

Admissions and Recruitment Policy

1. Introduction

The University's Admissions and Recruitment policy is underpinned by the commitment to a fair admissions system, whereby applicants are considered 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, sexual orientation or family circumstances.

The Policy and associated procedures comply with relevant equality and diversity legislation affecting the admission of students and take account of sectoral best practice, including the precepts of the QAA's Code of Practice, Section 10: Admissions to Higher Education and Supporting Professionalism in Admission's (SPA's) Good Practice guides.

The University commits itself to operate its admissions system 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

Overall responsibility for the University's admissions and recruitment activity lies with the Deputy Vice Chancellor (Admissions and International Development). University-wide responsibility for the implementation of the policy lies with the Director of Admissions and International Development.

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

Within each Faculty one member of staff is designated as having overall responsibility for student admission activities. The roles and responsibilities of individual University officers can be found in the procedure document.

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

All staff involved in supporting the admissions process will have been adequately trained to undertake their role. (QAA Code of Practice Precept 2)

3. Promotion, Recruitment and Selection

All application forms used within the University have to be approved by the Director of Admissions and International Development.

All University marketing material will be accurate, kept up to date, be available at the correct point in the recruitment cycle and be available in formats accessible to all 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)

All applicants will be given 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

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

Any student who will be left unsupervised with children and/or vulnerable adults on a regular and sustained basis, as part of their programme of study, will be required to gain an enhanced disclosure certificate from the Criminal Records Bureau. The University is committed to complying with the CRB Code of Practice. Where required students must also register with the Independent Safeguard Authority once it begins work. Please see note of guidance on admission of applicants with a criminal conviction and working practice on Criminal Records Bureau clearance.

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 is made known to enquirers/applicants. (QAA Code of Practice Precept 9). The University will publicise the feedback process on the web and in its prospectus.

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
- Operating within the University's confidentiality statement (QAA Code of Practice Precept 5)

4. Information for Applicants

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

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

- information provided by an applicant proves to be false ;
- 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;
- 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.

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) Please see note of guidance and working practice: Changes to, and the Withdrawal of Programmes.

Admissions and International Development and Faculties (either collaboratively or individually) will explain to applicants the arrangements for enrolment, registration, induction and orientation.

Overall responsibility for these activities lies with the Academic Registrar. (QAA Code of Practice Precept 8)

5. Complaints and Appeals

Applicants will have the right to complain about the way their application has been processed. 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)

Please see Complaints Procedure for further details.

6. Monitoring and Review

The Assistant Vice Chancellor (Admission and International Development) is responsible for ensuring that appropriate arrangements for monitoring and reviewing the admissions process are in place.

Finally, in line with QAA Code of Practice Precept 12, the University is committed to the further development and enhancement of its Admissions policy and procedures in order to ensure that they continue to support the mission and strategic priorities of the institution, and that they remain current and valid in the light of changing circumstances.

