**Code of Practice: Devolution of Admissions Decisions to Partner Institutions offering Collaborative Programmes**

**Appendix 1: Application for authority to make Admissions Decisions on behalf of the University of Hull (Devolved Admissions)**

This application will form part of the Record of Decision for the university of Hull Panel.

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|  |  | **Partner Institution response** | **Panel assured/comment** (for use by UoH only) |
| **1** | **Partner Institution name**(including all campuses covered by the Partnership) |  | n/a |
| **2** | **Date of Partner Institution approval** |  | n/a |
| **3** | **Name of person with responsibility for ensuring oversight to the Code of Practice**  |  |  |
| **4** | **Name of person with responsibility for oversight of the admissions process**  |  |  |
| **5** | **Proposed entry requirements for each programme of study currently offered by the Partner Institution and validated by the University** (may be appended) |  |  |
| **6** | **Confirmation of the programmes which will recruit through the Universities and Colleges Admissions Service (UCAS), or an equivalent national admissions service** |  |  |
| **7** | **Note any programme/s which may have a specific category of applicant where admission to the programme might be refused** |  |  |
| **8** | **Partner Institutions minimum requirements for English language proficiency**(these must be either the University’s minimum requirements for English language proficiency, or the Partner’s own English language policy where these are utilised) |  |  |
| **9** | **Summary of the Partner Institutions RPL and RPEL policy** (policy to be appended) |  |  |
| **10** | **How will parity across cohorts, modes of study and application be maintained?** |  |  |
| **11** | **What are the Partner Institutions practices to facilitating accessibility to study?** |  |  |
| **12** | **Mechanisms for informing applicants of programme details and requirements** |  |  |
| **13** | **Process for students making applications** |  |  |
| **14** | **Process for monitoring admissions decisions** |  |  |
| **15** | **Policy for retaining all admissions decisions** |  |  |
| **16** | **Policy on making offers** |  |  |
| **17** | **Process for assessing fee statuses** |  |  |
| **18** | **Induction process for new students** |  |  |
| **19** | **Staff development processes in places for those making admissions decisions?** |  |  |
| **20** | **Process for administering complaints by applicants regarding admissions decisions and/process** |  |  |
| **21** | **Process for determining students eligibility for study (these should align the UoH policy)** |  |  |
| **22** | **Confirmation that candidate will not be admitted to, or be registered for, a programme of study without having submitted a formal application via the usual application method (UCAS or via the provider’s own application method) and, without having been made an offer in writing which accords with this Code of Practice (para 5.2)** |  |  |
| **23** | **Confirmation that programme will not be advertised before the programme has been granted Development Consent approval by EPC (no applications for admissions for programmes should be received until this point) (para 5.3)** |  |  |
| **24** | **Confirmation that Entry requirements for each programme will be clearly published and to adhered to in line with CMA guidance** |  |  |
| **25** | **Confirmation that late applications (beyond 14 days of the course start date) will not be accepted** |  |  |

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| **26** | **Franchise programmes only:****Confirmation of arrangements for admissions, in relation to any specific PSRB requirements** |   |  |
| **27** | **How will these requirements be monitored?** |  |  |

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| **28** | **Signed** (by the Principal of the Partner Institution or such person nominated) |  |
| **29** | **Date** |  |

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| **30 Additional documents to be submitted** |
| **Document** | **Submitted** |
| Wording of offer letters (unconditional, conditional, reject) |  |
| Sample of Application form for non UCAS applications |  |
| List of Admissions Tutors |  |
| English language policy |  |
| RPL/RPEL policy |  |
| Policy for Applicants with criminal convictions (which **should** be in accordance with the [University General Policy for Student Admissions, section 8.](https://www.hull.ac.uk/choose-hull/study-at-hull/admissions/docs/policies/general-policy-for-student-admissions.pdf)) |  |

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| **31 Record of Decision** |
| **Decision of the UoH Panel**(highlight as necessary) | * + 1. Approve the application, with or without conditions and/or recommendations.
		2. Defer the application pending further information.
		3. Reject the application.
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| **Commendations of the application / process** |  |
| **Conditions** **of approval** |  |
| * Date by which the condition/s **must** be fulfilled
 |  |
| **Recommendations** |  |
| * Date by which the recommendation/s **should** be fulfilled
 |  |
| **Details of further information required** |  |
| * Date by which further information **should** be submitted recommendation/s should be fulfilled
 |  |
| **Justification for rejecting the application** |  |

This Record of Decision of the Panel will form the University's formal record of decision reporting for Partner Institutions with devolved powers. Details of the notification will be populated within the Admission’s Partners Database and reported to EPC on an ongoing basis.