

## Admissions and Recruitment Policy

### 1. Introduction

1.1. This policy relates to all students at the University and those on University programmes offered as part of a collaborative arrangement. (**QAA Code of Practice Precept 1**)

The University's Admissions and Recruitment policy is underpinned by the commitment to equal opportunities, whereby students and staff are treated solely on the basis of their merits, abilities and potential, and are not discriminated against as a result of gender, colour, ethnic or national origin, age, social background, religious or political beliefs, family circumstances or sexual orientation.

1.2. This policy (and the associated procedure documents) was revised and updated following publication of Section 10 of the Quality Assurance Agency's (QAA) Code of Practice (Admissions to Higher Education) in 2006. Further updating has been undertaken in November 2008 in line with the recommendations from the Government's Delivery Partnership Steering Group and recommendations coming from SPA (Supporting Professionalism in Admissions).

The Admissions and Recruitment Policy and Procedures set out the framework within which the University operates in this area.

1.3. The University has committed itself to operate its admissions process<sup>1</sup> in a way that is transparent and justifiable with procedures that are fair, clear, explicit and consistently applied for all students on all programmes (whether offered by the University or as part of a collaborative arrangement).

### 2. Roles and Responsibilities

2.1. Overall responsibility for the University's admissions and recruitment activity lies with the Pro Vice-Chancellor (Research and Knowledge Exchange). University-wide responsibility for the implementation of the policy lies with the Director of Admissions .

2.2. All University departments and collaborative partners have a role and responsibility in relation to the recruitment and successful admission of students. The general precepts are outlined in this document with more detailed information in the associated procedures documents.

Within each academic department and with collaborative partners one member of staff should be designated as having overall responsibility for student recruitment activities. The roles and responsibilities of individual University officers can be found in the procedure document.

---

<sup>1</sup> The Admissions process refers to all activity involved in attracting, recruiting, selecting, admitting and enrolling students. It covers collaborative provision and late recruitment/clearing.

2.3. In exceptional cases University departments may have all admissions activity delegated to them, including the entering and maintaining of data on QLS. Responsibility for approving admissions agencies lies with the Pro Vice Chancellor (Research and Knowledge Exchange). The entering and maintaining of student data from collaborative partners is the responsibility of the Student Records and Examinations Co-ordinator in the Academic Registry.

2.4 The responsibility for dealing with applications from overseas fee-paying students lies with the Admissions Department. Where delegated admissions agencies are involved in the recruitment of overseas fee-paying students their work must be undertaken within the overall responsibility of the Admissions Department.

The expectation is that the University will work to retain Highly Trusted Status with the Home Office and that the recruitment of overseas fee-paying applicants will be compliant with the guidelines produced by the Home Office. The University's 'Compliance and Good Practice Guide' is to be consulted as is the Immigration Compliance Manager within the Student Services and Administration Department.

It is for delegated admissions agencies to work collaboratively with the International Office in relation to student recruitment activities. Delegated admissions agencies must deal with overseas fee-paying applications in consultation with the Admissions Department. Only the Admissions Department can issue the necessary documentation for student visas. Delegated agencies are responsible for ensuring that overseas fee-paying applicants have permission to be in the United Kingdom and have permission to study.

As part of this student recruitment work it is the responsibility of the university delegated admissions agency and collaborative partners to ensure that the correct fee status is accorded to each student.

Collaborative Partners who recruit Tier 4 students will bring them into the UK on their own Tier 4 licence and are responsible for their own attendance monitoring and compliance with Home Office regulations. We would expect their own attendance monitoring arrangements to closely reflect those of the University Attendance Policy.

2.5. Whether students are recruited centrally through the Admissions Department, or by those with delegated responsibility, it will be clear which member of the University's staff is responsible for each part of the admissions process. All involved with the admissions process will have been adequately trained to undertake their role. **(QAA Code of Practice Precept 2)**

### **3. Promotion, Recruitment and Selection**

3.1. All application forms used within the University have to be approved by the Director of Student Recruitment.

3.2. All University marketing material will be accurate, kept up to date, be available at the correct point of the recruitment cycle and formats accessible to enquirers and applicants. The purpose of this material is to assist enquirers and applicants in their decision-making process. **(QAA Code of Practice Precept 3)**



3.3. Academic departments (either individually or collectively) will give enquirers/applicants the opportunity to:

- Visit the University campus where they will be taught
- Be informed about pastoral and academic support services
- Know the cost of their chosen programme and sources of financial support

3.4. Selection policies and procedures will be clear to enquirers/applicants and followed fairly, courteously, consistently and expeditiously. (**QAA Code of Practice Precept 4**)

3.5. Any student who will be left unsupervised with children and/or vulnerable adults as part of their programme on a regular and sustained basis will be required to gain an enhanced disclosure certificate from the Disclosure and Barring Service (DBS). The University is committed to complying with the DBS Code of Practice.

3.6. Where an applicant is required to have GCSEs (or equivalent) as part of a national requirement for their programme the University will offer alternative tests in these subjects. Overall responsibility for alternative tests lies with the Director of Admissions.

3.7. Applicants will be given the opportunity to gain written feedback concerning the result of their application. The process for gaining feedback and the University's complaints procedure must be made known to enquirers/applicants. (**QAA Code of Practice Precept 9**). The University will publicise the feedback process on the web.

3.8. The University's admissions processes will be set within fully documented operational procedures which are readily accessible to all those involved in the process. These will include:

- Indicating who is responsible for each stage of the admissions process
- Procedures for the efficient and timely handling of applications. Applicants should have an indication of how long the process is going to take.
- Operating within the University's confidentiality statement

(**QAA Code of Practice Precept 5**)

#### **4. Information for Applicants**

4.1. Applicants must know the obligations placed on them if they accept an offer of a place at the University, or on a collaborative programme. This information must be available by the time an offer of a place is made. (**QAA Code of Practice Precept 6**)

4.2. The University reserves the right to remove an offer of a place if

- (a) information provided by an applicant proves to be false ;
- (b) the application is for a programme where there is a requirement that an individual is registered with the Independent Safeguarding Authority (ISA) and the applicant's registration has ceased;
- (c) if an applicant is shown to have been involved in activity that is not compatible with being a student on the programme for which the applicant has applied.



4.3. Significant changes to advertised programmes (between an offer being made and registration) must be conveyed to applicants as a matter of priority. Where the University decides to terminate a programme the correct procedures as indicated in the procedure document must be followed. **(QAA Code of Practice Precept 7)**

4.4. Academic departments (either collaboratively or individually) will explain to applicants the arrangements for enrolment, registration, induction and orientation. Overall responsibility for these activities lies with the Director of Learning and Teaching and the Academic Registrar (Enrolment and Registration). **(QAA Code of Practice Precept 8)**

## **5. Complaints and Appeals**

5.1. Applicants will have the opportunity to complain about the way their application has handled. There will be a process that allows applicants to appeal against the decisions taken by the University. **(QAA Code of Practice Precept 10 and 11)**

## **6. Monitoring and Review**

6.1. The Pro Vice Chancellor (Research and Knowledge Exchange) is responsible for ensuring that appropriate arrangements for monitoring and reviewing the admissions process are in place. **(QAA Code of Practice Precept 12)**

John Slater Director of Admissions  
July 2015

