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| Admissions Policy  |
| **November 2023****Renewal Date July 2026** |

# Edge Hill University Admissions Policy

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## **Scope and Purpose**

* 1. This policy covers the principles and processes used to recruit, select and admit Home and International students to full-time and part-time undergraduate and postgraduate taught programmes of study (including CPD) at Edge Hill University. It does not cover the admission of study abroad/exchange students or research degree admissions. Edge Hill Medical School (whilst adhering to the principles of admission outlined in this policy) has a [supplementary document](https://www.edgehill.ac.uk/wp-content/uploads/2022/03/Medical-School-Admissions-Policy.pdf) detailing the full admissions process for undergraduate Medicine degree programmes.
	2. This policy sets out the Edge Hill applicant experience, including the support, advice and guidance that applicants to the University will receive.
	3. The policy operates within the University’s academic regulations and has been developed using sector best practice guidance from organisations such as:
* UCAS
* QAA
* UUK and UUKi
* Department of Education
* Nursing and Midwifery Council
* General Medical Council
* Social Work England
	1. Prospective students attending institutions delivering Edge Hill programmes will be subject to the relevant recruitment, selection and admissions policies of those institutions. However, all institutions responsible for the delivery of Edge Hill courses will adhere to relevant Professional, Statutory, and Regulatory Body (PSRB) requirements, and to the principles of admission outlined in this policy. All such programmes are subject to quality assurance from Edge Hill staff.

## **Key principles**

* 1. Edge Hill is an inclusive University, committed to widening participation and fair access. As such, we welcome applications from candidates with a wide range of backgrounds, experience and qualifications, who are able to demonstrate their ability to benefit from, and succeed in higher education.
	2. As such, the Edge Hill applicant experience is supportive, personalised, agile, fair and transparent ensuring all prospective students, regardless of their application outcome, experience positive interactions with the University. This means:
* Providing effective advice and guidance, supporting applicants through their admissions journey.
* Working with staff across the University to ensure the right support is provided to applicants at any stage of the process from initial application, through to enrolment.
* Supplying tailored information to applicants, relevant to the status and stage of their application.
* Treating each applicant individually, considering and factoring in particular circumstances that should be considered as part of an admissions decision.
* Responding quickly and efficiently to applications and applicant queries, which may often be time sensitive.
* Being clear about our admissions practices, processes and requirements to ensure applicants know where they stand with regards to their application.
* Applying admissions criteria fairly and equitably at all times.
	1. Our application processes are transparent and consistent. They provide equal consideration for all prospective students who apply by the defined deadline/closing date for their chosen programme, and/or apply in good time to complete all admissions processes, and meet any relevant external PSRB or compliance requirements (such as DBS, Occupational Health or visa checks) before their programme start date.
	2. To ensure that all applicants admitted on to Edge Hill programmes are in a strong position to succeed, our selection processes are designed to ensure that the abilities and aptitudes of the applicant (as demonstrated in the application, and interview/audition where appropriate) match the requirements of their chosen programme. Where this is not evident, consideration is given to whether there are alternate programmes to offer.

## **Responsibility for Admissions**

* 1. Ownership and responsibility for this policy sits with the Student Recruitment & Admissions department, who work collaboratively with staff across the University (in Faculties and Departments, and various professional services areas) to ensure effective implementation.
	2. The Head of Student Recruitment & Admissions has overall responsibility for the development and monitoring of the policy, with the Admissions team holding responsibility for implementation. The University operates a centralised admissions function and, as such, the Admissions team’s responsibilities associated with the operational delivery of the policy include:
* Overseeing admissions processes across the University to ensure they adhere to the principles laid out in this policy, support the University mission and strategic aims, and remain fit for purpose.
* Updating the policy and associated admissions processes in light of changing policy circumstances and external factors.
* Making timely initial decisions on applications (conditional/unconditional offer, invite to interview, rejection) using criteria which have been pre-agreed at the beginning of each application cycle with academic departments.
* Communicating decisions to applicants, providing clear information as to how to accept the offer (where appropriate) and how to respond with any further queries.
* Undertaking fee assessments (where required) to identify whether an applicant qualifies for Home or International fees.
* Following up with applicants who have not responded to their offer to ensure that they do not decline by default at the identified deadline.
* Ensuring all admissions activity is fully compliant with relevant legislation, including PSRBs. This includes working with external partners to oversee the administration of DBS and Occupational Health checks for relevant programmes.
* Supporting and advising academic admissions leads, facilitating appropriate admissions processes which enable the most suitable applicants to be admitted.
* Reviewing the selection methods for admissions across the University (for example, shortlisting methods and the use of additional tests or interviews/auditions) to ensure that they remain effective in the achievement of overall admissions aims, including in enabling programmes to recruit to target.
* For programmes which use interviews/auditions as part of their admissions process, working collaboratively with academic admissions leads to determine offer rates. Academic admissions leads are responsible for determining the interview score an applicant receives, however the Admissions team will support in advising on the number of offers to be made.
* Liaising with Deans of Faculty, Heads of Department and Programme Leaders throughout the application cycle, highlighting any trends which they need to be aware of, and recommending any action required.
* Owning the relationship between the University and admissions sector bodies such as UCAS and DfE Apply.
* Ensuring that admissions staff are trained in all key areas (such as fair admissions, unconscious bias, equality, diversity & inclusion and compliance) and supported with staff development opportunities to further knowledge and understanding of sector admissions matters.
	1. Admissions leads in Faculties and Departments have responsibility for:
* Working with the Admissions team to agree the criteria which should be used to assess applications in advance of each cycle.
* Where interviews/auditions are used as part of the admissions process, setting the interview/audition schedule, ensuring there are enough slots to match the number of shortlisted applicants, booking rooms, and coordinating and delivering the interview/audition days. The Admissions team will communicate pre-interview information to applicants, and will coordinate qualification checks.
* Following interviews/auditions, communicating applicant scores and feedback to the Admissions team, who will then inform applicants of the outcome, along with feedback.
* Ensuring that initial application decisions are processed within the defined timeframe, for the small number of postgraduate taught programmes where the application decision is made by the academic Programme Leader.

## **Course information, support, advice and guidance**

**4.1**. As part of the Edge Hill commitment to provide a supportive, transparent applicant experience, we ensure that prospective students have access to the wide range of information that they will need to make an informed decision about their future study, and prepare for starting life as a university student. We provide this through:

* **Detailed course information**, containing content such as typical offers, course length, study modes and typical modules. We make every effort to ensure that print materials remain up-to-date,
* **Web content.** Changes to programmes are occasionally made after publications have been printed. However, the [Study](https://www.edgehill.ac.uk/study/) section of the University website always contains the most up-to-date course information for the breadth of the portfolio. In line with consumer protection law, we will keep applicants informed of any material changes, and seek consent where required.
* **On-campus events**, such as open days and offer holder days. These events provide prospective students with an opportunity to meet academic staff to hear about their chosen programme in more detail, as well as receiving information about student finance, accommodation options and the application process.
* **Outreach activity in schools and colleges.** Our Education Liaison team work with schools and colleges across the UK providing a wide range of HE information, advice and guidance sessions to support prospective students to make the right choice for them when it comes to university study.
* **A centralised Enquiries function,** designed as a one stop shop for all prospective student queries. The team can be reached by phone, e-mail, WhatsApp, Live Chat (during office hours) or in person at the helpdesk in the Student Administration Centre on campus.
* **Print and e-mail communications at the pre-application stage**. For any prospective student who signs up to receive updates prior to applying, we will provide information about Edge Hill, as well as useful information about the application process, including top tips on topics such as personal statements.
* **Print and e-mail communications at the post-offer stage.** Once an applicant has received an offer from us, they will receive an offer letter and a series of communications with further information about the University, including how to choose accommodation. They will also be given access to the exclusive Applicant website, which contains information regarding student finance applications, pre-course information, induction timetables and enrolment.

**4.2** We make every effort to ensure that the information provided to applicants is accurate at all times. However, very occasionally it is necessary for an amendment to be made to a programme, or for a programme to be withdrawn, within an application cycle. If this does happen, the changes will be confirmed via the Academic Quality Unit and then communicated to any affected applicants, and alternatives options available will be discussed. The Admissions team will provide support and advice.

**4.3** We can only provide information regarding an application to the applicant themselves or a nominated alternate. We cannot provide information to a parent, guardian, or adviser without consent from the applicant.

## **Admissions Criteria**

* 1. The University is committed to fair, transparent and consistent admissions practices. Our selection process is criteria driven and undertaken by trained staff with specific responsibility for admissions. All applicants for a programme are considered against the same admissions criteria.
	2. Where places are limited, offers are made to those candidates who meet the criteria and whom admissions staff determine have the most potential to succeed on their chosen programme of study.
	3. Owing to our commitment to widening participation and fair access, we use admissions and selection criteria that measure attainment but also account for background and wider experience to help us to ascertain the potential each applicant has to succeed on their chosen programme.
	4. As such, a wide range of criteria will be considered by admissions staff when making decisions on applications:
* Achieved examination grades
* Predicted examination grades
* Additional UCAS tariff bearing qualifications
* Background and experience
* Personal statement
* References (an academic reference is required for all undergraduate and DfE Teacher Training applications)
* Contextual information (either provided via UCAS, or direct from the applicant)
* Portfolio submission (only required for a small number of programmes)
* Performance at interview/audition (only required for some programmes)
	1. All programmes have validated entry requirements determined through the University’s academic quality processes. These include relevant entry qualifications, required grades, number of awards, required tariff points and any mandatory subjects. They may also include any additional skills or experience that should be evidenced through the admissions process.
	2. For the vast majority of undergraduate programmes, the University accepts a wide range of qualification types and we make offers using the UCAS tariff to account for this.
	3. The general academic entry requirements are published in detail in the [Academic Regulations](https://www.edgehill.ac.uk/wp-content/uploads/documents/Academic-Regulations-2324-final.pdf) in operation at the time of application (Section F2 refers). These include the expectation that applicants will have a minimum GCSE grade 4/C, or equivalent, in English Language for all degree programmes.
	4. For programmes which involve interaction with children and/or vulnerable adults, the University requires applicants to undertake an enhanced disclosure check via the Disclosure and Barring Service (DBS) as part of the admissions process.
	5. Some programmes require applicants to demonstrate medical ‘fitness to practice’ via an occupational health check as part of the admissions process.
	6. Admissions requirements, along with example offers for a range of qualification types can be found on the [Study](https://www.edgehill.ac.uk/study/) section of the University website, which also includes (where relevant) additional information about the admissions process for particular programmes, such as whether an interview/audition or a DBS/occupational health check forms part of the process.

## **Application Processing**

**Applying**

* 1. There are three main application routes for the University’s programmes:
* UCAS – for students applying for full-time undergraduate degree programmes.
* DfE Apply – for those applying for postgraduate teacher training programmes, such as PGCE and PGDiT.
* Direct to the University – for taught Masters, part-time, CPD and Professional Learning programmes.
	1. For applicants applying through UCAS, any application received between the start of the application cycle and the equal consideration deadline in January will be assessed in a consistent manner, using the same criteria regardless of the date it was submitted. Any applications received after the equal consideration deadline, will ordinarily be assessed in the same way but the University reserves the right to assess applications received after this date against more stringent criteria to enable the number of students admitted to be managed for programmes that have limited places available.
	2. Some programmes may close to further applications if they become full during an application cycle. If this occurs, the University website will be updated to reflect this, as will relevant entries on other sites such as UCAS or DfE Apply.

## **Fee assessment**

* 1. For applicants born outside the UK or having lived outside the UK for a substantial period of time, a fee assessment questionnaire will be issued by the Admissions team in order to determine the correct fee category.
	2. Tuition fees for our programmes are determined by the fee status of an applicant. Details on the criteria used for fee assessments and guidance for applicants can be found at <https://www.ukcisa.org.uk/>
	3. Information on the documents we require can be found on our webpages at [Fee assessment information - Edge Hill University](https://www.edgehill.ac.uk/departments/support/admissions/fee-assessment/)

## **Selection, including interviews and auditions**

* 1. A wide range of selection criteria are used by admissions staff to determine whether to make an offer of a place to an applicant. For some programmes, meeting the minimum academic criteria advertised on our website will usually result in an offer being made. However, for programmes where applications significantly outweigh available places, candidates who best match and/or exceed the criteria will be offered a place.
	2. All programmes use the following criteria:
* Achieved examination grades. Some programmes will have specific Level 2 requirements.
* For UG Study - Level 3 examination grades/UCAS tariff points (either achieved or predicted)
* For PG Study – Degree classification (either achieved or predicted)
* Personal statement or Supporting Statement (including information on background and experience)
* Teacher and/or Employer reference
* Relevant contextual information
	1. Some programmes (usually where there are significant practical/vocational elements, or PSRB requirements) will use additional selection criteria or methods, such as interviews or auditions, portfolio of evidence/previous work or additional admissions tests (such as the UCAT for Medicine).
	2. The Admissions team will read all applicants’ personal statements to help determine suitability for their chosen programme. They will also consider any contextual information provided, either in the statement, or the wider application, to help determine whether to issue an offer. For example, where an applicant may have experienced barriers that could have impacted on educational attainment, this will be taken in to account.
	3. References will also be read as part of the admissions process. References do not ordinarily have a significant impact on the decision of whether to make an offer to an applicant, but are considered if they raise concerns about an applicant’s suitability for their chosen programme, or for degree level study. Any extenuating circumstances that need to be flagged to the University should also be detailed in the reference where possible, enabling them to be considered as part of the selection process. Where extenuating circumstances occur after an application has been submitted, these can be flagged to the Admissions team at admissions@edgehill.ac.uk.
	4. For interviewing and auditioning programmes, the initial shortlisting will be undertaken by the Admissions team using the criteria outlined in 6.8. Once a decision has been made on whether an applicant is to be shortlisted, that decision will be communicated to the applicant, along with an allocated date for the interview/audition. Further information, including details of the interview day and format, and some supportive guidance, will be shared in advance via email. The decision as to whether to make an offer will then be based on performance in the interview/audition.
	5. Selection processes vary by programme. Where any additional selection methods are used, this is highlighted on the individual course pages within the [Study](https://www.edgehill.ac.uk/study/) section of the website.
	6. We allow time to fully consider an application but are conscious of the importance of providing timely responses. As such, for programmes not requiring an interview or audition, applied to via UCAS, selection decisions will ordinarily be made and communicated to the applicant within 10 working days (please note, at peak application periods, such as near the UCAS equal consideration deadline in January, this could be up to 28 days). Programmes applied to via the University’s direct application process will be responded to within 28 days, but sooner wherever possible.
	7. For programmes requiring an interview or audition, if an application is successfully shortlisted, applicants will receive an invitation to interview within 28 days (not including Medicine). Following an interview, an applicant will ordinarily be informed of the outcome within two weeks. For some programmes with externally regulated number controls, for example Medicine, it may not be possible for us to communicate an outcome following interview within our preferred timescales.

## **Offer making**

* 1. Once an application has been assessed, a decision will be communicated to the applicant. The outcome could be a conditional offer, an unconditional offer or a rejection.
	2. An unconditional offer will only ever be issued to applicants who have already met all necessary conditions for entry on to their chosen programme. This may include applicants who have already sat and achieved the required grades in their qualifications and students transferring to the University after one or more years of study at another provider. We will not make unconditional offers to any applicants yet to complete their Level 3 qualifications.
	3. Conditional offers will be issued to all applicants receiving an offer of a place, who are yet to meet all the academic conditions for entry. An offer may also be conditional on non-academic requirements, such as a satisfactory DBS or Occupational Health check.
	4. Where it is deemed that an applicant cannot be offered a place on their chosen programme, the Admissions team will consider whether it would be appropriate to make an offer for an alternative programme instead. In such instances, the details of the alternative offer will be communicated directly to the applicant. Where an applicant does not meet the entry requirements to directly commence a degree programme, but commitment and potential is evidenced through the application, we will consider whether to make an offer for [Fastrack](https://www.edgehill.ac.uk/course/fastrack-preparation-for-higher-education/) or the Foundation Year.
	5. If an applicant is rejected after an interview or audition, feedback will be provided via email outlining the basis on which the rejection decision was made.
	6. All conditional and unconditional offers are made on the basis that information provided in an application is accurate at the point of submission.
	7. Where an applicant has applied through UCAS, we will submit our decision to UCAS, which will then result in the applicant’s status updating on the UCAS Hub. We will also send a formal offer letter, including Terms and Conditions, directly to the applicant.
	8. Where an applicant has applied through DfE Apply for postgraduate teacher training, we will submit our decision to DfE, which will then result in DfE Apply updating with the application outcome. We will also send a formal offer letter, including Terms and Conditions, directly to the applicant.
	9. Where an applicant has applied directly to the University, the outcome of the application, along with the Terms and Conditions, will be communicated directly to the applicant by the Admissions team.

## **Accepting our offer**

* 1. For applicants who apply through UCAS, once decisions have been received from all universities, firm and insurance choices must be selected via the UCAS Hub. If an applicant selects Edge Hill as firm choice, that notifies us that they wish to accept our offer.
	2. For applicants applying for postgraduate teacher training, a decision as to which offer they wish to accept must be submitted through DfE Apply. If an applicant accepts the Edge Hill offer, that notifies us that they wish to take up their place.
	3. For applicants applying to Edge Hill directly, we will seek confirmation via email to admissions@edgehill.ac.uk.
	4. For international applicants applying to Edge Hill directly, the offer letter will invite the applicant to create an account on CAS Shield to progress their application. The offer letter will detail that creation of a CAS Shield account will signal to us that they wish to accept their offer.
	5. Prior to accepting an offer of a place, all applicants should take note of the University’s standard offer terms and conditions, which are printed on the reverse of the offer letter. We would also advise reading and taking note of our standard [Student Terms and Conditions](https://www.edgehill.ac.uk/documents/collection/student-terms-and-conditions/?utm_source=ehuacuk&utm_medium=shorturl&utm_campaign=studentterms).
	6. Applicants have a statutory fourteen days from the date of the offer acceptance communication (email) to cancel their place without incurring any financial penalties. After commencing a programme of study, students (except those on distance learning courses, or studying individual modules) also have up to 21 days from the programme start date where no tuition fee will be payable for that year in the event of cancellation. Applicants can cancel their place by emailing the admissions team at admissions@edgehill.ac.uk.

## **Proof and verification of qualifications**

* 1. Applicants making direct applications to the University may be required to submit evidence of achieved qualifications and must send either original certificates or copies to the University.
	2. Prospective students applying for RPL or credit transfer will need to provide copies of transcripts and modular content of their previous programme of study and evidence of relevant work experience, if appropriate.
	3. Applicants for programmes with PSRB requirements relating to qualifications (e.g. GCSE grades) will be required to show original certificates to a member of the Admissions team prior to commencing their programme. Copies will be taken and added to their applicant record.
	4. For any applicant required to provide qualification verification as indicated above, this requirement will be outlined via email communication from the Admissions team. It will not be possible to fully enrol until this verification has been undertaken.

## **Confirmation of results**

* 1. Upon receipt of an applicant’s results, the Admissions team will check whether all offer conditions have been met. Where they have, the place will be confirmed and the applicant will be notified as soon as any relevant embargo periods are lifted (usually this will be on A Level Results Day for students commencing undergraduate programmes). We will then begin to send information relating to enrolment and induction.
	2. By A Level Results Day, if an applicant still has outstanding offer conditions (e.g. GCSE results) the offer will remain conditional until such conditions are met.
	3. If an applicant has narrowly missed the conditions of their offer, the Admissions team will review whether it is still possible to confirm a place. This depends on the programme in question, and the achieved grades, but we will endeavour to confirm places for those narrowly missing their offer conditions where possible.
	4. If an applicant has missed the conditions of their offer by some margin, we would unfortunately not be able to confirm a place. Where possible, we will consider if a place on an alternative programme may be suitable if the achieved grades allow for it. However, if this is not possible, the application will be rejected.

## **Clearing**

* 1. The University will enter Clearing for any programmes where we feel we are still in a position to admit more students.
	2. We will not reduce our entry requirements in Clearing to a lower level than we would be willing to compensate existing applicants to. Therefore, if an existing Edge Hill applicant has not had their place confirmed, it would not be possible for them to secure a place for the same programme in Clearing.

## **Remarks**

* 1. The University understands that there may be occasions when a prospective student appeals the examination results upon which their place is conditional. Where we have already made an admissions decision based on the original mark, this decision will stand until official notification of the remark is received.
	2. For undergraduate programmes, applied to via UCAS, we will endeavour to reconsider prospective students if the revised grades are received by the UCAS cut off deadline of 31 August. However, it may not always be possible to guarantee a place in such circumstances, particularly for programmes with restricted intakes. After the 31 August (and for non-UCAS applications) we will review instances on a case-by-case basis, confirming places on programmes wherever possible if the remarked grades meet the offer conditions.

## **Deferrals**

* 1. The University understands that there can be a range of circumstances which may lead to an applicant requesting to defer their place. For this reason, for the majority of programmes, we welcome deferred applications from prospective students either as part of an initial application or after acceptance, and we do not require a reason for deferral to be provided.
	2. There are a small number of programmes (those subject to limited intake numbers either due to PSRB requirements or placement capacity) where a deferral request may not always be accepted. The Admissions Team will advise prospective students of the reason why a deferral request cannot be accepted in these instances.
	3. Prospective students requesting deferral after they have accepted their offer will need to submit their request in writing to the Admissions Team at admissions@edgehill.ac.uk.
	4. If the entry requirements for a programme change once a prospective student has been allocated a deferred place based on achieved grades, the entry requirements which were in place at the time of acceptance will apply providing they still meet any updated PSRB requirements.
	5. If the entry requirements for a programme are changed for a future cycle, prior to a deferral request being received, the applicant would ordinarily be expected to meet the new entry requirements. Therefore, if the new requirements are higher, and the applicant does not meet those requirements, it may not be possible for the deferral request to be accepted.
	6. When a deferral request is accepted the University will grant the request for the following cycle’s entry point. Should an applicant wish to request a deferral for a second year, this will normally be accepted but the applicant will be required to provide a reason. It will not be possible for an applicant to defer their entry for a third time and a new application would have to be submitted for reconsideration in this instance.
	7. For all deferrals, any fees payable or terms and conditions of offer are applied as of the year of entry, not the year of application.
	8. The UCAS Clearing process is designed for prospective students looking for a place in the immediately upcoming year of entry. As such, we would only make offers for deferred entry via Clearing in exceptional circumstances.

## **Reapplications**

* 1. The University will consider reapplications from applicants who have applied in previous cycles but have not received an offer.
	2. Prospective students applying for readmission after being withdrawn by the University will not be readmitted to the same course in line with the Academic Regulations, and in some cases (depending on the reason for withdrawal) will not be readmitted to the University. The same may be true of students who have failed a Fitness to Practice or Fitness to Study Panel. In all instances the Admissions team and academic departments will consider such applications on a case-by-case basis before making a decision.
	3. Students who have previously studied, but not passed, an Edge Hill programme will be considered for readmission on a case-by-case basis. Where there is clear evidence of an enhanced likelihood of success if the student were to restart their programme, an offer for readmission will be made.

## **Applicants under 18**

* 1. Applications received from a prospective student who will be under the age of 18 on the start date of their programme will be considered on a case-by-case basis by the Admissions team and the Head of Department for the chosen programme.
	2. Given the themes involved or the requirement for placements to be undertaken, some programmes will be deemed unsuitable for someone under the age of 18.
	3. If an offer is made, a risk assessment with the applicant will be undertaken via Student Services, which will involve liaising with the applicants’ parent(s) or guardian(s). An applicants’ parent(s) or guardian(s) must provide their acceptance of the arrangements detailed in the risk assessment via a consent form prior to commencement of the programme of study.

## **RPL**

* 1. Recognition of Prior Learning (RPL) is a process for assessing and, as appropriate, recognising prior learning for academic purposes. RPL may allow a student without the formal entry requirements to gain entry on to a degree programme. The University welcomes applications from students wishing to use the RPL process for the majority of our programmes.
	2. There are two main categories of RPL:
* Recognition of prior certificated learning (RPCL) which relates to prior learning (such as professional development awards or employment-based awards) at higher education level which has not led to the award of credits or qualifications on the relevant higher education qualification framework.
* Recognition of prior experiential learning (RPEL) which relates to learning outside education that can be assessed and, as appropriate, recognised for academic purposes.
	1. Any prospective student wishing to utilise the RPL process should submit their application, making clear that they wish to gain admission via RPL, either to start the programme or enter the programme at a later entry point. The Admissions team will then make contact to discuss the application and request further information such as, copies of transcripts and modular content of previous programmes of study and/or evidence of relevant work experience. Once this information is received, it will be reviewed by the relevant academic department who will make a recommendation regarding admission.
	2. Credit transfer allows a student to utilise credit awarded by a UK higher education degree awarding body, towards a similar or related course at another university. The University welcomes applications from students wishing to utilise credit transfer to move on to the majority of Edge Hill programmes. We will consider all applications on a case-by-case basis, in conjunction with the relevant academic department, and will determine whether the credit transfer can be accepted, and if so the appropriate entry point on the programme.

## **Suitability/Fitness to Practice**

## **DBS**

* 1. For a number of programmes, applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. Where this is a requirement for a particular programme, it will be clearly outlined on the relevant course page of the Edge Hill website. Where an Enhanced DBS check is required, applicants must declare all convictions, cautions, admonitions, reprimands, final warnings or similar, whether they are spent or unspent. In addition, applicants for Initial Teacher Training courses will be checked against the Department for Education barring list. Applicants for Medicine courses will be checked against the Medicine Excluded Students list.
	2. Applicants who reside outside the UK will be required to provide police/criminal record checks from the country in which they currently live.
	3. The University uses an external partner to undertake all DBS checks. All information provided through the DBS process is treated in the strictest confidence by both Edge Hill and the external partner.
	4. Once a DBS and Children’s Barred List check has been completed, and if it confirms no disclosures, the external partner will advise the University that a prospective student has been cleared to commence their programme. This will enable the applicant to fully enrol once all other offer conditions have been met.
	5. If a DBS check is returned with disclosures confirmed, a DBS panel will be convened to consider the disclosure and make an assessment of risk. The outcome of this panel will determine whether an applicant can commence their programme of study.
	6. All applicants are required to declare any relevant convictions at the earliest opportunity and failure to do so may result in the withdrawal of an offer.
	7. Any applicant who gains a conviction after completing their DBS form/process, must inform the University immediately.
	8. Whilst operating admissions processes committed to equality of opportunity, the University must consider the welfare of all students and staff and any possible risk to them, when considering allowing prospective students with known convictions to study at Edge Hill. As such, in addition to the DBS process outlined above, applicants for all programmes are required to complete an online form declaring any relevant, unspent criminal convictions. Applicants will be asked to complete this form after accepting their offer. Completion of the form is mandatory and failure to do so will result in an applicant not being able to enrol. If this form contains a disclosure, it will be considered by the University to assess the risk, and a panel will be convened to reach a decision on admission where required.
	9. Further detail regarding our DBS processes can be found at [Disclosure and Barring Service (DBS) - Edge Hill University](https://www.edgehill.ac.uk/departments/support/admissions/dbs/)

## **Occupational Health**

* 1. For a number of programmes, the University requires applicants to complete a health declaration questionnaire to ensure that all students admitted are able to fully undertake the placements required as part of their programme. Where this is a requirement for a particular programme, it will be clearly outlined on the relevant course page of the University website.
	2. Based on the responses received, in some cases, applicants will be referred to our Occupational Health provider for a further discussion to ensure suitability.
	3. For applicants to programmes such as Medicine, Midwifery, Paramedic Practice and Operating Department Practice, which involve undertaking Exposure Prone Procedures (EPPs), a full medical examination including blood tests and vaccination/immunisation updates may be required. Our Occupational Health provider will directly contact any applicants concerned in relation to these appointments.
	4. Upon completion of any required checks, the University’s Occupational Health provider will advise the University of an applicant’s fitness to commence their chosen programme. If this process highlights the need for reasonable adjustments the University will endeavour to put these in place wherever possible. It is incredibly rare that an applicant would be deemed unsuitable to commence a programme as a result of an occupational health check.
	5. All information provided through the occupational health process is treated in the strictest confidence by both Edge Hill and its partners.

## **Applicant engagement in the process**

* 1. After an applicant has accepted their offer, we will make contact with further details regarding the DBS and/or Occupational Health process. All applicants who are requested to complete this process must engage with it by the deadlines outlined by the Admissions team in order to ensure they can be fully cleared to enrol. It is an expectation of all applicants who are required to undertake this process that they provide relevant, accurate information to the University. Failure to do may result in the withdrawal of an offer or the removal from a programme.
	2. Where an applicant has engaged with the DBS/Occupational Health process but has not been fully cleared prior to the commencement of their programme (due to a late application/offer, late receipt of results, or delays with the DBS certificate being issued) they will be permitted to start and part-enrol until the clearance has been received. Any students in this position will still be able to draw down student loan funding, but must be aware that any loan amount drawn down will be repayable should it not be possible for them to fully enrol.
	3. Any student who is part-enrolled awaiting DBS or Occupational Health clearance will be able to attend their teaching on programme, but will not be able to embark on any placement activity. In the rare event that clearance is still outstanding by the time placements commence, where the reasons for the delay are outside of the student’s control, every possible effort will be made to ensure placement time can be caught up once full clearance has been received.
	4. Any applicant who has been requested to, but has shown no engagement with the DBS or Occupational Health process by the start date of their programme will have their offer withdrawn.

## **Widening Participation/Specific Applicant Groups**

* 1. The University believes that students from all backgrounds should have access to the highest quality educational experience. The [Edge Hill Access and Participation Plan](https://www.edgehill.ac.uk/wp-content/uploads/documents/EHU-OfS-Approved-APP-for-2024.5-to-2027.28.pdf), outlines our objectives and activities focused on widening access to Edge Hill and supporting the success and progression of our widening participation students once on programme.
	2. To support with these aims, we operate an inclusive admissions process to help attract and support a wider geographical and social mix of students from diverse backgrounds. We do this by:
	+ Publishing a tariff-point range for entry for the majority of programmes, allowing flexibility to make contextual offers to applicants based on their full application as well as any extenuating or mitigating circumstances.
	+ Running several initiatives which encourage engagement and participation from students with Widening Participation characteristics. Examples include:
		- Fastrack, a 7-week preparation for Higher Education course, which provides supported entry on to most undergraduate programmes for those who need to refresh their academic skills or who do not have the academic qualifications to meet our entry requirements.
		- Foundation Years, which provide students without the required tariff points to access a degree programme directly with an additional year of study to enhance subject knowledge and study skills. Successful completion of a foundation year enables entry on to a full Edge Hill degree programme.
		- Diversity Access Programme, which supports Black, Asian and Minority Ethnic students to consider the full range of Higher Education options available to them. Students who successfully complete this programme are eligible for an 8-point UCAS tariff reduced grade offer.
		- 6-year Medicine with Foundation programme, specifically for applicants from widening participation backgrounds.
	+ Offering bespoke packages of support through the admissions process to students who may require additional advice and guidance. Our dedicated Widening Access team, work with specialist school providers, Local Authority virtual schools teams and other independent organisations to provide additional support to mature students, disabled students, care leavers, estranged students, those who have been eligible for free school meals and students from low participation neighbourhoods.
	+ Undertaking a support check on all personal statements to identify any support needs which may need to be flagged to either the Inclusion or Specific Learning Difficulties teams in the University. This can enable the Admissions team to ensure appropriate support is in place prior to an interview or audition, for example. It can also ensure that supportive conversations are able to take place between applicants and the relevant support services through the admissions process.
* Further information can be found on our Widening Access and Participation pages [Widening Access and Participation - Edge Hill University](https://www.edgehill.ac.uk/departments/support/studentrecruitment/widening-participation/).

## **Medical School Admissions**

* 1. Edge Hill’s core values of providing opportunity to those with the desire and potential to benefit most from it are embodied through our Medical School admissions. We are firmly committed to widening participation to Medicine, and as such, welcome applications from candidates with a wide range of backgrounds, who are able to demonstrate their ability and potential to succeed on a Medicine degree programme.
	2. The Medical School was established with a core aim of training doctors for the region. This, coupled with our commitment to widening access, is why our MBChB Medicine with Foundation Year programme (which makes up a significant proportion of the intake each year), only accepts applications from students based in the North-West of England who meet certain widening participation criteria.
	3. The entry requirements for our 5-year MBChB Medicine and our 6 year MBChB medicine with Foundation Year can be found on the following webpages:

[MBChB Medicine](https://www.edgehill.ac.uk/course/medicine/)

[MBChB Medicine with Foundation Year](https://www.edgehill.ac.uk/course/medicine-with-foundation-year/)

* 1. The University is not able to accept applications from international students for either of these degree programmes.
	2. The number of places available on both of these programmes is limited, and based on an allocation of trainee doctor places awarded to the University by the government. As such, there is a thorough selection process which is followed to shortlist candidates for interview, and make offers. The details of this process, and further information about Medical School admissions can be found in the [Medicine Admissions and Selection Supplement.](https://www.edgehill.ac.uk/wp-content/uploads/2022/03/Medical-School-Admissions-Policy.pdf)

##  **International Admissions**

* 1. The University welcomes and encourages applications from international students for a wide range of undergraduate and postgraduate programmes at the University.
	2. There are a small number of programmes, largely in the Faculty of Health, Social Care and Medicine where we are unable to consider applications from international students due to placement restrictions. Wherever this applies, it will be clearly stated on the relevant course page of the University website.
	3. International applicants are subject to the same academic entry requirements as Home students, in addition to confirmation that English language requirements are met (if required). If achieved or predicted qualifications and English language proficiency meet the threshold for an offer, then a conditional offer will be made. However, a place will only be confirmed for any applicant requiring a visa once a Confirmation of Acceptance of Studies (CAS) has been issued.
	4. If an applicant applies with qualifications achieved outside the UK, the Admissions team will undertake an assessment to equate these qualifications to the advertised UK entry requirements. To determine the comparability of international qualifications we utilise a range of sources, such as UK ENIC via [ECCTIS](https://www.ecctis.com/) and insight gained from country visits. A guide to our requirements for some of the most common international qualifications is listed on a [dedicated page](https://www.edgehill.ac.uk/departments/support/international/entry-requirements/) of our website.
	5. As part of the admissions process, international applicants will be required to submit the following documentation:
* Original copies of relevant academic transcripts and certificates from previous studies (including certified English translations where required).
* English language test results (where required).
* [Academic Technology Approval Scheme](https://www.gov.uk/guidance/academictechnology-approval-scheme) (ATAS) certificate (for relevant programmes).
* A copy of current passport and any in date immigration documents (or past immigration documents showing previous UK study).
	1. The University’s minimum English Language requirement is IELTs (or equivalent) 6.0 with a minimum of 5.5 in each element, however some programmes may require a higher score. The requirement for each programme can be found on the individual course pages of the University website and for more information on the acceptable English Proficiency tests for entry, please visit our webpage [English Language Requirements - Edge Hill University](https://www.edgehill.ac.uk/departments/support/international/english-language-requirements/)
	2. The University holds a Tier 4 sponsorship licence issued by UK Visas and Immigration (UKVI) and is therefore subject to the associated regulations.
	3. The University is obliged to check that all international prospective students applying to the University are eligible to study on their chosen programme according to the conditions of their immigration status and/or visa.
	4. In order to do this, we review applicant documentation against UKVI required criteria prior to issuance of a CAS. Enhanced requirements may be in place for particular countries/regions.
	5. Once they have fully completed the admissions process, all international students requiring a student visa must be issued with a CAS before they can enrol on their programme. Only applicants who have met all conditions of their offer, including making an advance payment, can be issued with a CAS.
	6. Further information on CAS issuing is provided in the [International Admissions Procedures](https://www.edgehill.ac.uk/document/international-admissions-policy-and-procedures/) document.
	7. If an international applicant, whose home domicile is outside the UK (and where the parents are remaining overseas), will be under the age of 18 at the point they commence their programme, the University requires contact details of a guardian who is based in the UK, and who will be accessible to the child and to the University should the need arise. We require a copy of the guardian’s agreement with the parents, in which the guardian asserts that they will act on the parents’ behalf until the child’s 18th birthday.
	8. The University is not able to assist parents in finding a suitable guardian, but for those families who do not have friends or relatives in the UK, a list of accredited agencies can be obtained from: The Association of Educational Guardians for International Students (AEGIS): Tel/Fax +44 (0) 1453 755160 Email: aegisuk@btopenworld.com Website: [www.aegisuk.net](http://www.aegisuk.net)

##  **CPD Admissions**

* 1. The University delivers a wide range of programmes (ordinarily at postgraduate level) which provide continuing professional development/professional learning predominantly for the healthcare and teaching sectors.
	2. The Admissions team work closely with the Faculties of Education and Health, Social, Care and Medicine to agree the admissions criteria and application processes for these programmes. Most programmes are open to individual applications but some healthcare related provision is recruited to via NHS trusts, who will identify staff to enrol.
	3. The individual course pages within the Study section of the University website outline the entry requirements and application processes for each programme. Any queries relating to the application processes should be directed to cpdadmissions@edgehill.ac.uk.

##  **Appeals and Complaints**

* 1. The University is committed to providing a fair, transparent and consistent application process and we seek to make this process as supportive as possible to our applicants. A number of our programmes are highly competitive, with limited numbers of places available, meaning that it is unfortunately unavoidable that there will be occasions when applicants are disappointed with an admissions decision. That said, we understand that there may be instances where an applicant is dissatisfied with an admissions outcome and therefore wishes to query or challenge it.
	2. In such instances, an applicant should firstly make informal contact with the Admissions team via phone or e-mail to discuss their concerns and request some additional context, and detail, as to how the admissions decision was reached. This can often lead to an informal resolution but if an applicant remains dissatisfied with the explanation provided, they can then opt to either appeal the decision or submit a complaint.

**Appeals**

* 1. The University defines an appeal as a request from an applicant for their admissions decision to be reconsidered. An applicant has no right of appeal against a decision purely on the basis of disagreement with the academic judgment of University staff regarding suitability for admission on to a particular programme. Therefore, an appeal can only be considered if there is evidence of a procedural irregularity, new information has become available and there are valid reasons as to why this was not previously shared, or if there is evidence that bias or perception of bias has been demonstrated in the admissions process. Therefore, for an appeal to be considered, an applicant must be able to demonstrate, that the University has not correctly and fairly adhered to its admissions policies and practices in reaching the admissions decision concerned.
	2. If this is the case, an applicant should submit an appeal in writing to admissions@edgehill.ac.uk, addressed to the Senior Admissions Manager. The appeal must be submitted within 14 working days of the University’s admissions decision being communicated to the applicant. The appeal must include;
* Applicant name and UCAS ID (if relevant).
* Reason for the appeal, and grounds upon which it is based.
* Any evidence or supporting information
	1. The Senior Admissions Manager, or delegated senior member of the Admissions team, will gather all relevant information (working with staff from academic departments where appropriate) and will review the appeal and respond within 14 working days. If, in exceptional circumstances, these timescales cannot be met, the applicant will be provided with a progress update and a new deadline for response.
* If the appeal is not upheld, the original decision will stand and there is no further right to appeal the decision with the University.
* If the appeal is upheld, the University will overturn the decision. Wherever possible, in these instances, we will endeavour to ensure that the applicant is able to commence their programme at the intake point to which they originally applied. However, if that intake point has passed, or if capped places are already full, the next available intake point will be offered.
	1. Appeals must be submitted by the applicant, and the University will not be able to accept appeals submitted by parents/carers, teachers/advisors or agents.

**Complaints**

* 1. The University defines an applicant complaint as a concern relating to the level of service received during the admissions process. If an applicant is dissatisfied with the service provided, they can submit a complaint. All complaints will be considered as part of our desire to continually enhance our admissions service.
	2. In such instances, an applicant should submit the details of their complaint in writing to admissions@edgehill.ac.uk, addressed to the Head of Student Recruitment & Admissions. Please include:
* Applicant name and UCAS ID (if relevant).
* Details of the complaint, including any desired resolution or outcome (if relevant).
* Any supporting evidence or information.
	1. The Head of Student Recruitment & Admissions, or delegated senior member of the Admissions team, will investigate the complaint and respond within 14 working days. If, in exceptional circumstances, these timescales cannot be met, the applicant will be provided with a progress update and a new deadline for response. The response will detail what has been investigated, conclusions reached, along with resolutions or next steps (if relevant).
	2. The appeals and complaints procedures outlined in this document are only for use by applicants applying to the University. There is a separate [complaints procedure for current Edge Hill students](https://www.edgehill.ac.uk/document/making-a-complaint-a-guide-for-students/) which is not available to applicants.

##  **Applicant Conduct**

* 1. The University expects all interactions (in-person and digitally) between prospective students, students, supporters and staff to be conducted respectfully. If the conduct of an applicant is deemed inappropriate or disrespectful, in serious cases this may lead to an application being rejected, an offer being revoked or a place not being confirmed.
	2. Applicants should note that professional standards, such as teaching and nursing standards, are expected to be adhered to from the point of offer. If an applicant for such a programme demonstrates behaviour which clearly contravenes these standards, the sanctions outlined in 13.1 may be applied.
	3. For UCAS and DfE applicants, if unacceptable conduct leads to any of the aforementioned sanctions, the University will report this decision to UCAS/DfE. In serious cases, we may also feel obliged to report details to other authorities.
	4. Applicants are expected to engage with all processes relating to their admission to the University. This may include submitting information for an occupational health or DBS check, completing a criminal conviction declaration or providing evidence of qualifications. Failure to undertake these tasks within the deadlines outlined by the Admissions team may result in the withdrawal of an offer.

**Fraudulent applications**

* 1. The University reserves the right to reject an application, revoke an offer or withdraw an applicant from the admissions process if they fail to disclose information with material relevance to their application, or provide inaccurate or misleading information.
	2. Applicants to full-time undergraduate courses will normally have their qualifications verified by UCAS and will not normally require additional verification by the University. However, all prospective students whose qualifications have not been verified by a third party will be required to evidence their conditions of offer, for example, by providing qualification certificates.
	3. For direct applications to the University (for postgraduate, professional, or part-time courses), the Admissions Team will undertake verification checks to ensure that results are genuine.
	4. Prospective students applying directly to the University who are found to have supplied fraudulent claims or documentation (e.g. evidence of qualifications or grades) or where the University has been unable to authenticate any element of the application will be presented with the University’s findings in writing. They will be given an opportunity to respond and provide further information; however, their application may be withdrawn until further verification can be provided. Applicants who feel that they may have been misjudged have the right of appeal under the Appeals procedure for applicants.
	5. Where suspected evidence of fraud is identified, the details will be reported to the relevant authorities, for example, the UCAS Fraud & Verification Unit, any relevant professional accrediting body, the UKVI in the case of applications from international students and/or the Student Loans Company.

**Plagiarism and Artificial Intelligence**

* 1. All applications submitted to the University must be the work of the applicant submitting, and must not bear resemblance to applications that have previously been submitted by a different applicant.
	2. For all applications submitted via UCAS, the University uses the UCAS Similarity Detection Service, which flags if elements of an application, ordinarily the personal statement, bear a strong resemblance to another.
	3. If this is deemed to the case, the Admissions team will investigate (this may involve a discussion with the applicant or requesting a new personal statement) before determining the most appropriate course of action. If the explanation provided by the applicant is deemed sufficient, the application will be processed as normal, however if no satisfactory explanation is provided, the application will be rejected and this decision would be reported to UCAS, and any other relevant bodies.
	4. The University is cognisant of ongoing developments in artificial intelligence, and understands the benefits that programmes, such as ChatGPT, can provide in terms of collating and assimilating information. However, AI should not be used to support with the writing of any aspect of an application, particularly the personal statement, which must be written solely by the applicant. Any application suspected to have been written with the support of AI will be rejected and reported to UCAS, and any other relevant bodies.

## **14. Monitoring and Governance**

* 1. The University keeps this policy, and all admissions practices associated with it under regular review and monitoring. The Head of Student Recruitment & Admissions is responsible for ensuring that the policy remains up to date and fit for purpose considering any changes to external factors or internal processes. The policy is reviewed in July of each year utilising any learning from the previous cycle, with any amendments made by 31st August.
	2. Academic Board are responsible for the formal approval of the policy once every three years, however if any major amendments are identified during the annual review process, the policy must be resubmitted to Academic Board for approval. Minor amendments can be made with the approval of the Head of Student Recruitment & Admissions.
	3. This policy is operational for a full application cycle starting from the beginning of September.

## **15. Links to other policies**

**15.1** This policy operates in conjunction with:

[Edge Hill Academic Regulations](https://www.edgehill.ac.uk/wp-content/uploads/documents/Academic-Regulations-2324-final.pdf)

[Edge Hill Access and Participation Plan](https://www.edgehill.ac.uk/wp-content/uploads/documents/EHU-OfS-Approved-APP-for-2024.5-to-2027.28.pdf)

[[Disclosure and Barring Service (DBS) - Edge Hill University](https://www.edgehill.ac.uk/departments/support/admissions/dbs/)](https://www.edgehill.ac.uk/departments/support/admissions/dbs/)

[Medicine Admissions and Selection Supplement.](https://www.edgehill.ac.uk/wp-content/uploads/2022/03/Medical-School-Admissions-Policy.pdf)

[International Admissions Procedures](https://www.edgehill.ac.uk/document/international-admissions-policy-and-procedures/)

[Edge Hill Student Terms and Conditions](https://www.edgehill.ac.uk/documents/collection/student-terms-and-conditions/?utm_source=ehuacuk&utm_medium=shorturl&utm_campaign=studentterms)