

## ADMISSIONS POLICY

All policies referred to in this document are available on the University of Suffolk website under [Our Policies and Procedures](#).

### Admissions Principles

1. The University of Suffolk is committed to ensuring an inclusive approach to people aspiring to higher education and aim to provide higher education to anyone with the potential to benefit. We accept students with a wide range of educational experiences and qualifications.

### Aims

2. We aim to:

- Welcome breadth of study and experience.
- Promote and actively encourage increasing participation in higher education from under-represented groups including those with disabilities, minority ethnic groups, mature people and applicants with vocational qualifications.
- Welcome applications from students who come from families new to higher education and encourage this through our outreach activities.
- Ensure students have sufficient depth of knowledge and understanding where particular subjects are required.
- Actively promote equality and diversity in our admissions processes.
- Provide a clear, transparent and efficient admissions experience for all applicants.

### Transparency

3. The University operates a transparent admissions policy as detailed in this document. We are committed to providing clear, consistent, easily understandable and accessible information regarding entry requirements, selection procedures, and conditions of offer and fees which will support students in making an informed decision about their course.

4. Entry requirements are reviewed annually and published on the [University of Suffolk website](#).

5. Feedback on admissions decisions is available to applicants on request.

### Consistency

6. All admissions decisions are taken in line with the University of Suffolk's Admissions Aims and the procedures set out in this document. Some procedures may vary to meet the particular

requirements of some subject areas, but they are based on the underlying principles of transparency, consistency and fairness.

7. Our Schools support the publication of information/entry profiles for each course, which are available in Definitive Course Records (DCRs) and on the [University of Suffolk website](#).

8. All staff involved in the administration of admissions and/or selection and interview of applicants undergo relevant training.

### **Monitoring**

9. The University regularly monitors and reviews its Admissions policies and procedures so that they are fit for purpose. Entry requirements are reviewed and discussed on an annual basis by the School Executives, with recommendations submitted to the Portfolio Oversight Committee for approval.

10. Application and offer levels are reviewed and monitored monthly by the School Executives and Portfolio Oversight Committee throughout the application cycle.

### **Admissions Criteria**

11. Admissions staff will be expected to use professional judgement in assessing the academic potential of individual candidates for any level of study. In exercising their judgement, Admissions staff must operate in a way that is consistent with the University of Suffolk Admissions Aims. Admissions Selectors treat each application to the University individually.

12. When making offers for undergraduate study, the following information will usually be considered :

- Academic ability and potential as shown in the qualifications section on the application form.
- Predicted grades for qualifications yet to be taken.
- Personal statement and reference(s) as indications of ability, motivation and potential, alongside information about personal circumstances and contextual social and cultural information.
- Related work or voluntary experience showing commitment to a chosen career (particularly important for courses with a vocational route).
- Extenuating circumstances, whereby factors beyond the applicant's control have caused the applicant to perform less well in their coursework or examinations than they might otherwise have been expected to do.

- Portfolio/audition/interview performance where applicable.

13. Applicants to vocational or professional courses may be required to pass an Enhanced Disclosure and Barring Service (DBS) check and/or to demonstrate medical fitness to practice prior to being admitted. This is to comply with the requirements of relevant professional bodies. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

14. The University of Suffolk may request a DBS or medical fitness check for other courses as part of the admissions process and because of information provided as part of the application or during the application process.

15. When assessing an application for postgraduate study, Admissions Selectors will normally consider:

- Applicants who hold an undergraduate degree or an equivalent qualification.
- Evidence of relevant personal, professional and educational experience.

16. Post registration professional courses require applicants to have prior academic study or experience at the appropriate professional level.

17. In order to assess an application for any level of study, the University of Suffolk may request additional information and/or documents at any stage of the application process. Additional information may include (but is not limited to) professional references, certificates (and associated transcripts), translations of certificates/transcripts or qualification checks via external bodies (for which consent will be requested). If additional information is requested the Admissions team will use their professional judgement and experience to determine the most appropriate evidence to support the assessment of an application, in the form of demonstrating successful completion of and/or to verify a qualification this may include a final certificate or transcript or a combination of both depending on the course studied. Provisional certificates are not usually acceptable as evidence of a final completed qualifications unless they are accompanied by a final official transcript.

## **Entry Requirements**

18. To ensure that applicants for admission are appropriately qualified for their programme of study and to ensure high standards of fairness and consistency, the University maintains a record of minimum entry requirements for all courses at undergraduate and postgraduate level. All Admissions staff will be required to adhere to these requirements.

19. Applicants for all undergraduate programmes and some postgraduate programmes are required to hold GCSE English and Mathematics at Grade 4/C or above (or appropriate Level 2 equivalents, unless excluded within the course requirements) as well as the minimum Level 3 (or relevant higher level qualification for postgraduate programmes) course requirements. Some courses may have additional GCSE requirements, which will be detailed in the Definitive Course Record (DCR), the prospectus and the University of Suffolk website.

20. Applicants who do not hold these minimum GCSE requirements will be considered on an individual basis based upon their overall application and the course applied for.

21. Applicants to professional health courses will be required to have five GCSEs at grade C/4 or above including English, Mathematics and (in some instances) Science as well as the minimum Level 3 course requirements. For some courses equivalent Level 2 qualifications may be accepted; specific details are provided within the course entry requirements on the University of Suffolk and UCAS websites.

22. Applicants to DipHE, Foundation Degree or Honours Degree courses, who are under the age of 21, will need to fulfil the general minimum entry requirements detailed in points 16 - 26 and any specific course requirements as detailed in the DCR, the prospectus or on the University of Suffolk website.

23. All applicants are required to evidence that they hold the qualifications listed on their application form. Accepted evidence will usually take the form of official certificates (and in some instances accompanying transcripts. There may be instances (e.g. for West African Examination Council (WAEC) qualifications) where the University of Suffolk may verify qualifications with an external body (e.g. through accessing personal learner records or by requesting a WAEC PIN). If it is deemed that external verification is required, consent will be sought. Failure to provide consent for these checks and/or the provision of incorrect qualifications may result in your application being withdrawn.

24. It is normally expected that applicants will have had two years' experience of post-16 study.

25. Applicants over the age of 21 should also see the paragraph entitled ***Mature Applicants***.

26. Entry requirements are subject to annual review, and may therefore change year on year. Advice and guidance given by the University on entry requirements will therefore be based on information available at the time of enquiry.

***Honours Degree courses – minimum entry requirements***

27. To ensure sufficient depth of knowledge and understanding we normally require applicants to have achieved a minimum of two A-Levels (GCE) or equivalent Level 3 study.

28. Certain courses will require a particular level of performance in a subject at GCSE, A-level or other examinations. These subject-specific requirements will be specified on the course pages of the [University of Suffolk website](#).

29. Equivalent awards include but are not limited to: BTEC/OCR Diplomas, Nationals and Certificates; Level 3 CACHE Diploma; Vocational A level (double award), T Levels and Access to Higher Education Courses. Prospective applicants can contact the Admissions team to check the acceptability of any qualifications.

***Foundation Degree - minimum entry requirements***

30. Generally, applicants will be required to have achieved a minimum of one A-Level (GCE or VCE) or equivalent Level 3 study.

***Postgraduate taught courses – minimum entry requirements***

31. To ensure sufficient depth of knowledge and understanding we normally require applicants to hold an undergraduate degree or an equivalent qualification. Evidence of relevant experience will also be considered by Admissions Selectors.

***Postgraduate research courses – minimum entry requirements***

32. Our research degrees are awarded by the University of Brighton. The minimum admissions requirements are those set out in the University of Brighton's Code of Practice for Research Degrees. The Doctoral College will provide selectors and supervisors of postgraduate research students with this Code of Practice in addition to the provision of Supervisory Training every three years. The minimum entry requirements for applicants for postgraduate research degrees are a Bachelors (Honours) degree, graded at 1 or 2:1, awarded by an institution or body with degree awarding powers in the UK or equivalent from a recognised overseas institution.

### **International Baccalaureate, Scottish, Irish and other Qualifications**

33. We welcome applications from candidates with a wide range of qualifications, including Scottish Highers, the Irish Leaving Certificate, and the International Baccalaureate. For further information about entry requirements, please contact the Admissions Office or UCAS.

### **International Students**

34. The University welcomes applications from international students. International students must have entry qualifications equivalent to the general requirements for admission in accordance with UK ENIC (National Information Centre) equivalences. The Admissions Office can advise on the equivalence of qualifications where requested.

35. For students requiring a visa, the University will assess each Confirmation of Acceptance of Studies (CAS) request on its individual merit including through the review of relevant documentation (i.e. financial bank statements), and through a pre-CAS interview to determine an applicant's intention to study. This assessment is made in accordance with University policy, strict UK Visa and Immigration (UKVI) conditions (<https://www.gov.uk/student-visa>) and the professional judgement and knowledge of Admissions staff. There are a number of circumstances where the University may be unable to sponsor a student by issuing a CAS. These include (but are not limited to) the following:

- Failure to provide the University with the necessary personal information (including, but not limited to bank statements/other financial documents to demonstrate sufficient funds as defined by the UKVI) to produce a CAS;
- Failure to pay a CAS deposit for a course of study;
- The proposed course of study does not satisfy UKVI Student Visa requirements;
- The student does not have valid leave to be in the UK at the time the CAS is requested;
- If the applicant/student has submitted documents which are proven or suspected to be fraudulent.
- Where the applicant is unable to meet sponsorship deadlines set by the University.
- Where the applicant has failed to demonstrate clear intentions and motivation to study in the UK at a pre-CAS interview, or through behaviour demonstrated throughout the application process;
- The University believes sponsorship will put the sponsor licence at risk;
- The University believes that a visa application will not be successful. Grounds for this may include (but are not limited to) inadequate information, a history of visa refusals, insufficient funds, overstaying, language ability or on the basis of the applicant's criminal history.
- The applicant has previously been refused visa sponsorship by the University of Suffolk

- There may be instances where the University has causes for concern regarding the success of a visa application at any point during the application process (i.e. prior to a CAS request). If this is the case the University will advise the applicant that sponsorship will not be granted, and the application will be withdrawn.

36. Applicants should note that an academic offer for study is not a guarantee that a CAS will be issued

37. Visa sponsorship may be withdrawn after a CAS is issued (and in some instances once a visa has been issued), but before entry to the UK for a number of reasons including (but not limited to) the following:

- The applicant will not receive their visa and arrive to the UK in accordance with deadlines set by the University (extensions to these deadlines may be granted on a case-by-case basis)
- Additional information is received which leads the University to believe a visa application will be unsuccessful

38. International students should be aware that University of Suffolk will report to the UKVI any student who is issued with a CAS, but does not enrol, misses classes, stops attending, or defers their place in accordance with the University of Suffolk [General Regulations \(Students\)](#), [Student Attendance and Engagement Monitoring Policy](#) and [Tuition Fee Policy](#)

University of Suffolk reserves the right to refuse admission to international student who do not hold a valid visa for the duration of their studies.

### **Applicants studying on other visa permissions including UK-domiciled**

39. Under our visa sponsor duties, we are required by the UKVI to ensure that all students have the right to study with us. Applicants under immigration control in the UK will be required to provide us with evidence of their passport and BRP or Share Code (where applicable).

40. If it is deemed necessary by the team assessing an application, permission may be requested from the applicant to contact the Home Office (UKVI) to check particular aspects of their UK immigration history. No application to the Home Office will be made for information for that purpose without the consent of the applicant, but the University may be unable to proceed with an application if consent is withheld. All information received will be used for the purpose of making an admissions decision, including where used for fee assessment purposes, and retained on the student's records held by the University.

## **Right to Study**

41. All students who require immigration permission to study in the UK will need to complete a right to study check. British and Irish nationals will need to evidence nationality to be exempt from a full right to study check. Students who fail to provide the relevant right to study documentation when requested by the University will be withdrawn.

42. It is the responsibility of the student to ensure they have valid right to study for the duration of their study. Students whose immigration permission does not cover the full duration of study enrol at their own risk. The University will not be held accountable if the student is unable to renew or obtain new immigration permission to complete their study.

43. Students who have immigration permission with limited leave (for example leave to remain) have an obligation to inform the University of any status changes, including when permission is extended, changed or withdrawn. Should the student's right to remain in the UK become invalid, the student will be required to withdraw from the University.

## **English Language**

44. All students are expected to be able to understand and express themselves in both written and spoken English. Students whose first language is not English will be expected to undertake a recognised English Language test in advance of commencing a University of Suffolk course, see paragraph 46 for further detail.

45. Applicants must have competence in English language and a Grade C/4 GCSE or an equivalent qualification is normally required.

46. Those students whose first language is not English and they do not meet the requirements of paragraph 45, will be required to demonstrate their English Language proficiency. Applicants who require a visa should check the UKVI requirements to ensure that they choose an appropriate test. English Language [requirements](#) are published on the University of Suffolk website and may vary between courses.

## **Recognition of Prior Learning**

47. We recognise that experience counts and offer the Recognition of Prior Experiential Learning (RPEL) and Recognition of Prior Certificated Learning (RPCL) as processes that allow applicants to gain recognition for skills or qualifications gained through previous study, at work or elsewhere. RPEL and RPCL can help the applicant gain credit towards a wide range of



qualifications and may reduce the period of study time necessary to obtain their chosen award. Consideration for admission based on RPL will be given in accordance with the [Recognition of Prior Learning Policy](#).

### **Entry to Second or Third Year of Programme**

48. Applications can be considered for direct entry to the second or third year of an undergraduate programme via the Recognition of Prior Learning process as outlined in paragraph 47.

49. Applicants will be expected to have the standard entry requirements for the course as well as the appropriate number of higher education credits.

### **Mature Applicants**

50. The University of Suffolk welcomes applications from people over the age of 21 and, while usually expecting applicants to meet the minimum entry requirements for study, offers a flexible admissions policy which takes into account life and work experience for all courses with the exception of Professional Health programmes and BA (Hons) Social Work. Undergraduate applicants will usually need to provide evidence of successful recent study at Level 3 (i.e. A Level or equivalent) in relevant subjects, or relevant professional qualifications or experience. Applicants with no recent experience of studying may be advised to take an Access to Higher Education course or other preparatory study first.

### **Applicants Under the Age of 18 on Commencement of Studies**

51. The University will accept applications made by individuals who will be under the age of 18 at the start of their chosen course of study where they meet the minimum entry requirements for study. However, such applicants are legally considered to be 'minors' under English law, and the University therefore has an *enhanced duty of care* until their 18th birthday. It is important that individuals under the age of 18 and their parents/guardians understand that the University community and campus is predominantly an adult environment, and the University does not take on the rights and responsibilities of parents/guardians in relation to those under 18. Further details of the admissions process for applicants under the age of 18 can be found in Appendix 1. In addition, the University's policy on Safeguarding can be found on the [University's website](#).

### **Deferred Entry**

52. We recognise the advantages that some students can gain from a 'gap year', and our Admissions Office is happy to discuss deferred entry with applicants. Applicants who would like to defer entry should indicate this in their application. It is also recommended that they outline briefly

on the personal statement their reason for choosing deferred entry. Applicants will usually be considered on the same basis as applicants for the current year of entry and receive correspondence from UCAS and the University of Suffolk during the application timetable for that year.

### **Criminal Convictions**

53. The University aims to provide a supportive and positive environment for learning and teaching and follows the General Data Protection Regulation (GDPR) guidelines on the declaration of Criminal Convictions.

54. Applicants to certain courses<sup>1</sup> are required to inform the University of any relevant unspent criminal convictions during the application process. A relevant criminal conviction would usually include convictions, cautions, reprimands, bind-over order or similar involving one or more of the following:

- any kind of violence including (but not limited to) threatening behaviour, concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms;
- offences involving arson;
- offences listed in the Terrorism Act 2006.

55. In addition to any relevant unspent convictions, students on professional courses and courses involving contact with children and/or vulnerable adults will also be required to declare spent convictions, cautions and bind-over orders which will not be filtered under Disclosure and Barring Service (DBS) guidelines. These students will also be required to undergo an Enhanced DBS check, including a check of the child and/or adult barred list and/or local police check from any countries you currently or have previously resided in as appropriate,

56. Applicants are informed via UCAS, the direct application form, the University of Suffolk website and other course related information where they are required to declare any relevant criminal convictions, including spent convictions and cautions (including verbal cautions) and bind-

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<sup>1</sup> Students on any courses involving contact with children and/or vulnerable adults, all courses at one of the Partner Colleges (due to the presence on campus of FE students under the age of 18 years), and any students who require a UKVI Student Visa to study in the UK or who require a Confirmation of Acceptance for Studies (CAS) extension to continue their studies, will be required to declare any relevant unspent criminal convictions.

over orders that will not be filtered under DBS guidelines, in addition to any relevant unspent convictions.

57. Individuals who require a UKVI Student visa to study in the UK are required to disclose any criminal record(s), including spent convictions and may be required to provide an official local police check from any countries you currently or have previously resided in, at the time of applying for their Confirmation of Acceptance for Studies (CAS). A declaration may result in the University being unable to issue a CAS in accordance with paragraph 35.

58. Where a declaration is required, the following advice is given to applicants:

- Depending on the course, remember that only relevant criminal convictions have to be declared.
- Be honest about your criminal convictions on application and enrolment forms.
- Applicants who declare a conviction will not automatically be excluded from the application process.
- Information is treated in the strictest confidence and is shared only with appropriate staff on a need to know basis.
- If a criminal conviction is not declared and subsequently becomes known, this will be considered to be a breach of the Terms and Conditions of Offer and could result in removal from the course.
- Any student who acquires a relevant criminal conviction during their course of study is required to make this known to the Academic Registrar. This may result in students being removed from the course.

59. Individuals applying for courses where a declaration of any criminal convictions is not a specific requirement are encouraged to share any restrictions or probation orders that may have a direct impact on their studies in order that relevant support can be put in place.

60. Any criminal convictions, restrictions or probation orders that are declared will be considered by the Safeguarding, Suitability and Criminal Convictions Panel.

61. Further details about the procedures for Safeguarding, Suitability and Criminal Convictions are set out in the University of Suffolk [Safeguarding Policy](#).

## **Interviews**

62. In addition to meeting the academic entry requirements, applicants for some courses, such as arts, health, social work and courses with a work placement, will be required to attend an interview or portfolio review as part of the selection process.

63. Some courses may offer interviews in order for applicants to be made a reduced or unconditional offer. Interviews may also be requested on an individual basis by the Admissions Office, and some courses may carry out informal interviews as part of the application process to ensure applicants completely understand the course.

64. All applicants to our postgraduate research degree programmes must be interviewed before a place can be offered. Interviews are normally carried out by at least two members of University staff who have received selection and admissions training. At least one of these will have supervised a PhD to completion.

65. Where an interview is required, applicants will receive details of the selection procedure in advance to ensure sufficient time for preparation. Applicants with additional needs are invited to stipulate any additional requirements on their interview response.

66. It is usually expected that applicants will attend the initial interview date offered as alternative dates are not always available. Where an applicant is unable to attend they should contact the Admissions Office as soon as possible to discuss appropriate options. The University of Suffolk is unfortunately unable to guarantee that an alternative date will be available, where this is the case, applicants will be advised accordingly.

## **Offers of Study**

67. Offers are usually expressed on the basis of UCAS tariff points, or in line with relevant published entry requirements and will include both completed and pending qualifications (usually accumulated over two years of post-16 study).

68. Within any offer, a pass at a particular grade and/or in a particular subject may be required, or tariff points from a particular subject may be limited.

69. Some courses may use methods such as assessment of predicted grades, reviewing of personal statements and/or references, written tasks or interviews to consider applicants for a reduced or unconditional offer for study. Criteria for reduced or unconditional offers will be agreed at Portfolio Oversight Committee at the beginning of each academic year.

70. Making an offer for study, which is subsequently accepted, is the creation of a contract between the University of Suffolk and the applicant. Only trained Admissions Selectors are therefore able to make a formal offer of study to applicants. The Doctoral College will make offers to postgraduate research students following approval by the University of Suffolk Postgraduate Research Committee.

71. Where an applicant does not meet the entry requirements and/or have a successful interview for their original selected programme of study but does meet the requirements for an alternative related programme either at point of the initial application or at confirmation, the University may make an offer or consider the application for an alternative course. The University will contact the applicant by email to request that they confirm interest in the new course. Applicants are under no obligation to accept the alternative offer, and should consider their options carefully before doing so.

72. The University reserves the right to amend or withdraw an offer of a place based upon (but not limited to) the following:

- If the student is subsequently found to have made false statements, submitted falsified or fraudulent documentation, provided inaccurate information, or omitted significant information, including criminal convictions, during the application process;
- On the basis of information provided to the University after an offer has been made (i.e. via a reference or DBS certificate).
- If the applicant or student is found to have contravened the [University of Suffolk General Terms and Conditions of Offer for Applicants](#) as set out in their original offer email.

73. The University of Suffolk may report any application, or associated documents, it suspects to be fraudulent to the UCAS Verification Unit.

74. The University may convene an Admissions panel to consider the suitability of any applicant to join the course at any stage of the admissions process. In this case, the applicant will be invited to submit a statement for consideration.

### **Applicants wishing to Reapply or Return to Study**

75. Applicants who are unsuccessful for their chosen course must wait until the following application cycle, or a later application cycle, before reapplying for the same programme.

76. Applications will be considered against the published academic requirements for the year of entry. The University of Suffolk may draw upon information submitted or considered as part of a previous application, or any previous enrolment (including accordance with the University's Recognition of Prior Learning Policy (RPL) and relevant assessment regulations) when assessing suitability for study.

77. Previous students of the University of Suffolk are advised to check the University RPL Policy, and relevant assessment regulations when considering a return to study in order to confirm their eligibility.

78. Individuals with outstanding tuition fee debts to the University will not be considered for entry until these debts have been cleared, or an appropriate payment plan has been agreed with the University of Suffolk Finance Department.

79. Previous students of the University of Suffolk who have been withdrawn from a programme leading to Professional registration for academic reasons including academic failure or misconduct; for reasons relating to fitness to practice or if their course leads to professional registration with a PSRB and they have already been awarded an exit award (which is considered a final award) may not be eligible to reapply

### **Academic Study Support**

80. The University of Suffolk is committed to supporting students to enable them to succeed in their studies. Academic Study Support is available to applicants within the University of Suffolk induction programmes prior to course start dates to assist individuals in preparing for study.

### **Progression Agreements**

81. Progression Agreements provide an effective way for Further Education Colleges, Schools and Diploma Consortia to work together in a way which facilitates greater understanding of learners about the choices available to them at a higher education level. Progression Agreements may include a lower or unconditional offer being made in recognition of engagement between the applicant and the University of Suffolk. To find out if a Progression Agreement exists between your current place of study and the University please [see the Progression Agreement information provided on the website](#).

### **Additional Support Needs**

82. The University of Suffolk welcomes applications from students with additional needs and will make every reasonable effort to meet their needs to enable them to study at the University.

Applications from individuals with disabilities and/or additional needs are considered on their academic merits in line with all other applications. We would encourage all applicants to view the [University of Suffolk Disability Statement](#) for more information.

83. Applicants are strongly encouraged to discuss their likely additional support requirements with the University as early as possible to ensure that consideration can be given to any arrangements that may need to be put in place. The University of Suffolk, through its Student Services department, is committed to providing on-going support with the focus on providing accessible services and supporting students to complete their courses as independently as possible.

### **Applicant Behaviour**

84. The University of Suffolk expects that all interactions between applicants, representatives of applicants, students and staff are conducted with courtesy and respect. Inappropriate behaviour towards members of the University community is not tolerated. Examples of inappropriate behaviour include hostile or aggressive behaviour, or the act of offering a bribe or financial inducement. Such behaviour is viewed very seriously and may prejudice the further consideration of an application, appeal or complaint. Applicants will usually be warned by the University when their conduct is such that action is being considered, however in exceptional cases (e.g. where a threat is made to a member of staff), then no warning need be given before action is taken.

### **Course Validation**

85. Courses that are listed as *subject to validation* are new courses that are presented with indicative course content on the University of Suffolk website. Applicants who apply for a course that is subject to validation will be contacted as soon as reasonably practical, when the validation decision has been made.

#### *86. Courses that are validated*

- Applicants will be provided with complete information about the course, including core modules, award title and assessment methods.
- If, as a result of the detailed course information, you wish to withdraw your application:
  - You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
  - If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the University (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;

- The University will provide you with a full refund of any deposit or tuition fees paid.

87. *Courses that are not validated*

- Courses may not be validated if the suggested content does not meet external, professional, accrediting or other regulatory body requirements. In this circumstance, the University will provide you with a list of suitable alternative courses within the institution, inviting you to confirm in writing within 14 days (of receiving written notification) if you would like to be considered for the alternative(s).
- If you do not contact the University within 14 days to confirm that you would like to be considered for an alternative course, your application will be withdrawn and you will be contacted by the University to confirm that this has taken place.
- If the University of Suffolk does not have any suitable alternative courses available, the institution will use its reasonable endeavours to suggest a suitable alternative course with an alternative provider and will provide you with a full refund of any deposit or tuition fees paid.

**Course Re-approvals**

88. All University of Suffolk courses undergo a cycle of review, with a re-approval event held for each course usually every five years. This regular review ensures that course teams can update courses to meet industry standards, and include new modules that enhance the student academic experience, and that respond to student feedback. Courses that are subject to re-approval may therefore have changes made to modules and assessments, and these changes will be communicated to applicants.

89. Courses that are subject to re-approval are existing University of Suffolk courses that are undergoing a normal cycle of review. The course content published on the University of Suffolk website is accurate for the previous entry year and will be provisional content for the application entry year. Course information on the University of Suffolk website will clearly state if this information is likely to change, and applicants will be notified when the updated course documents are available.

90. If, as a result of any changes to the material information you wish to withdraw your application:

- You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition



fees may be payable) or suggest a suitable alternative course with an alternative provider;

- The University will provide you with a full refund of any deposit or tuition fees paid.

91. It is very unlikely that a course will not be re-approved, but this may happen if the suggested content does not meet external, professional, accrediting or other regulatory body requirements. In this circumstance, the University will provide you with a list of suitable alternative courses within the institution, inviting you to confirm in writing within 14 days (of receiving written notification of the change) if you would like to be considered for the alternative(s):

- If you do not contact the University within 14 days to confirm that you would like to be considered for an alternative course, your application will be withdrawn and you will be contacted by the University to confirm that this has taken place.
- If the University does not have any suitable alternative courses available, the institution will use its reasonable endeavours to suggest a suitable alternative course with an alternative provider and will provide you with a full refund of any deposit or tuition fees paid.

### **Course Changes**

92. The University reserves the right to make course changes, including changes to course content, structure, teaching and assessment, at any time between your acceptance to 28 days prior to the date when your course starts, for one or more of the following reasons:

- To comply with external, professional, accrediting or other regulatory body requirements.
- To improve course quality.
- To ensure that the curriculum is relevant to the intended learning outcomes and/or standards set by relevant professional bodies.
- To implement external examiner and academic adviser feedback.
- To implement student feedback, for the benefit of students.

93. The University will notify you of any such changes as soon as reasonably practicable. If, as a result of a change made under this clause, you wish to withdraw your acceptance or terminate your enrolment:

- You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;

- The University will provide you with a full refund of any deposit or tuition fee paid.

### **Late Course Changes**

94. The University reserves the right to make course changes, including changes to course content, structure, teaching and assessment, at any time later than the 28 day period specified in paragraph 92, including after your enrolment and/or your course start date, for the reasons set out in paragraph 92.

95. If the University makes any changes to your course, you will be notified of such changes as soon as reasonably practicable.

96. If you do not agree that the change of which you have been notified after your enrolment is fair, you may wish to seek redress under the [University of Suffolk Student Complaints Procedure](#).

97. If, as a result of a change made under this clause, you wish to withdraw your acceptance or terminate your enrolment:

- You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
- The University will provide you with a full refund of any deposit or tuition fee paid.

98. Any change made to your course under this clause which falls outwith the reasons set out in paragraph 92 would be considered by the University to be a variation of your contract with the institution, to which your consent is required. In these circumstances you will be asked to contact the University in writing, normally within 14 days, if you are not willing to consent to the changes. Student representatives will be consulted in advance about course changes made under this clause.

99. If you do not give consent to a change made within the circumstances set out in section 92, the following will apply:

- Upon receiving your written concerns, the University will invite you to meet relevant University staff to discuss the issue with the aim of seeking a mutually acceptable resolution.
- If no resolution is reached, you will have the right to withdraw from your course.

100. If you decide to withdraw from your course in these circumstances:

- You must notify the University in writing, within 14 days of receiving written notification of the change;
- If you so request, the institution will use its reasonable endeavours to provide a suitable alternative course at the University (for which tuition fees may be payable) or suggest a suitable alternative course at another provider;
- The University will provide you with a full refund of any deposit or tuition fee paid towards the course from which you are withdrawing. The University will also consider, on a case by case basis, evidence of direct losses incurred by students withdrawing from a course as a result of late changes.

### **Course Suspension**

101. The University reserves the right to suspend a course before it has started, for the following reasons:

- Due to an insufficient number or quality of student applications received, the University is unable to guarantee the student experience and/or is unable to meet course number requirements.
- Accreditation/support from relevant professional or regulatory bodies is withdrawn.
- The course is not financially viable.

102. In order to minimise disruption caused by course suspensions, the University will:

- Use its best endeavours to recruit sufficient numbers of students in order to run the course.
- Warn you if a course is at risk of suspension due to failure to achieve sufficient numbers and quality of student applications.
- Give you no less than 28 days' notice of suspension prior to the start of the course.
- If, due to circumstances beyond the institution's reasonable control, it is not possible to notify you in advance, the University will endeavour to do so as soon as reasonably practicable.

103. If the University has to suspend your course after you have accepted an offer the institution will:

- use reasonable endeavours to provide a suitable alternative course at the University (for which tuition fees will be payable) or suggest a suitable alternative course at another provider;

- provide you with a full refund of any deposit or tuition fee paid towards the course which has been suspended.

### **Feedback to Applicants**

104. If an applicant requires feedback on an unsuccessful application, this should be in writing to the Admissions Office. This request will then be passed to the appropriate Admissions Selector. The University will not discuss the outcome of individual applications with anyone other than the applicant.

### **Complaints**

105. Concerns that the University's admissions principles and procedures have been incorrectly implemented may be raised through the [University of Suffolk Applicant Appeals and Complaints Procedure](#). The University does not normally offer applicants the right to appeal an academic decision not to offer a place on a University of Suffolk degree, unless additional information is provided to support the original application.

106. Applicants are encouraged to view the [Tuition Fee Policy](#) and the [General Regulations \(Students\)](#), which sets out the requirements of students relating to Attendance and Conduct.

### **Use of Applicant Data**

107. The University of Suffolk needs to collect, maintain and use personal data in order to process applications for study, to enrol students, to administer courses, and provide relevant facilities. Data collected during the admissions process is used for the purposes of creating applicant records (and subsequently student records if an individual enrolls) and to process the applications in accordance with relevant policies and procedures. The University may need to collect and process sensitive personal data such as ethnic origin, disability data and sometimes other personal data in order to provide access to some courses and additional support where appropriate. We are also legally required to collect and process data on current and past criminal convictions. This data will only be shared between staff who have a legitimate need to see it.

108. Data is processed in accordance with data protection legislation, including the General Data Protection Regulation (GDPR), and the University of Suffolk [Data Management Policy](#).

109. We might use a third party for some specific scenarios <https://www.uos.ac.uk/about/our-university/governance/data-governance/>

**Questions about this policy**

110. Any questions about the University of Suffolk Admissions Policy should be directed to the Admissions Office:

University of Suffolk  
Admissions Office  
Waterfront Building  
Neptune Quay  
Ipswich  
IP4 1QJ  
admissions@uos.ac.uk

111. Any questions about the admission of Postgraduate Research students should be directed to the Doctoral College at [suffolkdoctoralcollege@uos.ac.uk](mailto:suffolkdoctoralcollege@uos.ac.uk)

## Appendix 1

### **Additional admissions arrangements for applicants who will be under the age of 18 on commencement of studies**

1.1. Where an applicant will be under the age of 18 at the start of their chosen course, the University will require the applicant's parent/guardian to sign the University's Consent Form and return it to the Admissions Office as confirmation that they, the parent/guardian, have read and understood the nature of the obligations which the University owes to its students under the age of 18 and the extent of the services and facilities available to them. No applicant under the age of 18 will be admitted by the University unless and until the Consent Form has been signed and returned to the Admissions Office.

1.2. Where the parents/guardians of an applicant under the age of 18 are not resident in the UK, the University requires that a UK-based guardian is appointed and the guardian's details are provided in writing to the University as a condition of admission.

1.3. Under the guidance produced by the Home Office, applicants can apply for a UKVI Student Visa to study in the UK if they are 16 years old or older. This would mean that if an international applicant is 15 years or younger when studying, the University would be unable to support their application to study.

1.4. The University must comply with regulations set by the UK Visas and Immigration (UKVI). As such, parents/guardians must ensure that suitable care arrangements are in place for a child under the age of 18 who will study in the UK and be sponsored by the University under its Student Visa licence. The Consent Form requires parents/guardians to confirm:

- their relationship to the applicant
- that they consent to the application as a UKVI Student Visa student
- that they consent to the applicant's living arrangements in the UK
- that they consent to the applicant's independent travel to the UK
- the arrangements for the applicant's travel, reception to the UK and living arrangements.

1.5. A student aged 16 or 17 has the legal right to live independently in the UK and may make their own accommodation arrangements. However, when a 16 or 17 year old applies for a visa under the UKVI Student Visa route, they must have their parents' or a legal guardian's permission both to travel to the UK and live independently.

1.6. If one parent or legal guardian has legal custody of or sole responsibility for the applicant, this must be confirmed on the Consent Form and the form signed by that parent or legal guardian. If not, then both parents or legal guardians must give their consent and the form must be signed by both of them.

1.7. Minors over 16 years of age have the same rights under the General Data Protection Regulation (GDPR) as those over 18. This means that the University will not disclose any information about such applicants and/or students without their specific consent. However, if the applicant/student fails to pay any sums agreed on contract then it might be necessary to disclose this to any guarantor and possibly to a debt collection agency.

## **Appendix 2**

### **Admissions arrangements for applicants to courses at partner institutions**

2.1 This appendix outlines the specific arrangements in place to manage admissions to courses delivered by partner institutions that lead to University of Suffolk awards. This appendix covers all UK and international partnership provision other than the regional Partner Colleges (East Coast College and Suffolk New College), noting that admission to Partner College programmes is managed centrally by the University in accordance with arrangements in place at the University's Ipswich campus.

2.2 Partner institutions are responsible for recruiting students to courses in accordance with approved entry criteria and the admissions processes agreed with the University. Admissions processes for partner institutions may vary to meet the particular context and needs of the partnership and associated levels of risk, but they are based on the same underlying principles of transparency, consistency and fairness. Admissions processes are agreed as part of the institutional and/or course validation process, and any subsequent changes are subject to approval by the University through the relevant Partnership Management Group.

2.3 Entry requirements for partner courses are approved by the University as part of the course (re)validation process, and are recorded on the Definitive Course Record (DCR). Any subsequent changes are subject to approval by the University through the course modification process.

2.4 The University welcomes applications from people over the age of 21, and works with partner institutions to offer a flexible admissions policy for partner courses which takes into account life and work experience.

2.5 All partner students are expected to be able to understand and express themselves in both written and spoken English to the required level. Applicants whose first language is not English will be expected to undertake a recognised English language test approved by the University, in order to determine whether their language skills are at the required entry level as outlined in the DCR.

2.6 Minimum and maximum student numbers may be specified by the University for specific partnerships and/or partner courses in order to maintain academic standards and the quality of the student experience and to reflect capacity at both the University and the partner institution.



2.7 Applications to partner courses are normally made directly to the partner institution concerned. Where agents are used by partner institutions to support recruitment activity, either in the UK or internationally, the partner should demonstrate commitment to the principles outlined in the UK Agent Quality Framework and to quality assurance in agent management practices. Agent management arrangements will be kept under review through the relevant Partnership Management Group.

2.8 Partner institutions in the UK wishing to recruit international students onto partner courses must have a relevant Student Sponsor license in accordance with UKVI requirements as set out in current Home Office student sponsor guidance, unless it has been agreed that the University will act as the sponsor as set out in the relevant Partnership Collaboration Agreement and this arrangement is compliant with the Government's Immigration Rules and associated UKVI guidance on sites and teaching partnerships. Where directly sponsoring students under their own license, the partner will be responsible for issuing the Confirmation of Acceptance (CAS), sponsoring the student and complying with relevant UKVI monitoring requirements. Where the University is sponsoring the student, the University will comply with UKVI requirements, and the requirements outlined in paragraphs 34 to 38 of the Admissions Policy shall apply, including the University assessing and making the final decision on issuance of a CAS.

### **Admissions criteria**

2.9 Partner institutions are normally responsible for screening applications (including the conduct of interviews and/or written tests where necessary) and making recommendations to the University regarding offers of study. The University retains the right to make final decisions on admission to partner courses.

2.10 Partner institutions are required to ensure that all staff and agents involved in the recruitment and admissions process have been appropriately trained and that mechanisms are in place to ensure reliable, fair and consistent decision making on the academic potential of applicants and suitability to study at the relevant level. Recognising the University's commitment to freedom of speech, applications will not be assessed or offer of admission revoked on the grounds of a person's lawful opinion and ideas.

2.11 Partner institutions must make reasonable adjustments to the admissions process to support the needs of any applicants who declare disabilities and/or additional needs. Applications from individuals with disabilities and/or additional needs should be considered on their academic merits in line with all other applications.

2.12 The following information should normally be considered by partner staff when determining suitability for study at the relevant level:

- Academic ability and potential, informed by prior academic qualifications and/or performance in a written test approved by the University
- Related work or voluntary experience showing a commitment to the chosen course / profession
- English language ability (where an applicant's first language is not English), normally through performance in an English language test approved by the University
- Interview performance where applicable
- References where applicable.

2.13 Any applications for recognition of prior learning (RPL) should be considered through the University's Recognition of Prior Learning Policy or approved partner equivalent. The relevant Course Leader or nominee at the partner institution is normally responsible for initial assessment of applications for RPL, with the University's Academic Link Tutor granting final approval. Where applications are complex, the Academic Link Tutor may refer the application to a University RPL panel for broader consideration.

2.14 Partner institutions are responsible for verifying applicants' identity, right to study in the UK, fee status and prior qualifications as part of the admissions process, under the oversight of the University. This includes requesting copies of certificates and associated transcripts for any prior qualifications, assessing validity, and/or undertaking qualification checks via external bodies with the applicant's consent. Where appropriate, the University will provide an admissions checklist outlining the required documentation to be included in the applicant file.

## **Complaints**

2.15 Concerns that admissions principles and procedures for the partner institution concerned have been incorrectly implemented may be raised through the University's Applicant Appeals and Complaints Procedure or approved partner equivalent. The Informal Stage and the Formal Stage is normally conducted by the partner institution, with referral to the University where necessary for the Review Stage.

2.16 Applicants are not normally offered the right to appeal an academic decision not to offer a place on a partner course, unless additional information is provided to support the original application.

## **Monitoring**

2.17 The University retains the right to screen applications to partner courses prior to offer on a full or sample basis, in order to provide assurance on the integrity of the admissions process and the consistency of partner decision-making.

2.18 The University will undertake regular admissions audits to check that partner recruitment and admissions processes are working effectively and that approved entry requirements are being adhered to. Audit reports and any associated recommendations for enhancement will be considered by the relevant Partnership Management Group.

2.19 The University reserves the right to amend or withdraw an offer of a place on a partner course or terminate enrolment at any time if the student is subsequently found to have made false statements, submitted falsified or fraudulent documentation, provided inaccurate information, omitted significant information during the application process, or is otherwise unable to meet any of the conditions of offer.