



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 and Applicant Service.

Section Index

1. Scope.....	4
2. Responsibility for Policy	5
3. Staff Roles and Training	5
4. Academic Requirements	5
4.1. General Principles	5
4.1.1. Typical Requirements.....	6
4.1.2. Acceptable Qualifications	6
4.1.3. English Language Qualifications.....	7
4.1.3.1. Evidence of Proficiency	7
4.1.3.2. Qualification Period of Validity	7
4.1.3.3. Review of Requirements.....	7
4.2. Consideration of Applications.....	8
4.3. Interviews and Auditions	8
4.4. References	8
4.5. Personal Statements	9
4.5.1. Fraudulent Statements, Omissions and Plagiarism	9
4.6. Clearing	10
5. Selection Criteria.....	10
5.1. Health Assessment.....	10
5.2. Mitigating Circumstances	10
5.3. Evidence of Qualifications.....	11
5.4. Work Experience.....	11
5.5. Verification of Applicant Details	11
6. Fair Access.....	11
6.1. Mature Students	11
6.2. Applicants with a disability	12
7. Decisions	12
7.1. Offers	12
7.2. Rejections.....	12
7.3. Applicant Response.....	12
7.4. Feedback	13
8. Criminal Convictions Risk Assessment.....	13
9. Applicants Aged Under 18 on Entry.....	14
10. Postgraduate Research Proposal	14

11. Recognition of Prior Learning (RPL)	14
12. Recruitment to a Programme Subject to Approval	15
12.1. Programme Changes after Receipt of Applications	15
13. Application for Deferred Entry.....	15
14. Re-applications.....	15
15. Fee Status Assessment.....	16
16. Data Protection	16
17. Appeals and Complaints	16

1. Scope

The University of Hull is committed to open, inclusive and transparent admissions policies and practices to support those who choose to apply to Hull for their higher education study pathway. We look at the whole application, not just the grades you have/are working to. We welcome students from all parts of our society; regionally, nationally and globally. In applying our admissions policy we seek diversity and embrace difference in backgrounds; both in education and life experience to join our vibrant student community.

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

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 UUK Fair Admissions Review.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 B2³; UCAS⁴/Department for Education⁵ rules and procedures, relevant professional body regulations and guidance on fitness for practice requirements, any relevant sector reviews, and relevant UK legislation (and associated amendments) which at present includes:

- Data Protection Act 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Equality Act 2010
- Special Educational Needs and Disability Act 2001
- Rehabilitation of Offenders Act 1974 as amended
- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2020
- Relevant Student Support and Fees Regulations for England

¹ Hull York Medical School www.hyms.ac.uk

² Universities UK "Fair Admissions Review" <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/fair-admissions-review.aspx>

³ QAA, UK Quality Code for Higher Education, Part B "Ensuring and Enhancing Academic Quality", Chapter B2 "Recruitment, Selection and Admission to Higher Education" https://www.qaa.ac.uk/docs/qaa/quality-code/chapter-b2_-_recruitment_-_selection-and-admission-to-higher-education.pdf?sfvrsn=6900f781_8

⁴ Universities and Colleges Admissions and Applicant Service www.ucas.com

⁵ Department for Education <https://www.gov.uk/apply-for-teacher-training>

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 Student Visa Sponsor.

2. Responsibility for Policy

The policy is approved and reviewed on an annual basis by the Education Committee on behalf of the University Leadership Team. 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 Act 2004, section 32, 2(b)⁶: "The Director 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."

The Education Committee, chaired by the Pro Vice Chancellor (Education), has oversight of the University's admissions practices and policies. The policy is available on the University web page's How to Apply section.

3. Staff Roles and Training

Admissions decisions at the University of Hull are managed by the centralised Admissions and Applicant Service, alongside management of admissions procedures, training, and advice to staff and enquirers. Where admissions decisions are not made within the centralised service, for example for programmes that have professional body requirements, the Head of Department/School is responsible for the processes operated within his/her department. The Dean is responsible for procedures within the Faculty.

All decisions made within Faculties are recommended to the University's Admissions and Applicant Service, which conducts a checking process of the recommended decisions against policy before issuing the formal decision. This includes applications received by the University's Admissions and Applicant Service and applications to programmes where admissions are managed within the Faculty, for example the Faculty of Health University Certificate or Continuing Professional Development (CPD) courses.

Admission to part-time, undergraduate certificate, diploma, degree and foundation degree programmes are managed by the centralised Admissions and Applicant Service in conjunction with the academic Faculty as outlined in the following document.

Applications for distance-taught programmes are managed by the Admissions and Applicant Service in conjunction with the University Global Engagement Team.

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

4. Academic Requirements

4.1. General Principles

In deciding which applicants are admitted to a programme the centralised Admissions and Applicant Service will adhere to this policy and accepted good practice standards, including considering all applications fairly and equally.

⁶ Higher Education Act 2004 <https://www.legislation.gov.uk/ukpga/2004/8/contents>

The University looks for evidence of a good level of learning attainment at the appropriate level 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. Entry criteria will often be published in terms of academic achievement but alternative routes are available on the basis of comparable study or experience (detailed in [Section 11](#)). The University recognises that there are many study routes in the UK and globally and will make an informed decision regarding equivalencies through consultation with colleagues and external bodies such as NARIC.⁷

The University acknowledges that procedures will necessarily vary across disciplines and programmes and are constrained where there are external professional body requirements.

4.1.1. Typical Requirements

All applicants are required to meet a minimum academic standard in order to meet our entry criteria to any programme.

General and programme-specific entry requirements are published within the prospectus and University course web pages. Essential pre-requisite subjects will be included but any offer levels stated in printed materials are for guidance only and will have been printed several months ahead of receipt of the first applications; information available online will be maintained in compliance with the Competition and Markets Authority guidelines.⁸ Entry requirements are subject to review annually, which is overseen by the PVC (Education) based on the number of places available and the anticipated demand for the programme alongside other relevant factors.

For programmes that recruit via the UCAS process the UCAS Subjects tool⁹ 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 does not guarantee an offer will be made; other aspects of the application such as the personal statement, reference and in some cases interview or a selection activity will be taken into account according to University and/or professional body requirements.

International qualifications are recognised and benchmarked against comparable UK qualifications; this is agreed between Global Engagement and Admissions staff.

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 may be considered in lieu (detailed in [Section 11](#)).

4.1.2. Acceptable Qualifications

Some programmes may list additional minimum GCSE requirements in subjects such as Mathematics and/or English Language and/or Science. Functional skills Level 2 is accepted to meet subject requirements unless stated otherwise.

Applicants to undergraduate level study are expected to hold, by the advertised course start date, at least 2 GCE A Levels or equivalent. Entry criteria for undergraduate level study is set using the UCAS

⁷ UK NARIC <https://www.naric.org.uk/>

⁸ Competition and Markets Authority <https://www.gov.uk/government/collections/higher-education-consumer-law-advice-for-providers-and-students>

⁹ UCAS Subjects <https://www.ucas.com/explore/subjects>

Tariff for qualifications at Level 3.¹⁰ Commonly accepted qualifications are, but not limited to: GCE A Levels, Level 3 BTECs, Cambridge Technical Diplomas, International Baccalaureate, and Access to Higher Education Diploma. Applicants may use accepted qualifications in combination to meet the UCAS Tariff entry requirements.

Applicants to postgraduate level study are expected to hold, by the advertised course start date, an undergraduate degree equivalent to a UK Bachelors degree with honours. Some programmes may specify a minimum grade requirement of the undergraduate degree, such as an upper second class honours degree.

4.1.3. English Language Qualifications

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 or qualification. This is normally benchmarked against IELTS academic test, requiring a score of 6.0 with all skills scored at a minimum of 5.5. Skills results cannot be combined from more than one test event. Some programmes may require a higher or lower standard of English language for entry; this will be published within programme information.

4.1.3.1. Evidence of Proficiency

Applicants requiring a Student Visa to study in the UK will be required to provide evidence of meeting the English language qualification requirements set by the UK Visas and Immigration (UKVI).¹¹ This is usually by sending digital copies or originals of certificated learning to the Admissions Office.

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.

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 Student Visa sponsor purposes.

4.1.3.2. Qualification Period of Validity

Qualifications that have a formal expiry date must still be valid by the programme's advertised start date. Applicants requiring a CAS (Confirmation of Acceptance for Studies, required for a Student Visa) must have an English language qualification that is valid and in-date at the time of CAS issuance.

4.1.3.3. Review of Requirements

The University publishes a list of acceptable English language tests and scores required for entry to pre-session and degree level study.¹² Changes to the list are considered by the Admissions Committee, taking into account the University's duties as a Visa sponsor.

¹⁰ UCAS Tariff <https://www.ucas.com/ucas/tariff-calculator>

¹¹ UKVI English language requirements <https://www.gov.uk/student-visa/knowledge-of-english>

¹² University of Hull English language requirements <https://www.hull.ac.uk/choose-hull/study-at-hull/admissions/english-language-requirements>

The English language requirements for admission are subject to immediate review on further changes to the Home Office Student Visa policy.¹³ Where an offer has already been issued it will be reviewed and offer conditions may be revised where necessary to fulfil revised Home Office policy.

4.2. Consideration of Applications

The University of Hull is dedicated to ensuring applications are reviewed with processes that are transparent, applied fairly, and are applied consistently and comprehensively. Applications are considered holistically and selection decisions are made based on the merit of the application, taking into account academic and non-academic factors. Some programmes require additional selection criteria, such as interviews, auditions or submissions of a portfolio.

4.3. Interviews and Auditions

Some programmes may require an interview or audition before a decision is returned on an application. Where this is the case, applicants will be notified of their attendance at an interview or audition via e-mail to the registered e-mail address on their application with details of the interview or audition activity.

Faculties that conduct selection activities must document the scoring methodology in advance of any interview or audition taking place and will retain the outcome scores for each applicant in attendance. Where an applicant enrolls onto the programme, the score achieved at interview or audition will be retained for the full duration of their studies for audit purposes. Portfolio scoring methodologies are also documented in advance of the receipt of any portfolios being received. Evidence of meeting these requirements will be retained as per the above.

Where requested, reasonable adjustments will be made to applicants declaring a disability for programmes that conduct selection activities to ensure equal consideration.

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 Faculty concerned. Evidence of the interview having been completed will normally be notified to the Admissions and Applicant Service before an offer is issued. For those applicants who are current or very recent students of the University on a bachelor or master's programme and have applied to re-join the department, a formal interview would not be required.

4.4. References

At least one reference is expected for each applicant for undergraduate degree or postgraduate study. Professional programmes may require at least two separate references that comment on both academic ability and wider skills and aptitudes according to the programme and professional body requirements.

Scanned or pre-prepared 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 domains.

Unless otherwise stated, 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.

¹³ UKVI Student Visa <https://www.gov.uk/student-visa>

4.5. 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. This statement 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 in the consideration of 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.

The failure to provide a personal or supporting statement upon request may result in an application being unsuccessful.

4.5.1. Fraudulent Statements, Omissions and Plagiarism

Fraudulent statements made as part of an application are considered to have been committed where a person or persons have purposefully misled another person or persons. Fraudulent statements can be regarding qualifications or experience, providing a forged or fake certificate, a reference to support an application, or deliberately omitting relevant information such as information relating to previous qualifications, or committing some other act of deception.

Applications received via UCAS will be automatically screened for plagiarism. 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 further consideration. The applicant is invited to comment on the match and confirm the factual details within their statement, within a given deadline; upon receipt of information, the Admissions and Applicant Service will undertake a full review of the application and supplemental information to reach a decision. If further information is not supplied by the deadline, this may result in an application being made unsuccessful. Plagiarised statements in applications that may require a Student Visa are treated seriously and may result in an application being withdrawn from consideration. Where UCAS has detected possible plagiarism, the Admissions Service will receive an annotated copy of the flagged statement and the applicant will receive this at the same time. An Admissions representative will then save a copy of the alleged plagiarism to the applicant record. Applicants are encouraged to provide an explanation as soon as they receive the notification.

Where plagiarism or fraudulent statements are suspected, Admissions staff will consider the application using the normal admissions criteria (as published on the University website) and will reject applications that do not meet the requirements. In cases where a suspected application does meet the published entry requirements, an Admissions representative and admissions tutor will consider the full application and any explanation provided by the applicant to determine whether there is a case to be answered.

If there is no case to be answered, for example a statement is comprised of commonly used phrases that comprise a significant proportion of the text or previous qualifications have been accidentally omitted but supplied at a later date or when requested, the applicant will be notified via email and will receive confirmation of a decision including any offers in due course.

If it is deemed there is a case to be answered, the University will undertake an investigation into the plagiarism/fraudulent information allegation. If an explanation has not already been received, the University will email the applicant requesting further information, stating that a final decision on the

application cannot be taken without consideration of the matters mentioned. The applicant must provide the additional information within a set time period that will be stated in the email text. If information is not provided by the deadline, the application(s) will be rejected.

Cases will be considered by the relevant Admissions Manager (Undergraduate Admissions Manager, Postgraduate and Partnerships Admissions Manager) or a nominated Admissions Officer, the admissions tutor or nominee from the School/Department, and the Faculty Academic Manager. Decisions will be based on the extent of the allegation, the programme(s) applied for, consistency with previous decisions, and engagement with requests for information. The Head of Admissions and Applicant Services will not be involved in these decisions to maintain impartiality should a complaint or appeal be made.

Applicants will be notified of the decision by email. Where an application is found to be fraudulent, applicants are advised that appeals or complaints should be made in line with the Admissions Policy.

4.6. Clearing

The UCAS Clearing service provides admission for entrants to programmes that have vacancies not filled in the main UCAS cycle. Offers made during Clearing are made on a first-come first-served basis with a deadline for acceptance to ensure fairness in consideration. Deadlines will be communicated where informal offers are made.

Applicants who were unsuccessful or declined a place in the main cycle may be considered through Clearing. The requirement for a personal statement or reference may be waived in Clearing.

5. Selection Criteria

5.1. Health Assessment

Admission to certain professional training programmes is subject to a satisfactory health assessment as part of 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 the University website.

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 Faculty unless in exceptional cases to assist with support planning and with the prior agreement of the applicant. Where an applicant fails the medical screening, the Faculty 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.

5.2. Mitigating Circumstances

Any unexpected and significant circumstances in an applicant's health, school/college's teaching, or other factors that may have affected the applicant's performance in assessment, should be made known to the University as soon as possible by the submission of a mitigating circumstances request signed by both the applicant and the named referee. If the circumstances have already been considered 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.

5.3. Evidence of Qualifications

The University of Hull requires all applicants to provide evidence of the qualifications upon which their offer of a place is based, such as by providing copies or originals of certificates. For applicants applying through UCAS, UCAS supplies some qualification results directly to institutions; applicants must ensure they have supplied all evidence of results within the deadline given in their offer. Applicants not applying through UCAS are expected to provide copies or original certificates of their qualifications in line with the deadline given in the offer.

5.4. Work Experience

Admission to a foundation degree and to some continuing professional development (CPD) programmes may require 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.

5.5. Verification of Applicant Details

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 Student visa.

To clarify a student or 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 subject's express consent provided in writing; failure to give consent may mean an application cannot proceed further.

6. Fair Access

The University of Hull is committed to providing equal opportunities in education for all students, and will utilise practices that meet both the general need for access and the specific needs of individuals with additional support needs.

More information on how your application is processed can be found on our "[How We Process Your Application](#)" webpage.

6.1. 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. As part of the University's commitment to mature students the University has a Mature Student's Adviser who is available for guidance.¹⁴

Work-based learning can often take the place of formal qualifications and will be considered under [Section 11](#) of this document.

¹⁴ University of Hull Mature Students <https://www.hull.ac.uk/choose-hull/study-at-hull/mature-students>

6.2. 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.

Where a decision may need to consider 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.

7. Decisions

7.1. Offers

Offers may be made conditionally, where a place is subject to the applicant meeting the stated conditions, or unconditionally, where an applicant has met all academic and non-academic entry requirements to the programme.

The University of Hull is committed to making offers appropriate to applicants and in line with the recommendations in the UUK Fair Admissions Review will exercise discretion to vary the offer that they make to applicants after consideration of the contextual information available and this may result in applicants for the same programme receiving different conditions or type of offer.¹⁵

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. For applications received via UCAS the formal offer is issued via UCAS. All other offers will be issued on University letterhead or via an approved portal for issue and signed (or otherwise approved) by an authorised officer.

Applicants may receive an indicative 'informal' offer from the academic Faculty which is subject to ratification after checks against regulations and policies. Staff of the Global Engagement team are authorised to make offers after training from the Postgraduate and Partnerships Admissions Manager.

7.2. Rejections

Many programmes receive numbers of applications that outnumber the availability of places and therefore some applications are unsuccessful. When returning an unsuccessful decision, the application has been reviewed for academic qualifications, suitable knowledge of the subject, potential to succeed and enthusiasm for the chosen programme. Regrettably, this means that a number of well qualified applicants are unsuccessful.

7.3. Applicant Response

Applicants receiving an offer of a place are required to respond to their offer to confirm whether or not they wish to accept it under the terms and conditions stated. Those applying via UCAS must reply via the UCAS applicants' portal by the deadline supplied by UCAS. Failure to respond by the

¹⁵ Universities UK "Fair Admissions Review" <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/fair-admissions-review.aspx>

deadline may forfeit the offer. Other applicants are required to respond to the University as directed in the offer letter.

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.

7.4. Feedback

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

8. Criminal Convictions Risk Assessment

The University approach for most programmes is that there is no requirement for applicants to declare relevant information on criminal convictions at the point of application. Applicants will instead be asked to declare any relevant information at enrolment. The exception to this is for programmes where an enhanced DBS check is required, where applicants will be asked to self-declare during the admissions process.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974¹⁶), cautions and bindovers are not considered to be relevant and you should not reveal them unless the professional requirements of the course expressly require disclosure. They will not be considered within the initial risk assessment process. 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 your interests to be admitted into the University community. As a result of some risk assessments, permission for your application to proceed to consideration for a place may be refused, or may carry conditions.

Some courses have professional requirements and these courses usually require successful candidates to undergo an enhanced Disclosure and Barring Service (DBS) disclosure prior to registration with the University of Hull. 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 your ability to undertake the professional training that will be explained to you and you will be given advice as to what other opportunities may be available.

You will be advised when it is necessary to involve a third party and given the option not to have your information shared with them. If you do not agree to sharing of the information your application may not be able to be progressed any further. These courses will normally require you 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 you any discrepancies.

If you receive a conviction after receiving the outcome of your application, you should inform the Head of Admissions and Applicant Services (or named contact within your academic department) as a matter of priority. This also applies after registering as a student, where the University also reserves the right to conduct a risk assessment and take any necessary mitigating action if a new conviction comes to its attention.

¹⁶ Rehabilitation of Offenders Act 1974, Legislation.gov.uk
<https://www.legislation.gov.uk/ukpga/1974/53>

There are other circumstances post-entry that may also require you to undergo risk assessment, such as participating in certain extra-curricular activities that involve working with children, vulnerable adults etc.

9. Applicants Aged Under 18 on Entry

Applications from potential students who will be under 18 years of age at the start of their chosen course, who meet the advertised academic and any other requirements for the programme, will be identified on the admissions system and/or on the application form. These applications are under the Applicants Aged Under 18 on Entry code of practice, which can be found on the University's admissions policies and guidance page: <https://www.hull.ac.uk/choose-hull/study-at-hull/admissions/policies-and-guidance>

10. Postgraduate Research Proposal

Applications for entry to a postgraduate research degree are normally expected to be supported by a research proposal or statement written by the applicant. Guidance on writing a proposal is available from the Doctoral College. The research proposal is 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.

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 relevant Faculty may discuss related alternatives with the applicant.

There are three entry points for postgraduate researchers: September, January/February and May. In exceptional circumstances students may be allowed to start at other times, by prior agreement and approval of the Director of the Doctoral College.

11. Recognition of Prior Learning (RPL)

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 (for example, in-house training programmes that are not externally assessed).

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. The maximum amount of credit towards a University of Hull award that can be awarded through RPL is governed by the University Regulations, the University Code of Practice for Recognition of Prior Certificated and Experiential Learning, and in some cases, accreditation by the relevant professional body.¹⁷ Some programmes do not admit any students with RPL due to the availability of placements or other restrictions on student numbers.

The University accepts RPL for PhD programmes only, on approval of the Research Degrees Committee, but does not accept RPL for the Postgraduate Training Scheme.

¹⁷ University of Hull Quality and Standards <https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality>

Applicants seeking to utilise RPL should contact the Admissions and Applicant Service via e-mail at admissions@hull.ac.uk for further advice.

12. Recruitment to a Programme Subject to Approval

The University's Quality and Standards, *ibid.*, 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 may be made before full approval has been awarded. Any offers made while full approval is pending will clearly indicate the programme is still subject to approval in the offer letter.

12.1. Programme Changes after Receipt of Applications

The University of Hull will maintain compliance with the Competition and Markets Authority and aims to inform prospective students in good time of significant changes, such as the programme title, programme content, mode of study, attendance options, or the withdrawal or suspension of a course made between the time the application is made and when enrolment is completed, advising at the same time of the options available in the circumstances.¹⁸

13. 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 a nominated contact on behalf of the applicant. Applicants should make their request as early as possible and in advance of enrolment. Applicants must meet any and all conditions by the deadline given in the original offer issued. Deferral will not be agreed if there are uncertainties about the programme running. Requests for second deferral of applicants will not normally be approved but exceptions can be considered by the Head of Admissions and Applicant Services.

Postgraduate research applicants require Faculty and Doctoral College approval for a new start date to ensure supervisor availability.

14. Re-applications

The University of Hull 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 re-assessment is unlikely to be re-admitted 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 to the Faculty for consideration.

Students wishing to be re-admitted that are subject to Visa restrictions must take all suitable checks with the Home Office before submitting a formal application. If University of Hull sponsorship has been previously withdrawn for a Student Visa, or a Visa has been refused due to fraud it is unlikely that re-admission will be agreed.

¹⁸ Competition and Markets Authority <https://www.gov.uk/government/collections/higher-education-consumer-law-advice-for-providers-and-students>

15. Fee Status Assessment

The fee status of each applicant is determined by the Admissions and Applicant Service in compliance with UKCISA guidance on behalf of the Director for Student Recruitment and Marketing on receipt of the application.¹⁹ The Admissions and Applicant Service will request any further information required to complete an assessment. Those regarded as overseas and eligible to pay at the advertised tuition fee rate for overseas students are advised accordingly before registration and allowed the opportunity to appeal if there is further material information not yet provided. 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.

A programme may only have places for 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 to secure a place when there are no vacancies for UK ('Home') applicants.

16. Data Protection

All data collected in an application and throughout the process of admission will be processed in accordance with the University of Hull's data protection regulations.²⁰ Where applicants wish to request further information regarding the processing of applicant data, they should contact the University's Information Compliance Unit at dataprotection@hull.ac.uk.

17. Appeals and Complaints

The University of Hull aims to deal with all applications in a considerate and courteous manner, however there are occasions where applicants may wish to make an appeal or complaint about the way their application has been considered. Appeals and complaints should be lodged in writing to the Head of Admissions and Applicant Services within 30 days of the decision on an application being notified officially, by contacting admissions@hull.ac.uk. Appeals and complaints made by a third party will not be considered. Complaints received by the Head of Admissions and Applicant Services will be reviewed and investigated in partnership with the relevant Faculty. Complainants will be advised of the outcome of the investigation in writing by the Dean within 30 days of receipt of the initial complaint. This will include reasons for the decision as to whether the complaint has been upheld or rejected and an indication of the evidence on which the decision has been based.

Applicants cannot appeal against the decision as to whether or not they should be offered a place or put forward for a selection activity. Applicants may appeal where there is evidence the application has not been considered in line with the relevant policies and procedures, that there is information not taken into consideration that may materially impact the outcome, or that there has been bias exercised in the processing of the application.

Applicants are not normally able to refer a complaint about admissions to the Office of the Independent Adjudicator for Higher Education (OIAHE).²¹

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

¹⁹ UK Council for International Student Affairs <https://www.ukcisa.org.uk/>

²⁰ University of Hull Data Protection <https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/data-protection>

²¹ Office of the Independent Adjudicator for Higher Education <https://www.oiahe.org.uk/>

discussion a formal complaint may be raised. The Complaints Procedure may be found on the Admissions and Applicant Services policy webpage.²²

²² University of Hull Admissions and Applicant Services Policies <https://www.hull.ac.uk/choose-hull/study-at-hull/admissions/policies-and-guidance>