condition that is dependent on further process (e.g. DBS Disclosure) that is managed by the University, the place on the programme may be confirmed subject to that condition. The applicant will be advised in writing where this applies. Applicants to programmes that operate a later DBS disclosure will be informed of that process early in the application phase and will be given opportunities to disclose any material facts that could impact on their admission to the programme.

28 UCAS/UTT Cycle Phases

28.1 UCAS Extra

UCAS Extra is an additional opportunity for applicants for FTUG entry who have used all five of their UCAS choices but who have no offers for the following reasons

- received unsuccessful or withdrawal decisions from all five choices or
- cancelled outstanding choices and have no offers or
- declined all offers made to them

Extra operates from late February until 30 June. The University normally welcomes EXTRA applications if a programme is still considering 'main cycle' applications.

An applicant who has already applied to a department and not been successful in gaining an offer is unlikely to get an offer by reapplying to the same department through EXTRA.

28.2 Clearing

Clearing is the process that operates from July to September for the admission of entrants to FTUG programmes with places that have not

been filled through the standard UCAS/UTT application cycle. The University assesses the conversion of its applicant pool and decides how many further offers can be made via the Clearing phase to applicants who have already completed their qualifications and who meet the entry level being applied that year. Clearing offers are often made on a first-come-first served principle.

Clearing offers will normally have a strict expiry date notified within the informal offer to enable the University to manage the intake to its target. Applicants are instructed how to accept the offer. Receipt of an applicant's Clearing course choice via the UCAS Track website is normally treated as their acceptance of the offer. Acceptances received after the deadline may be considered if there are places remaining.

Clearing offers can be made for deferred entry at the University's discretion but the applicant needs to be sure that they do not wish to take time to make other applications before making a commitment.

Applicants who did not receive an offer in the main UCAS cycle, or who declined an offer may be considered for a Clearing place.

The need for a personal statement and/or reference may be waived for Clearing entrants.

28.3 UCAS Adjustment

Adjustment is a short phase in the application cycle for FTUG entry designed to allow those applicants who have achieved better results than expected to look for another suitable programme whilst retaining their unconditional firm place.

The process works under the rules set by UCAS within strict deadlines and the University will normally open any places equally to Clearing or Adjustment candidates.

29 Recognition of International Qualifications

The University accepts a wide range of international qualifications that are generally agreed to be equivalent to a UK Level 3 qualifications for undergraduate entry or to a UK bachelor (honours) degree for

postgraduate entry. The University uses NARIC¹⁸ for comparison purposes or information gained through the experience of working with partners in some countries.

30 Feedback to Applicants

The University will provide feedback on request to applicants who have not been successful in gaining a place¹⁹. Feedback may be given within the notification of the outcome of the application.

31 Repeat Applications

The University will consider repeat applications on a case-by-case basis and reserves the right to use information from a previous application or student record in assessing a repeat application.

A former student who was asked to leave the programme or has failed a stage of a programme after allowed reassessment is unlikely to be readmitted to that or a closely related a programme of the same level.

A Faculty may make a case for consideration of the re-admission of a former student where there is strong academic justification and evidence that any circumstances that impacted on achievement previously have been overcome or can be managed. Such cases are referred by the academic department / school to the University Registrar and Secretary for consideration.

Tier 4 students will require extra check to ensure the University's compliance with immigration policy before an offer of a place can be confirmed. If University of Hull sponsorship has been previously withdrawn for a Tier 4 visa, or a visa has been refused due to fraud it is unlikely that re-admission will be agreed.

32 Fee Status Assessment

The fee status of each applicant is determined by the Admissions Service, on behalf of the Director for Student Recruitment, on receipt of the application. Those regarded as 'overseas' and eligible to pay at the

¹⁸ www.naric.org.uk

¹⁹ <http://www2.hull.ac.uk/student/admissions/policies.aspx>

higher tuition fee rate are advised accordingly before registration and allowed the opportunity to appeal if there is further material information not yet provided. The Admissions Service will request any further information required to complete an assessment. However the University reserves the right to reassess and rescind home fees status if any further information later comes to light.

The University aims to:

- Make fair and consistent decisions on all fee status assessments in applying the relevant UK legislation
- Provide clear feedback as to the reasons for a decision
- Provide reasonable opportunity for an applicant/student to provide further documentary evidence for evaluation but reserve the right to assess as 'overseas' when the student/applicant has not responded in full in providing the evidence needed to reach any other decision
- Consider requests for review of the status of continuing students against the appropriate regulations where the student's circumstances have changed significantly. As the University is not privy to such personal information it is a student's responsibility to make a request for review and to provide necessary documentation to allow this to proceed
- A student who gains Indefinite Leave to Remain in the UK, during their programme, is not necessarily entitled to a change of status under the regulations but the University will normally undertake a review on request

Requests for review of fee status must be in writing to the Admissions Manager, Admissions Service.

Original documents to prove immigration status and/or residency must be provided on request. Applicants are given the opportunity to provide further information when they believe that an incorrect decision has been made and the case will be reviewed within 30 days. Applicants are encouraged to refer to the current UKCISA guidance²⁰

Occasionally a programme may have places only for certain groups of applicants based on fee status. This will normally be due to external restrictions. Only in this case would an offer be made on the proviso of overseas fee status and fee status would be assessed before the offer was made. An applicant cannot opt to take overseas fee status in order

²⁰ www.ukcisa.org.uk

to secure a place when there are no vacancies for 'home' applicants. An applicant whose fee status changes after detailed assessment will normally be offered entry to the next available intake if places have been filled and no vacancies for the immediate intake arise.

33 Validated Programmes

Partner institutions running programmes that are validated by the University of Hull are required to have a clearly articulated and regularly reviewed admissions policy. Any areas that are significantly different from the University's policy require University of Hull approval.

The University does not advertise validated programmes nor does it take applications through UCAS on behalf of the partner institution.

34 Franchised Programmes

Partner institutions running a franchised programme on behalf of the University will operate under this General Admissions Policy under direction of the relevant faculty/ies.

The University does not sponsor students who need a Tier 4 visa for entry to franchised programmes.

35 Knowledge Transfer Partnerships

Anyone appointed to a Knowledge Transfer Partnership (KTP) post who wishes to register for a University of Hull degree is required to make a full application in the normal way and will be considered according to the usual entry requirements.

36 Admission of University of Hull Staff and Recognised Teachers

Staff of the University or a partner institution wishing to register for a University of Hull degree are required to make a full application for study in the normal way to be considered according to the usual entry requirements. If the staff member works in the area of the programme delivery assurance of security of programme and student data will be

required from the Head of Department before admission can be confirmed.

37 Evidence of Qualifications

This section should be read in relation to the University's *Policy for Collection of Certification as Evidence of Prior Qualifications or Study*.

Unless the results are to be notified officially via UCAS, applicants are required to provide proof of their highest and/or most recent qualifications that are the basis for admission according to published guidelines. The University reserves the right to request proof of any qualifications claimed by an applicant as having been completed.

An offer will be withdrawn if relevant documentation was proven to be false. UCAS will be notified of the reason for withdrawal of an offer if the application was made through UCAS.

If the applicant no longer has certificates an original, formal statement by the awarding body or school/college attended to show the award, year and grade/marks outcome is normally acceptable. Official A-level results notification slips are acceptable in lieu of the certificate that is issued later.

The following results are routinely checked against the official examination body database:

- IELTS – English language test results
- TOEFL – English language test results
- Pearson PTE – English language test results
- Cambridge ESOL – English language test results
- WAEC and NECO examination results – with the applicant's permission to use their scratch card
- International Baccalaureate – with the applicant's permission to use their password

Any inconsistency between the applicant's copy information and the official database will be challenged initially with the applicant and also with the examination body where necessary.

The University also makes use of the UK Learner Record Service.

Where official examination results are received direct by the University from the UK examination board via UCAS, or direct from the applicant's former college where the qualification was completed, the applicant is not required to produce further evidence.

Where the candidate is not able to provide acceptable evidence of a qualification the University reserves the right to refuse to make, or to withdraw, an offer of admission.

Document checks for qualifications for which official verification has not been received will be made during the new-student registration process and formal registration will not proceed until those checks are completed.

38 Verification of Applicant Details

This section should be read in relation to the University's *Policy for Collection of Certifications as Evidence of Prior Qualifications or Study*.

The University uses its best endeavours to ensure that documents to show identity or used towards proof of eligibility for local tuition fees are genuine. This is to safeguard the institution against attempts to gain false entry to a programme; or against possible gains in financial benefit from student status; or against gaining a visa for entry to the UK using false means. Where any document is not believed to be genuine the applicant will be given an opportunity to provide a full explanation. The University reserves the right to request original documents to show qualifications, work experience or applicant identification linked to any aspect of student admission or fee status assessment.

The University will liaise with UCAS if any aspect of a UCAS application is strongly suspected or proven to be false.

The University will cooperate with the Home Office if any aspect of an application is queried by the Home Office following the University's sponsorship of that student for a Tier 4 student visa.

To clarify a student's/applicant's immigration status and hence eligibility for study it may be necessary to contact the Home Office. The Home Office will only be contacted with the student's/applicant's express consent provided in writing but failure to give consent may mean the application cannot proceed further.

39 Course Start Dates and Latest Registration Date

All programmes have an official start date but welcome activity may commence beforehand.

All new entrants are welcome to the University's general welcome events and for international students (all non-UK entrants) to the International Welcome.

All programmes also have a latest registration date. For some professional training programmes this is the official start date and no late start is permitted.

The latest registration date is notified to the Home Office for those students whom the University is sponsoring for a Tier 4 student visa and failure to register by that date will result in the student being reported to the Home Office as not attending.

Only in very exceptional cases will an extension of the latest registration date be considered. Such cases are referred by the academic department / school, following the process in place at the time, to the Director of Registry Services for consideration using the procedure applicable for the intake.

40 Tier 4 Visa Support / ATAS

The University is licensed with the Home Office as a Tier 4 sponsor. The University aims to provide a CAS in good time for the visa application but in doing so relies on the applicant taking responsibility for

- making an early application for admission including complete details of all previous study and periods of study in the UK
- responding fully and in good time to accept the offer
- responding fully to requests for any further information, such as passport details and
- providing a current email address to which the CAS will be issued.

The University provides a statement of research topic for those students who are required to apply for an ATAS (Academic Technology Approval

Scheme)²¹ certificate before they can apply for their Tier 4 visa. For those taught programmes that require ATAS the University will publish the module list in advance of entry. Other students who have limited leave to be in the UK but do not need a Tier 4 visa are also required to have a valid ATAS certificate before registration.

The Home Office expects that students who move from one programme in the UK to another are on a progression trajectory. The University may therefore not offer admission to visa nationals who wish to take a second programme of the same level or will ask for a statement of intent to justify this choice within their career pathway. The University may also not be able to support a student who completes a degree and wishes to enter a pre-sessional language programme before taking a postgraduate degree, unless the postgraduate degree requires a significantly higher level of English language proficiency than the first degree.

Applicants who have attempted a programme of study and not succeeded are unlikely to be admitted to a similar or same level programme at the University unless there is clear evidence of circumstances that the University decides is a justifiable basis for sponsorship of a Tier 4 visa. Normally such evidence will confirm significant impact of a health or other issue and a reference from the former institution will be required. Other information that the University believes is reasonable will be requested in order to make a fully informed decision. This will normally include statement of intent from the applicant.

If an applicant has been found to have plagiarised work on a previous course and that is the reason for not succeeding the University will not give admission. The University will also not normally consider favourably an applicant who has not progressed due to reasons that were in their control, for example due to low attendance.

In considering an application for admission from an applicant who will need a Tier 4 visa the University will take into account the maximum cumulative time an individual is permitted to study in the UK. If the University believes the applicant will not be able to complete the normal full period for the new programme intended the applicant will be informed and the University will not admit the applicant or provide a Tier 4 CAS for a part of the programme.

²¹ <http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/>

The University provides advice to applicants about the visa application process²² but cannot intervene in the process or apply for a visa on an applicant's behalf.

The University will not sponsor a student for a Tier 4 visa for a part-time programme.

The University cannot guarantee that an applicant who is issued a CAS will secure a visa. The applicant has responsibility for ensuring that all appropriate documentation and payment is submitted with their visa application.

The University has Tier 4 sponsor reporting duties that include reporting of non-attendance within timescales defined by Home Office, of an expected student who fails to register.

The University will review its admission policy in light of changes to Home Office Tier 4 policy in order to remain compliant with Sponsor duties. This may result in changes to matters such as the evidence required for English language proficiency at short notice. Where changes are necessary due to Home Office changes the University will endeavour to contact all applicants holding an offer and on whom the change will impact, within 6 weeks.

41 Recruitment Agents/Representative Offices

The University has in-country representatives in several countries who help students with applications. The University does not charge an application fee for the basic process but in some cases assistance with the local visa process attracts an additional fee payable to the agent for their services. Country-specific information is on the International Office web pages²³.

42 Admission to Standalone Modules

The University welcomes enquiries from those wishing to study for a single module for credit or not. Application is made through Student Administrative Services and the usual programme entry requirements do not apply. Other aspects of student admission including disability needs

²² <http://www2.hull.ac.uk/international.aspx>

²³ <http://www2.hull.ac.uk/international.aspx>

assessment, evidence of English language proficiency, fee status assessment and criminal convictions risk assessment apply.

43 Exchange Student Admission

Exchange students are not required to meet the normal entry requirements for a given programme and apply through the process operated in partnership with their own 'parent' institution. They must be prepared to study in English but are not required to provide evidence of an English language test unless this is a prescribed aspect of the relationship between the two institutions or where the student requires a Tier 4 visa.

44 Exchange Student Continuation for an Award

Students who have studied at the University of Hull under an exchange arrangement and who decide to stay to complete a degree programme are required to apply through the normal admissions process by any applicable deadlines in order to ensure that they are considered by the relevant Admission Tutor. The need for reference and full personal statement may be waived. The receiving department should ensure that appropriate consideration is given of the APL for any modules to be exempted.

Offers can be made on condition of achievement of stated marks within University of Hull modules on which they are registered as an exchange student. As exchange students have a wide range of module choice, they may not have completed appropriate modules for exemption of a full stage of a programme. An English language test may be required.

45 Data Protection

In accordance with the Data Protection Act 1998 the University undertakes not to disclose information about any enquirers, applicants or registered students to a third party without the explicit consent of the subject. The University is not therefore able to discuss any application with any other than the applicant, without the applicant's express consent.

The University will therefore refuse to discuss any application where such consent has not been given or even to confirm whether or not an application has been made.

If an applicant wishes the Service to liaise via a third party the following circumstances must apply:

- a) the original application was made through a recognised agent or partner college/organisation or sponsor and the required communication is via that third party.

or

- b) the applicant has provided, in advance, written consent to the Admissions Service that they may liaise with a named individual or organisation.

The University reserves the right to seek identification from such a third party.

For those students who need sponsorship for a Tier 4 visa the University has an obligation, at the appropriate time and stage of the admissions process, to pass required data to the Home Office via the UKVI in order to request a CAS.

46 Applicant Responsibilities

In order to be able to provide an effective service to our applicants we expect they will:

- Make the best use of our services by making relevant preparations for their application including ensuring that the application form is completed clearly, fully and accurately, including all previous study whether or not completed or passed
- Apply by the method prescribed by the University for their circumstances
- Apply within any relevant published deadline
- Respond promptly to requests for further information
- Make full use of applicant codes/id and consistently use the name by which they are known in any communications
- Provide prompt updates to any information relating to their application including changes of name, email, address and qualifications being taken or completed

- Attend any mandatory selection event or arrange an agreed alternate
- Accept/decline any offer within any deadlines specified
- Be clear in their requests for a change (programme of study, year of entry) in writing
- Provide acceptable evidence of any offer conditions having been met
- Check that any alternative qualifications, in particular English language tests, that they intend to take will be acceptable by the University to meet offer conditions
- Not ask a third party to act on their behalf unless the relevant University service has been authorised by the applicant to liaise with that person
- Respond to request for change of external database information such as corrections to name to enable support for visa processing
- Ensure that they are eligible to apply for any necessary visas to participate in the programme, including any periods of study that are required by the programme to be outside of the UK and any work-based placements and cooperate fully with the University for any checks needed on documents to confirm eligibility
- Treat all members of University staff courteously

The University reserves the right to withdraw an application of a candidate who is considered, on justifiable grounds, to be unsuitable for a place on a particular programme or for attendance at the University.

47 Complaints

Applicants may make a complaint about the way their application has been considered but cannot appeal against the decision as to whether or not they should be offered a place.

Applicants are not normally able to refer a complaint about admissions to the Office of the Independent Adjudicator for Higher Education (OIAHE).

Applicants who experience a problem with any service provided by the University should first raise the matter with the person responsible for the service. If not satisfactorily resolved by informal discussion a formal

complaint may be raised. The Complaints Procedure may be found on the Admissions web site²⁴.

Contact for further information:

Admissions Manager, Admissions Service

University of Hull

admissions@hull.ac.uk

V6.1: Amended after SMG feedback 6/4/16

V6: Amended 8/9/15, referred to D Ealey for VST check

V5: Amended 17/11/14, Proposed to IMG 20/11/14

V2: Supported by IMG 15/11/11 for referral to SMG - Approved by SMG 28/11/11

Amended EQG comments re EFL section /A Wilcox/ HUBS and FHSC comment 2/11/11

Supported by IMG October 2011- circ to Deans for comment by 2/11/11

Amended 19/4/11, Proposed to IMG 18/04/11 – comments received from SMG

Amended with comments of Diversity Officer 20/9/11 update for Home Office Tier 4 policy

²⁴ <http://www2.hull.ac.uk/student/admissions/diversityandequality/complaintsprocedure.aspx>

Framework for Departmental Student Admissions Policies

Principles

This framework is to provide information at department and programme level where there are differential practices, to supplement the University's General Policy for Student Admissions. The documents together will underpin any other guidance information and will be available in any cases of applicant complaint and will be used as a measure against which any applications are assessed.

Scope

In line with the General Policy for Student Admissions the Framework documents will relate to all types of programme.

Responsibility

Is it the responsibility of the Dean to approve department policies under this Framework and to ensure regular review and appropriate update, in line with application cycles.

It is recommended that draft policies are provided to the Head of Admissions Service for comment.

Publication

It is expected that departments will publish their approved Framework on the department website in a user-friendly format. Any policy must be clearly dated as to the last update made.

Contents

The Framework document may reference any detailed Department /Faculty policies for given matters (e.g. Risk Assessment)

As a minimum the following must be covered in the Department Framework information (noting any aspects that are not applicable so this is clear to <potential> applicants):

- Use of Interviews:
 - Criteria for short-listing
 - Assessment criteria used and basis on which success or otherwise is judged
 - Feedback mechanisms
 - Adaptations that can be offered to applicants with a disability
 - If interviewing is not a requirement for all, an explanation of the circumstances in which it would be used exceptionally

- Use of Portfolio of work

- Use of tests/ essay:
 - Testing methods
 - Adaptations that can be offered to applicants with a disability
 - Explanation of how the test score is used
 - If not used for all applicants, an explanation of the circumstances in which it would be used and the outcome that is required from the work

- Weight given to the personal statement and reference
 - signal any aspects that are important to include

- Medical assessments (where relevant)
 - how they are conducted

- Criminal Convictions Declaration and process for risk assessment
(where needed by the programme content beyond the general declaration on application)

- Numeracy and/or literacy evidence
 - The reasons for the requirement (e.g. professional body standards)
 - The evidence that can be accepted
 - Means to evaluate any alternate evidence (if allowable)

- Other specific subject requirements / preferences for admission
 - include essential study of subject X to A level standard (or equivalent)

(It is recommended that specific grade requirements are not included to avoid the need for update and synchronisation issues with other materials).

- Pre-admission experiential requirements / preferences

(Experiential requirements to be presented in terms of the type and depth of the experience, not a time period of years to avoid discrimination by age)

- English language proficiency levels for those whose first language is not English

(Where higher/lower than the University's general standard of IELTS 6 (5.5 in all skills))

- Other factors to satisfy professional standards (where relevant)

- Whether applications for deferred entry are welcome

- Whether applications for entry with APL are welcome and any process that is used to assess suitability
- The nature of feedback that is available to applicants (eg ranking, individual feedback)