

Admissions Policy and Procedure

Contents

1. Introduction	3
2. Widening participation	3
Contextualised Admissions	3
3. Equality and diversity.....	4
4. Disability and dyslexia	4
5. Information for applicants	4
6. Discontinued courses	4
7. Criteria for admission.....	4
Undergraduate programmes:	5
Taught postgraduate programmes:	5
Research degrees:	5
8. Fraudulent Applications and Plagiarism	6
9. Requirements for International and EU applicants	6
10. Admission with credit	8
11. How to apply	8
12. Decision making and offers.....	8
Re-admission policy	10
13. Confirmation of results	10
14. Application via the adjustment period (full-time undergraduate programmes only).....	10
15. Clearing (full-time undergraduate programmes only).....	10
16. Extenuating circumstances	10
17. Fee status assessment	11
18. Deferred applications.....	11
19. Admission of students under 18 years of age.....	11
20. Criminal offences	12
21. Registration.....	12
Documentation	13
Late Registration	13
22. Feedback	13
23. Appeals against admissions decisions.....	13
24. Complaints regarding the admissions service	14

25. Data protection	14
26. Freedom of information.....	15
27. Monitoring	15
28. How to contact us	15

Version 1 Applicable from October 2015 Owned by Admissions

Approved by Senate in September 2017

Equality Assessment completed

Last updated September 2017

This document will be reviewed in October 2018

If required this document is available in an alternative format. To request this please contact the Admissions Office.

1. Introduction

This policy describes the principles and processes which are used to select and admit new students to Brunel University London. The policy covers admissions to all Undergraduate, Postgraduate Taught and Postgraduate Research awards. It covers all study modes including full time, part time and distance learning.

The Admissions Policy and Procedures comply with relevant legislation including the requirements of the Competition and Markets Authority, the Quality Assurance Agency's Quality Code Chapter B2¹, B6², B10³, B11⁴ and the Schwartz Recommendations for Good Practice⁵. The University's operations in this area aim to be transparent, clear, fair and consistent in their application.

Overall responsibility for the University's admissions and recruitment activity lies with the Deputy Vice Chancellor (Education and International). All applications to any course at the University will be through the Central Admissions Office under the direction of the Admissions Policy and Quality Manager. Management of the admissions process lies with the Admissions Policy and Quality Manager.

Members of the Admissions Office are responsible for the operational aspects of the admissions process and academic Admissions Tutors in Departments and Divisions have designated responsibilities at programme level.

2. Widening participation

Brunel University London aims to encourage applications from a wide range of prospective students and actively encourages all who have the ability to benefit from higher education without bias on grounds of social or economic considerations. The University runs outreach activities in support of our commitment to Widening Participation and recognises the importance of bursaries to help ensure that anyone who is qualified to study at Brunel can do so, regardless of their financial circumstances. To counter disadvantage of any kind the University adopts a contextualised admissions approach when reviewing applications.

Contextualised Admissions

Contextual data includes educational and socio-economic background data, such as historic information about an applicant's school or college. Contextual information relates to individual applicant circumstances, such as if they have been in care, or involved in widening participation activities. The contextual data/information will enable the University to take into account additional factors which may have impacted on an applicant's education.

Applicants will be deemed to be from a WP background if they meet one or both of the following criteria:

- Students from Low Participation Neighbourhoods (LPNs) defined by Polar 3 Quintile 1.

Also the university currently considers the following contextual information to enhance the assessment of an application and these criteria are reviewed annually:

- Disabled students
- First generation Higher Education attendee
- Care Leaver <http://www.brunel.ac.uk/about/administration/widening-participation/Care-Leavers>
- Mature students from LPNs

¹ The Quality Assurance Agency for Higher Education, UK Quality Code Part B: Assuring and enhancing academic quality, Chapter B2: Recruitment, selection and admission to higher education

² The Quality Assurance Agency for Higher Education, UK Quality Code Part B: Assuring and enhancing academic quality, Chapter B6: Assessment of students and the recognition of prior learning

³ The Quality Assurance Agency for Higher Education, UK Quality Code Part B: Assuring and enhancing academic quality, Chapter B10: Managing higher education provision with others

⁴ The Quality Assurance Agency for Higher Education, UK Quality Code Part B: Assuring and enhancing academic quality, Chapter B11: Research degrees

⁵ Admissions to Higher Education Steering Group (2004) Fair admissions to higher education: recommendations for good practice.

- Students who attended a school or college on the Brunel WP 6 west London Boroughs school/college list
- Students who attended the Brunel Urban Scholars programme (A Saturday programme for school pupils)
- Young carer (Under 25 years at enrolment with a dependent family member or friend (verified by referee))

3. Equality and diversity

Through its Equality and Diversity and its Admissions policies, the University is committed to providing fair, transparent and consistent practice. We work to create and maintain an inclusive environment where people can be themselves and achieve their full potential. We are committed to celebrating diversity and promoting equality of opportunity.

4. Disability and dyslexia

Disabled applicants are welcomed by the University and are encouraged to disclose the nature of their disability in their applications. This enables the Disability and Dyslexia Service to contact all disabled applicants. This early contact with the applicant allows the University to be pro-active in provision of reasonable adjustments, so enhancing the applicant and student experience, whilst complying with current government legislation.

For further information please visit: <http://www.brunel.ac.uk/life/welfare/dis>

5. Information for applicants

Brunel University London seeks to provide clear, accurate and comprehensive information about the programmes, services and facilities it offers. This information is provided in various forms including: prospectuses, the University website and the UCAS website. This information includes but is not limited to; the aims, content and structure of individual programmes; entry criteria, skills requirements for individual programmes; guidance about how to apply; the expected fees and other costs of being a student as well as the financial support available.

6. Discontinued courses

The University makes all reasonable efforts to deliver the programmes of study, research opportunities and other services and facilities described in its information for students.

However, the University may in some circumstances be required to:

- Make reasonable variations to the content and/or syllabus of programmes of study
- Alter the timetable, location, number of classes and/or method of delivery of programmes of study and methods of timings of assessments, provided such alterations are reasonable and necessary
- Make reasonable changes to its statutes, Ordinances, regulations, policies and procedures
- Combine programmes of study
- Suspend, discontinue or not provide programmes of study

If the University invokes its right to make changes in this way, it will take all reasonable steps to notify the affected students and minimise any disruption to their studies.

For further information about the circumstances and/or reasons the University may be required to take the actions above please visit: <http://www.brunel.ac.uk/about-this-website/terms>

7. Criteria for admission

The University seeks to admit applicants it believes have the potential to succeed. This commitment is underpinned by three factors which are key to indicating the likely success of a student:

- Ability at a certain level in thinking and learning
- A foundation of skills from which to extend their study
- Motivation and commitment

These factors, alongside formal qualifications and experience, may be assessed through a student's personal statement and in some cases at an audition, interview, portfolio etc. Additional assessment of professional capability will apply to some courses e.g. Physiotherapy.

Undergraduate programmes:

Entry criteria are set and reviewed each year by the Recruitment Strategy Group chaired by the Deputy Vice Chancellor (Education and International).

If changes or additions to criteria are required outside the Group's scheduled meetings these can be approved by Chair's Action and reported at the next Group meeting.

The published entry criteria refer to qualifications taken in one sitting and at the first attempt.

Qualifications taken as re-sits or over several sittings will be considered on an individual basis but the required grades may vary depending on the assessment of suitable preparation for study at the University.

The published entry criteria are valid for level three qualifications e.g. A-level, BTEC and International Baccalaureate taken in the three years immediately prior to the start of a course. Qualifications taken more than three years before will be considered on an individual basis. However, the University may look for evidence of recent study or learning and make an assessment of suitable preparation for study at the University.

In addition to level three requirements for the course the University also expects applicants to have five GCSEs at C or above including English and Maths. The University will consider alternative qualifications if the applicant has not had the opportunity to take GCSEs. For the new GCSE grading system we would accept Grade 4 or above as equivalent to GCSE Grade C. The University website lists what UK qualifications are considered in lieu of GCSEs. For more information visit:

<http://www.brunel.ac.uk/study/admissions/how-to-apply-for-undergraduate-courses/admission-decisions>

The University's website and prospectus provide clear information on the entry criteria for each programme. The website will be updated as soon as any criteria changes occur although criteria published in print may take longer to update. Applicants holding qualifications which do not appear on this list should contact the Admissions Office prior to application to check equivalence.

For further information please visit: <http://www.brunel.ac.uk/study>

Course Entry Profiles can also be viewed on the UCAS website:

www.ucas.com/students/coursesearch

Taught postgraduate programmes:

Entry to taught postgraduate programmes normally requires an undergraduate degree, but relevant experience, in some cases, can substitute for this requirement. Entry to programmes without an undergraduate degree is at the University's discretion.

Specific entry criteria can be found on the course pages of the University website:

<http://www.brunel.ac.uk/study>

Research degrees:

Entry to postgraduate research programmes normally requires an undergraduate degree and a post graduate degree, but relevant experience, in some cases, can substitute for this requirement. Entry to programmes without an undergraduate or postgraduate degree is at the University's discretion.

In addition applicants should ensure the University has appropriate supervisors or research areas of interest to support the Research Proposal.

For details of entry requirements and application specifications please refer to the University Course Finder <http://www.brunel.ac.uk/study> and Code of Practice for Research Degrees <http://www.brunel.ac.uk/about/quality-assurance/research>.

8. Fraudulent Applications and Plagiarism

It is the applicant's responsibility to provide the University with fully accurate information in the application process. It is also the applicant's responsibility to provide additional information when requested to do so.

UCAS will notify the University if an application has been highlighted under the Similarity Detection Service. Their application will continue to be assessed under the standard selection process; but if an offer can be made, the applicant will be advised of the serious nature of plagiarism and a note will remain on the applicant's university record.

The University will investigate any applicant suspected of including false, incomplete or fraudulent information as part of the application process. The University will request additional information in order to fully assess the application. In the event that the University finds evidence that the applicant has submitted fraudulent, false or misleading information the University will reserve the right to reject, withdraw or cancel the application at any point in the Admissions cycle. This will include withdrawing registration if an applicant has been admitted onto a programme and registered as a student. Withholding information about prior study will also be regarded as fraud.

The UCAS Verification team will be notified by the University if any part of the application is found to be fraudulent or misleading.

Any subsequent applications from applicants previously found to be fraudulent will be reviewed on a case by case basis. The University reserves the right to reject the subsequent application.

9. Requirements for International and EU applicants

Applicants for whom English is not a first language are expected to hold a recognised qualification with the required minimum score for their chosen course. Further guidance and regulations on international and EU student entry requirements can be found on our website at <http://www.brunel.ac.uk/study>.

Applicants to specific, professional programmes may be required to undertake a written assessment to demonstrate that an appropriate level of ability in English language has been achieved.

Tier 4 (General) requirements and the issue of a Confirmation of Acceptance for Studies (CAS)

Applicants who require a Tier 4 (General) visa to study in the UK must also meet all of the Home Office requirements to be able to make a valid visa application before the University will make an unconditional offer and issue a CAS. As part of the conditional offer, applicants will be asked to supply documents such as copies of passports, qualifications and visas that relate to these requirements. Applicants may also be asked to provide information about their past immigration history and previous study in the UK (if applicable).

The CAS is issued by the Admissions Office to applicants after all conditions of the offer have been met. Further information for Tier 4 students can be found at: www.brunel.ac.uk/international/visas-and-immigration.

Please note that the University reserves the right to withhold the issuing of a CAS to any applicant who we have any reason to believe will not be in a position to make a successful Tier 4 application.

Instances where this may be applicable include, but are not restricted to, the following examples:

- There is insufficient time to make a Tier 4 application prior to the latest course start date.
- The applicant does not have, or is unable to provide evidence to us that they have, sufficient maintenance funds to be able to make a successful Tier 4 application.
- The applicant is currently residing in the UK as an 'overstayer' (remaining in the UK beyond the expiry date of their visa).
- It is discovered that the applicant has either withheld or provided false information in their original application in relation to their previous immigration history.

Please note that the issuing of a CAS does not guarantee that the applicant will be successful in obtaining their Tier 4 visa and Brunel University London will not accept any responsibility for Tier 4 applications that are refused by the Home Office.

Tuition Fee Deposit refund process (Overseas applicants)

Overseas fee paying students applying for courses at Brunel University London are required to pay a £3000 deposit to secure their place at the university and prior to a Confirmation of Acceptance for Students (CAS) being issued (if required). This deposit is counted as a payment towards the tuition fee.

When overseas fee paying students have met their Academic and English offer conditions they will receive an email requesting them to pay the £3000 deposit as soon as possible. If the applicant's course fees are paid by a sponsor, the applicant may be exempt from the tuition fee deposit payment. In such cases, Admissions will request proof of sponsorship, which should be provided in the form of a signed letter.

Although in the normal course of events the £3000 tuition fee deposit is non-refundable, there may be exceptional circumstances where a refund can be considered. These instances are listed below:

- The application for a Tier 4 Student Visa has been refused
- The applicant fails to meet the Academic or English requirements of the course.
- The applicant is attending a Brunel Language Centre course and fails to meet the progression requirements to the main degree programme
- The university withdraws or suspends the course the applicant has applied to
- The applicant requests to cancel their application within the 14 day cooling off period after an offer has been accepted. Please note, if the applicant is made a late offer (post-Registration deadline) and starts the course within the 14 day period the [Student Financial Policy](#) outlines the course withdrawal costs.
- Death of an immediate family member
- If the applicant is seriously ill

In all of the above instances, we will require documentary evidence to support the refund request. Refund requests will be assessed by international-admissions@brunel.ac.uk.

For refunds please note the following:

- An Administration charge of £200 will be deducted from the refund amount. For cases where a deposit can be refunded.
- Refunds will be made to the account from which the payment was made originally
- If an applicant would like to defer their place to the next intake, the deposit will be held until that intake.
- Requests for deposit refunds must be submitted no later than 30 days after the official start date of the course.
- When an applicant pays their deposit, they are agreeing to the current [Student Financial Policy](#).
- If there is evidence of a fraudulent visa application, the university will not process a tuition fee deposit refund.
- If you decide that you no longer wish to study at Brunel or transfer to another education institution no refund will be offered. You should only pay your tuition fee deposit if you are certain you will join Brunel University London.
- In no other circumstances will the deposit be refunded.

10. Admission with credit

The University operates processes in relation to the accreditation of prior (experiential or certified) learning, which are aligned to sector practice. Career experience, or credits accumulated from a programme at another educational organisation may, where appropriate, allow applicants to transfer credits towards a degree programme at Brunel. In these cases, credits may be counted which can be used to gain advanced entry or exemption from specific modules. Applicants seeking to transfer credits should contact Admissions for advice.

11. How to apply

Applications for Full-Time undergraduate programmes are normally submitted via UCAS. Detailed information on how and when to apply can be found at www.ucas.com or on the University website at: <http://www.brunel.ac.uk/study/admissions/how-to-apply-for-undergraduate-courses> Applications for undergraduate Part-Time programmes are submitted via the University's Online Application form (on the main website).

Applications for Initial Teacher Training are submitted via UTT. Detailed information on how and when to apply can be found at www.ucas.com or on the University website at: <http://www.brunel.ac.uk/study/admissions/how-to-apply-for-undergraduate-courses>

Applications for postgraduate taught programmes (except Initial Teacher Training) are submitted via the University's Online Application form. Information on how and when to apply can be found on the University website at: <http://www.brunel.ac.uk/study/admissions/how-to-apply-for-postgraduate-courses/home>

Applications for postgraduate research programmes are submitted via the University's Online Application form. Information on how and when to apply can be found on the University website at: <http://www.brunel.ac.uk/courses/admissions/how-to-apply-for-research-courses>

Applicants who are current students at the University and wish to apply for a further programme of study at the University which is not an undergraduate degree or an Initial Teacher Training degree can apply through the Quick Application. The Quick Application form can be found on the students eVision account.

12. Decision making and offers

The University is committed to providing a professional admissions service to applicants. The University has a centralised Admissions Office with responsibility for all operational aspects of the process. Admissions decisions are made by the central Admissions Office or appointed academic Admissions Tutors.

The Admissions Office is responsible for all communications with UCAS, including the transmission of admissions decisions. In special circumstances other members of the University staff may, from time to time, be appointed to make provisional offers. The offer will only be formally communicated by Admissions in the form of an official offer email after full review of the application.

In assessing the academic suitability and potential of applicants, the following information is considered:

- Standard of awarded qualifications
- Predicted achievement in qualifications which are being studied
- Personal or supporting statement
- References, for confirmation of academic potential and personal qualities.

In assessing the academic suitability and potential of applicants, staff of the University may also draw on a variety of additional methods including:

- Interview/audition
- Portfolio of work
- Research Statement (for postgraduate research applications)
- Contextual information (for undergraduate applications)

The University will consider applications and make decisions as quickly as possible. The time taken to respond will vary according to the type of application, the completeness of information provided and seasonal variations in the workload of the Admissions team. The fairness and consistency of offer making for each programme is managed by the Admissions Office under the direction of the Admissions Policy and Quality Manager.

Some of the courses offered by the University use interviews or have other selection activities as part of the decision making process. Various interview formats are in use e.g. individual or group related. Other selection activities may include a sample of writing, audition, portfolio or set tests. Reasonable notice and information will be provided in advance of interview dates. Where an applicant resides outside of the UK, consideration will be given to alternative arrangements including remote interview.

The University accepts undergraduate applications up to and including, the official UCAS deadline of 15th January each year. Applicants are invited to apply for programmes beyond this date, up to and including, the final UCAS deadline of 30th June. Applicants wishing to apply late should note that the quota for some courses is reached early in the academic cycle. Applicants are therefore advised to submit their applications to UCAS before the 15th January deadline.

The University accepts postgraduate applications on a first come first served basis subject to interview in some cases. Applicants are advised to submit their applications as soon as they can.

In cases where the University is unable to make an offer for an applicant's original choice of course, the applicant may be considered for an alternative or related programme at the university. Applicants may also be offered a place, where appropriate, on a foundation programme with the University's partner provider London Brunel International College (LBIC) if they are not qualified for direct entry. More details on LBIC admissions can be found at: <https://www.lbic.navitas.com/>

Applicants being considered for an offer of a place will normally be encouraged to visit the University, either as part of the selection process before a decision is reached, or after an offer has been made.

Successful applicants will receive an offer of entry from the University. The offer of entry will either be unconditional or conditional on the basis of qualifications or requirements yet to be completed. Applicants who are made conditional offers must meet all of the conditions listed before the start of the course. In the case of applications submitted through UCAS or UTT, applicants must meet all of the conditions within the cycle in which they have applied including deferred entry applications.

Academic conditions made in conditional offers can include conditions to achieve specific grades in pending qualifications and English Language qualifications at specific grades. Non-academic conditions made in conditional offers can include provision of suitable references, health check declarations or payment of deposits.

Applicants must meet all of their academic conditions to be guaranteed acceptance at the University. Applicants who have met part of their academic conditions or narrowly missed their academic conditions will be considered at the discretion of the Admissions Office and Academic Tutors on a case by case basis.

Unconditional offers will only be made once an applicant has met all academic and non-academic conditions for entry to the course. If all conditions are met at the time of application an initial offer could be unconditional. Once all conditions are met from a conditional offer this will be converted to an unconditional offer.

When an applicant receives an offer they will also receive information on Scholarships and Bursaries, Accommodation, upcoming events such as Applicant Days and instructions on how to reply to the offer. Once an offer has been accepted and there are no conditions outstanding, information will be sent out detailing how to register on the programme close to the start of the programme.

Re-admission policy

All re-admissions decisions will be sent to the appropriate Admissions Tutor for review.

Applications will not be considered from anyone whose registration has been terminated by the University and who has been barred from re-admission. Applications received from anyone who has previously been a student at the university and has had their registration terminated for academic and/ or non-academic disciplinary offences will be considered at the discretion of the Academic Registrar.

13. Confirmation of results

The confirmation of offers occurs when results are received by the Admissions Team. The process involves the comparison of achieved results against the original offer made by the University. If academic conditions, alongside any non-academic conditions are met the University is able to 'confirm' places to applicants. Once offers are confirmed, applicants' offer status will move from CF (conditional firm), to UF (unconditional firm). Applicants who applied through UCAS will be able to view this on their UCAS Track account. Applicants who have applied directly to Brunel will be able to view this on their eVision account.

Offers are assessed, and results compared with offers, on an individual basis. It is at this point that the nature and potential impact of any individual extenuating circumstances are also considered.

14. Application via the adjustment period (full-time undergraduate programmes only)

Adjustment is defined as the period during which, applicants who have met and exceeded the conditions of their offer may seek an offer of a place at an alternative institution. Applicants have five days in which to seek and accept an alternative offer of a place after they have been accepted unconditionally at their firm choice university following the publication of A-level results. The five day period begins on this date regardless of the qualifications held. Applicants to full-time undergraduate programmes are able to enter the Adjustment Period, in accordance with rules defined by UCAS: <https://www.ucas.com/ucas/undergraduate/apply-and-track/results/adjustment>

15. Clearing (full-time undergraduate programmes only)

Clearing occurs from early July to the end of September each year and is the period during which universities advertise any vacancies they still have available on specific undergraduate courses. Applicants who have not had their offers of a place confirmed or are not holding offers at any university are eligible to apply again through the Clearing process.

When seeking a place via this route, applicants should note that they will only have the opportunity to apply to a selection of named courses for places on a first come first served basis.

Vacancies will be advertised on the University website www.brunel.ac.uk/clearing as well as the UCAS website: www.ucas.com/clearing and the national press.

16. Extenuating circumstances

In the event that an applicant believes they have extenuating circumstances which have or may result in lower attainment in examinations, preventing them from meeting the conditions of their offer, a letter of explanation should be sent to the University's Admissions Team. This will be kept against the applicant's record and given consideration, alongside their results.

Letters of explanation should be accompanied by evidence from an appropriate person, qualified and able to confirm the extenuating circumstances e.g. doctors or teachers. Submission of extenuating circumstances does not guarantee admission.

17. Fee status assessment

In order to assess whether an applicant should pay Home/EU or International fees, information will be assessed from the original application. Where required, a fee status questionnaire may be sent to the applicant to complete. Fee status assessment will only be undertaken once an applicant has been made an offer. Assessments are made based on immigration and residency criteria as set by the UK government. As fee status is determined by immigration and residency criteria it is possible for applicants who do not require a visa to study in the UK still be classed as 'overseas' for the purposes of fees.

Fee status assessments are undertaken by the Admissions Team who have been trained in fee status assessment and residency assessment.

Gaining Indefinite Leave to Remain (ILR), and/or acquiring three years' ordinary residence in the UK, part-way through a course will not change an applicant's fee status; this will include students progressing from LBIC. The circumstances where a fee status can change during the time at the University are documented on the UKCISA website.

Appeals to fee status decisions are directed in the first instance to an Admissions Manager. If the applicant still wishes to appeal the decision made by an Admissions Manager the final appeal will be to the Admissions Policy and Quality Manager.

18. Deferred applications

Applicants who are offered a place to study at Brunel may be able to defer entry for one year only. This applies to all applicants except those applying to other specified courses (e.g. PGCE) whose offer is valid only for the year in which they apply.

UCAS applicants who are deferring their offer must meet all of the conditions of their offer by the end of the application cycle in which they apply.

If an applicant wishes to change their deferred entry status, either to defer their entry or to request to attend a year earlier, then this request must be made in writing to the Admissions Office and will be dealt with on a case by case basis taking into account course availability.

19. Admission of students under 18 years of age

The University welcomes applications from people of all ages. However, we have a duty of care towards all our students, employees and visitors and in the case of students joining before their 18th birthday this duty is enhanced as these students are regarded as children under English law.

The University is committed to ensuring that it has arrangements in place, across the breadth of its activities which safeguard and promote the welfare of children and vulnerable adults whether or not they are registered students at the University. For the University's Policy and Guidance on Safeguarding Children and Vulnerable Adults please visit: http://www.brunel.ac.uk/_data/assets/pdf_file/0017/133226/SafeguardingChildrenStatement.pdf

Applications from individuals who would be under the age of 18 at the date of registration will be considered by the University on a case-by-case basis. The University may require that admission is subject to the application of specific entry criteria and/or conditions.

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. The University does not take on the rights and responsibilities of parents/guardians in relation to under 18s.

Where an applicant is under the age of 18, the University will require the applicant's parent/guardian to sign the University's Acknowledgement 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 Acknowledgment Form has been signed and returned to the Admissions Office.

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

The University may allocate accommodation on campus to students aged 16 or 17 subject to availability and to the University's normal arrangements for the provision of accommodation. However, students under the age of 18 are unable to enter into tenancy agreements with the University. The University will require a parent or guardian or other responsible person over the age of 18 to act as guarantor and to sign the tenancy agreement. Please view the Accommodation Under 18's policy at:

<http://www.brunel.ac.uk/services/accommodation/residence-regulations/5.-under-18s-policy-for-resident-students>.

The University must comply with regulations set by the UK Visas and Immigration. As such parents or guardians must ensure 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 Tier 4 licence.

These include arrangements for their:

- Travel
- Reception when they arrive in the UK
- Living arrangements while in the UK

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 Tier 4 (General), they must have their parents' or legal guardian's permission both to travel to the UK and to live independently.

20. Criminal offences

The University will consider applicants with criminal records (conviction, caution, warning, reprimand or bind over). Admission will depend on the nature of the course applied for and the circumstances of the offence. Failure to declare an offence, which occurred before or during the admissions process could result in an offer being withdrawn.

Should a student commit an offence whilst registered on a course, this must be declared to the University. Failure to do so may result in the withdrawal of that student's registration at the University.

If an applicant declares a criminal offence as part of their application the University will check to ensure that the offence is relevant. Information on whether an offence is relevant can be found on the application form. If the offence is relevant, further information will be requested from the applicant and a hold put on their application. If necessary, a reference will be taken from the details provided. The information will be passed to the Admissions Policy and Quality Manager in the first instance to make a decision on whether the applicant can be offered a place. If no decision can be made e.g. because of the seriousness or quantity of the offences, the information will be considered by a nominated Criminal Offences Panel. The decision of the panel is final and no appeal can be made.

Applicants to professional courses (Teaching, Social Work, Physiotherapy and Occupational Therapy) require mandatory Disclosure and Barring Service (DBS) checks in addition to the initial assessment as described above. In these cases it is essential that DBS clearance is given. Failure to receive this may result in an offer being withdrawn or, in cases where a student has registered, the termination of their studies.

21. Registration

Documentation

All applicants are required to provide relevant documentation as part of the Registration process. This will include a form of ID i.e. passport. All applicants are required to provide their original passport in order to fully assess identity and fee status. If you cannot obtain a passport in time, applicants are required to notify Admissions to discuss what alternative forms of identification may be accepted.

Applicants are also required to bring original versions of the qualifications they were admitted with (for some programmes, this will include GCSE certificates). Full details of the Registration Documentation that applicants will be required to supply in person can be found here:

<https://www.brunel.ac.uk/life/welcome-week/Registration-Documents>

Late Registration

Late registration will not normally be permitted after the second week of any academic year for admission in that cycle. All decisions for late registration will be reviewed by the appropriate Admissions Tutor in conjunction with the Academic Registrar. The decision of the Academic Registrar is final.

22. Feedback

All unsuccessful applicants will be given a reason why they were unsuccessful when the decision is made either through the UCAS system or directly from the University. Unsuccessful applicants have the opportunity to receive more detailed feedback on their application on request. Feedback can be requested by email or letter by contacting the Admissions Office.

Feedback will be provided by the Admissions Office and where relevant, for example in the case of an interview, feedback will be given by the Department through the Admissions Office. If applicants believe that they have grounds for a formal review of the admissions decision, they should consult the Appeals or Complaints procedure.

23. Appeals against admissions decisions

An appeal can be made when an applicant believes the wrong decision has been made on their application and they would like this decision reviewed. There will be no discrimination against any applicant who makes an appeal. The University will only accept appeals from the applicant directly and not from any third party.

The University will seek to ensure that all appeals are treated seriously and constructively. It will also seek to ensure that appeals are dealt with promptly, with fairness and consistency. If an appeal is upheld, the University will take such action or provide such remedy as may be appropriate and will do so promptly. If an appeal is not upheld, the reasons for the decision will be communicated to the applicant.

In the first instance, applicants who wish to appeal a decision should raise it with the staff in the Admissions Office by asking for feedback on why they were unsuccessful. The request for feedback should normally be made within 14 days of the reject decision. After considering this feedback if there is additional information to add to the application or the applicant believes an error has been made, the applicant should contact the Admissions Office with their reasons for having the decision reconsidered.

If the applicant is still not satisfied by the outcome from the Admissions Office they should put the appeal in writing either by letter or e-mail to the Admissions Policy and Quality Manager. The appeal should normally be made within 14 days of the feedback given by the Admissions Office or the department. The complaint will be investigated in consultation with the relevant Admissions Tutors / administrators and a response to the appeal will be given, normally within ten working days of an appeal being made. If it proves impossible to respond fully within ten working days, the applicant will be informed of a realistic timescale in which to expect a response.

If the applicant is dissatisfied with the response received from the Admissions Policy and Quality Manager, a written appeal to the Associate Director of Recruitment and Admissions should be made within 10 days. This should set out briefly: the nature of the appeal; the informal steps already taken (if any); details of the response received; and a statement as to why the applicant remains dissatisfied and, without prejudice to any formal remedy which might be determined, the remedy which is sought.

The Associate Director of Recruitment and Admissions will investigate the appeal and if necessary, call together the Case Review Panel which will consider all the relevant facts. The applicant may submit any evidence or make a statement if they choose. Full minutes will be taken at the panel and the applicant will receive the decision of the panel within 10 working days of the meeting. The Case Review Panel's decision following completion of this process will be considered as final.

24. Complaints regarding the admissions service

A complaint is when an applicant is unhappy with the service received from the Admissions Office. There will be no discrimination against any person who makes a complaint. The University will seek to ensure that all complaints are treated seriously and constructively. It will also seek to ensure that complaints are dealt with promptly, with fairness and consistency. If a complaint is upheld, the University will take such action or provide such remedy as may be appropriate and will do so promptly. If a complaint is not upheld, the reasons for the decision will be communicated to the complainant.

The Admissions Policy and Quality Manager will monitor formal complaints on an annual basis and will be responsible for implementing, or recommending to the Recruitment Strategy Group, changes to systems or procedures suggested by the nature and pattern of the complaints received.

In the first instance, anyone with a complaint should raise it informally with the relevant member of staff in the Admissions Office or Department. If a complaint has not been resolved satisfactorily on an informal basis, the complainant should write to the Admissions Policy and Quality Manager outlining the nature and details of the complaint.

The complaint must be made within 14 days of the actions (or lack of actions) that prompted the complaint. The complaint will be investigated in consultation with the relevant Admissions Tutors / administrators and a response to the complaint will be given, normally within 10 working days. If it proves impossible to respond fully within 10 working days, the complainant will be informed of the timescale for the receipt of a full response.

If the complaint is about non-selection, the Admissions Policy and Quality Manager must be satisfied that the application was considered fairly and that the decision complied with the selection policy. Provided the Admissions Policy and Quality Manager is satisfied that this is the case, a response explaining the context of the decision is acceptable at this stage. The response will also draw the applicant's attention to the Appeal procedure.

If the complainant is dissatisfied with the response received from the Admissions Policy and Quality Manager, a written complaint to the Associate Director of Recruitment and Admissions should be submitted within 10 days. This should set out briefly: the nature of the complaint; the informal steps already taken (if any); details of the response received; and a statement as to why the complainant remains dissatisfied and without prejudice to any formal remedy which might be determined, the remedy which is sought.

The Associate Director of Recruitment and Admissions will investigate the complaint and if necessary, call together the Case Review Panel which will consider all the relevant facts. The complainant may submit any evidence or make a statement if they choose. Full minutes will be taken at the panel and the complainant will receive the decision of the panel within 10 working days of the meeting.

The Case Review Panel's decision following completion of this process will be considered as final.

25. Data protection

All information held by the University will be treated in confidence, in line with the Data Protection Act, 1998.

The University will conduct its relationship directly with the student and not with his/her parents/guardians/agent/another third party. The University will not share information about students with their parents/guardians (even where a student is under the age of 18) without a valid consent from the student or other lawful justification for disclosure. This means that the University is not able to give information to parents/guardians about a student's progress, results or any other personal circumstances in the absence of a valid consent or other justification.

The University's Data Protection Policy can be found at:

<http://www.brunel.ac.uk/about/administration/information-access/data-protection>

Further information on data protection can be found on the government website below:

http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1

26. Freedom of information

The University will respond to written requests for information, in accordance with the Freedom of Information Act, 2000, within 20 working days. For further information, refer to:

<https://ico.org.uk/>

27. Monitoring

Brunel University London aims to regularly review and monitor its processes and practices with regards to Admissions. This ensures that it remains aware of changes in practice and policy within the sector and is able to provide adequate training for employees and the best possible service to its applicants. The policy is normally reviewed and updated on an annual basis.

28. How to contact us

Email: admissions@brunel.ac.uk

Admissions Office, Brunel University London, Kingston Lane, Uxbridge, Middlesex UB8 3PH

Tel: +44 (0)1895 265265