

**Manchester Metropolitan University
Recruitment and Admissions**

Recruitment and Admissions Policy

Contents

1. Introduction & Scope of Policy	4
2. Policy Aims	4
3. National Guidelines for Good Practice	5
4. Legislation	5
5. Responsibility for Recruitment and Admission activities	5
<i>5.1 Recruitment and Admissions Department</i>	6
<i>5.2 Admissions Tutors</i>	6
6. Information for prospective students	7
7. Consideration of applications	9
<i>7.1 Fair admissions</i>	9
<i>7.2 Applicant assessment criteria</i>	9
<i>7.3 Applicant assessment methods</i>	9
<i>7.4 Methods of entry (entry requirements)</i>	10
<i>7.4.1 Certificated Entry</i>	10
<i>7.4.2 Partially certificated or non-certificated entry</i>	12
<i>7.4.3 Accreditation of prior learning (APL)</i>	12
<i>7.4.4 Attendance of students who are not registered for an award of the University</i>	13
<i>7.5 Applications for full-time undergraduate courses</i>	13
<i>7.5.1 UCAS Procedures</i>	13
<i>7.5.2 The UCAS Tariff</i>	14
<i>7.5.3 Plagiarism in personal statements</i>	14
<i>7.5.4 Applications for part-time undergraduate and postgraduate courses</i>	14
<i>7.6 Offers</i>	15
<i>7.7 Rejections</i>	15
<i>7.8 Feedback</i>	15
<i>7.9 Acceptability of entry grades achieved after reassessment</i>	16
<i>7.10 Factors affecting performance in examination results</i>	16
8. Deferred Entry	16
9. Verification of qualifications	16
10. Fraud & omission	16
11. Students aged under 18 on entry	17

12. Applicants with Disabilities	17
13. Disclosure of criminal convictions	18
<i>13.1 Disclosure of criminal conviction on the application form</i>	18
<i>13.2 Disclosure of criminal convictions for professional training courses</i>	19
14. Health Assessments	19
15. Assessment of tuition fee status	19
16. Changes to course of study	20
17. Enrolment and Induction	20
18. Training of Recruitment and Admissions staff	21
19. Appeals and Complaints for applicants	21
20. Monitoring	22
21. Disclaimer	23
22. How to contact us	23

1. Introduction

The Recruitment and Admissions Policy addresses the expectations about recruitment, selection and admission to higher education along with the 10 indicators of sound practice from the QAA Quality Code for Higher Education Chapter B2: Recruitment, selection and admission to higher education. The policy encapsulates the main principles identified in the QAA Quality Code for Higher Education as underpinning good practice in assuring quality and standards in higher education, which are:

- A clear definition of responsibilities;
- Consistent application of policies and practices that are underpinned by principles of fairness and equality of opportunity;
- The availability of clear and accessible information;
- The competence of staff;
- Monitoring and review of policy, procedures and practices.

Scope of Policy

This policy applies to the recruitment and admission of all students registered for undergraduate and postgraduate courses which lead to an award from the University. It covers all modes and levels of study.

2. Policy Aims

The University seeks to be an inclusive institution that promotes diversity and encourages student success. To this end, the Recruitment and Admissions Policy applies to all undergraduate and post graduate students, including full and part-time students and is designed to ensure that:

- The University provides a professional, expert, fair and seamless service to prospective students, enabling them to make informed decisions;
- The University admits students with the ability, potential and motivation to benefit from the programmes of study which they intend to follow;
- All applications are assessed fairly and consistently according to criteria that are clear, fair and transparent;
- Applications are encouraged from prospective students from all backgrounds
- Students are treated fairly and with dignity and respect, irrespective of age, disability, gender, gender reassignment, sexual orientation, race (including ethnicity, nationality and religious/non-religious or political beliefs), socio-economic background, marital status, civil partnership or other irrelevant distinction;
- In order to achieve equality of opportunity, prospective students who are disabled may be treated more favourably, where this is possible, in line with the Equality Act 2010.

3. National Guidelines for Good Practice

This policy engages with the QAA Quality Code as it pertains to the recruitment and admission of students. It works with other University policies designed to support students in their academic career, such as Equality and Diversity, Widening Participation and Data Protection.

The policy will be monitored by the University's equality impact assessment process (EIA) to ensure compliance with current legislation and best practice in the sector and in line with University's Equality and Diversity Policy.

This policy also seeks to implement the recommendations made by the 2004 report 'Fair Admissions to Higher Education: Recommendations for good practice' (Schwartz).

The policy is reviewed to ensure that it complies fully with any changes in legislation and aspires to best practice in the sector.

4. Legislation

This policy takes account of and complies with the following legislation:

- The Equality Act 2010*
- Data Protection Act 1998
- Freedom of Information Act 2000
- Human Rights Act 1998

The policy also seeks to comply with the requirements of any Professional, Statutory and Regulatory Bodies as they apply to courses offered at the University, including any legislative requirements such as the Disclosure and Barring Service (DBS) checks.

In April 2010, the Equality Act received royal assent. This new Act replaces previous equalities legislation although 90-95% of the law remains unchanged. The new Act simplifies the law by creating an overarching framework for equalities. It does this by introducing the concept of 'protected characteristics', which includes nine groups, on which unlawful discrimination, harassment and victimisation is prohibited. The protected groups are: [Age](#), [Disability](#), [Gender Reassignment](#), [Marriage and Civil Partnership](#), [Pregnancy and Maternity](#), [Race](#), [Religion or Belief \(including lack of belief\)](#), [Sex](#) and [Sexual Orientation](#).

5. Responsibility for Recruitment and Admission activities

Recruitment and admissions activities are carried out in partnership with different parts of the University, in accordance with this policy. Partner organisations have staff with equivalent responsibilities.

5.1 Recruitment and Admissions Department

The Recruitment and Admissions Department maintains a strategic overview of all recruitment activity and ensures that the policy is implemented fairly and consistently. The department is specifically responsible for:

- Developing and delivering co-ordinated processes to ensure that a quality service is provided to individuals from first enquiry to enrolment;
- Developing and managing an enquiry and information service to provide consistently excellent information and advice to potential students, influencers and other stakeholders via telephone, email, face to face or web;
- Providing a high quality education liaison service to key feeder schools and colleges;
- Overseeing the production of recruitment and admissions materials to ensure they are accessible, accurate, appropriate and compliant with any external body requirements;
- Leading the development of high quality admissions policies, processes and procedures for all the University's provision to support achievement of strategic recruitment targets, liaising closely with Faculties and with other University Departments;
- Managing the application process, including ensuring all required information is provided, assessing tuition fee status, arranging interviews, ensuring all decisions are made in accordance with agreed criteria and protocols and undertaking agreed quality assurance measures;
- Delivering consistently excellent advice on admissions processes to applicants and MMU staff;
- Disseminating information on changes and developments in the sector which affect recruitment and admissions, including good practice;
- Providing training for all staff with recruitment and admissions responsibilities in policies, processes and procedures;
- Monitoring, analysing and reporting on all applications to the University and all acceptances of places at the University;
- Providing provision of feedback to unsuccessful applicants.

5.2 Admissions Tutors

Admissions Tutors work closely with the Recruitment and Admissions Department to develop and operate fair, consistent and transparent assessment processes. They are specifically responsible for:

- Working closely with Recruitment & Admissions to determine the full range of acceptable and necessary entry criteria appropriate to each course;
- Advising on current recruitment and admissions activity to ensure that good practice is identified and retained;

- Providing key information about courses/programmes to ensure that the course enquiry service is accurate, detailed and professional;
- Providing detailed, non-standard advice to enquirers where required;
- Conducting interviews or auditions, supervising tests, making assessment decisions where required and recording reasons for rejection, and providing feedback as appropriate;
- Providing expert opinion on non-standard applications and in those instances where it has been agreed that decisions will be referred to them;
- Supporting events on campus (e.g. Open Days, Visit Days, Recruitment Fairs);
- Supporting confirmation and clearing activities;
- Supporting education liaison activity in schools and colleges.

6. Information for prospective students

The University is committed to providing pre-entry information that is accurate, relevant, current and easily accessible to enable prospective students to make informed choices and decisions. However, whilst every effort is made to ensure that information provided is fair and accurate when published, changes may sometimes be made following publication of printed material. Prospective students should refer to the University's website for the most up to date information about course content, entry criteria, University processes and financial matters. Alternatively, they can contact the University's Course Enquiries team by phone or email. The University also publishes up to date details of its relevant courses in appropriate, external directories including:

- The UCAS web site (full-time undergraduate courses)
- The Graduate Prospects website (postgraduate courses)
- The UCAS teacher training web site (courses leading the Postgraduate Certificate of Education)

Information about courses is also made available to applicants and their advisers face-to-face through a range of open days, applicant visit days, postgraduate fairs, school and college visits, and Interviews. Ongoing communication with applicants throughout the recruitment and application process is designed to raise awareness of opportunities and clarify issues of particular interest to an individual applicant.

Pre-entry information typically may include:

- The range, content and location of courses provided;
- The levels and modes of study available including, for part-time students, indicative timings (e.g. weekday/evenings/weekends) and possible start dates;
- Fees and other costs associated with the course, and the availability of financial support, advice and guidance;

- Detailed entry criteria, including relevant personal and educational experiences and, where appropriate, advice on the acceptability of referees;
- The policies and procedures used at each stage of the admissions process, including the use that will be made of the personal statement and reference;
- The extent of flexibility and choice in a course within the curriculum;
- Accreditation and/or approval of programmes by professional, statutory and regulatory bodies and the regulations associated with this, e.g. attendance requirements, Disclosure and Barring Service (DBS) checks, medical screening, etc.;
- Details of any placement, work experience or field course that forms part of the course, including any factors that might impact on the ability of an applicant to complete a course of study (e.g. requirements imposed by placement providers);
- The main learning, teaching and assessment methods used in a course;
- Appropriate opportunities to visit the University, e.g. open days, visit days, drop-in sessions;
- Advice and guidance on the application process (e.g. through our education liaison work in schools and colleges or mature student workshops at the University);
- The availability of application support services (e.g. access to the UCAS apply online application system);
- Welfare, guidance and support services that are available for all students, as well as services, access and facilities that are available for those with particular needs;
- Special application arrangements for any specific category of applicant, including those from the UK, elsewhere in the European Union (EU) or from outside the EU;
- Any opportunities for credit transfer and Accreditation of Prior Learning (see APL below);
- Information on graduate destinations.

Responsibilities and obligations of applicants

It is the responsibility of the applicant to inform the University of all relevant information that may affect their application. Applicants are expected to provide all the information required to enable the University to fully assess their application upon first submission. Failure to do this may result in us not being able to consider the application. It is also vital that applicants respond to information requests and respond within deadlines set in the application process. Failure to respond to critical deadlines (e.g. UCAS) may result in an application to the University being declined by default.

7. Consideration of applications

7.1 Fair admissions

The University is committed to ensuring that:

- Selection and admissions processes are transparent, and that they are applied rigorously in a fair, consistent and courteous manner;
- The selection process is criteria based;
- Decisions are made by those best able to make the required judgements;
- Information concerning applications remains confidential between designated parties.

7.2 Applicant assessment criteria

When considering an application, the University will look at:

- The subjects and grades achieved in qualifications already awarded;
- The subjects and predicted grades in qualifications which are being studied;
- The personal statement for evidence of motivation and commitment to the subject(s), work or voluntary experience showing commitment to a chosen career, and relevant extra-curricular activities, achievements and interests;
- The personal statement for evidence of skills, aptitude and knowledge derived from professional, vocational and personal experiences that demonstrate the ability to succeed on a course where the applicant lacks formal academic qualifications;
- The referee's statement for confirmation of academic potential, personal qualities and professional suitability;
- Performance at interview, audition or other form of assessment not contained in the application form;
- Any other factors which support the University's commitment to widening participation;
- Our ability to offer places is also subject to but not limited to demand and availability of funding for places.

7.3 Applicant assessment methods

The University is committed to ensuring that all applicants, regardless of background and personal and social circumstances are provided with an equal opportunity to demonstrate their skills, potential and achievements, and to using methods of assessment that are fair and valid, are applied consistently, and are regularly reviewed. These may include:

- Information contained in the application form
- Interview (individual and group)
- Audition

- Workshops/observed group activities
- Portfolio of work
- Sample of written work (electronic and paper-based)
- Admissions tests

Where required, reasonable adjustments to assessment methods will be made to ensure the provision of equal opportunities for disabled applicants (see Section 13: Disabled Applicants)

7.4 Methods of entry (entry requirements)

The University aims to offer a range of methods of entry onto its courses. These may include:

- Certificated entry for applicants with formal qualifications;
- Partially certificated or non-certificated entry for applicants with few or no formal qualifications but who possess other relevant experience;
- Advanced standing for those applicants who wish to claim credit for relevant prior learning experience.

7.4.1 Certificated Entry

Information on typical academic entry requirements for all of the University's courses can be found on the University website and in its prospectuses. Typical entry requirement information is intended as a guide to the offer that may be made, but applications are viewed holistically and the actual offer made to any student will be based on consideration of the range of assessment criteria appropriate to the course, subject to demand for the course and funding being available for places.

Undergraduate courses

The University considers a wide range of qualifications for entry to its undergraduate programmes, including vocational qualifications, recognising that applicants may have followed various educational pathways.

The minimum academic entry requirement for a first degree programme is usually 2 passes at GCE A level or equivalent, or 1 pass at GCE A level or equivalent in respect of HNDs and Foundation degrees. Most courses will, however, set entry requirements that are considerably higher than the minimum, and some courses will give considerable weight to other, non-academic factors. Many courses are highly competitive, and satisfying the typical academic entry requirements will not guarantee an offer of a place.

Many courses will specify additional requirements and specific UCAS Tariff points and/or grades required for admission. They will also state whether any or all pre-entry qualifications must be in particular examinations and/or subjects or be otherwise related to the proposed programme of study.

Where particular subjects will not be considered, these will usually be specified e.g. General Studies.

Applicants must always be able to demonstrate acceptable levels of literacy and numeracy. Some courses require GCSE passes (grade C or above) in English and/or Mathematics. Others will accept equivalent alternatives. GCSE passes in these and a Science subject are required for admission to courses of initial teacher training.

Certain professional training courses (e.g. nursing, teacher training, social work, etc.) have numeracy and/or literacy requirements placed on them by the external professional body and may also have additional entry requirements related to the acceptability of the applicant to placement providers, (e.g. DBS, health screening, etc.).

The University delivers a limited number of courses at pre-degree level, (e.g. the BTEC Diploma in Art & Design). Entry requirements for such courses may vary from the stated undergraduate minimum entry requirements. Details for each such course are given in the appropriate prospectus or on the University website.

Postgraduate courses

The normal entry requirements for postgraduate programmes are as follows:

- Masters courses (whether taught or by research): a relevant undergraduate honours degree at a minimum level of 2:2, a postgraduate diploma or a professional qualification recognised as being equivalent to an honours degree. Other qualifications, which demonstrate that an applicant has equivalent knowledge and skills may be acceptable;
- Postgraduate Certificate/Diploma Courses: a degree or other qualification at equivalent level;
- Postgraduate Certificate in Education: a degree (the CNAA or a UK university) or a recognised degree equivalent qualification, together with GCSE passes or their equivalent in English, Mathematics and Science as required.

Some courses will, however, require higher academic entry requirements and some will also specify personal, professional and educational experiences that form part of the admissions criteria. Many postgraduate courses are highly competitive and satisfying the normal entry requirements will not guarantee an offer of a place.

Non-UK qualifications

The University welcomes applications from students whose previous education has not included UK qualifications, and has substantial experience in considering a wide range of international qualifications against its entry requirements.

English Language requirements for applicants whose first language is not English

As teaching, assessment and student support will normally take place in English, all applicants whose first language is not English will be required to show evidence of proficiency in the English language through a test recognised by the University. It is important to ensure that the University will recognise any test that you are planning to take. A full list of acceptable tests is available at:

<http://www2.mmu.ac.uk/international/courses/english-language-requirements/>

English Language test results can normally only be considered to be current for two years from the test date, depending upon where the applicant has been living during those two years.

The University's Language Centre offers a range of courses designed to support students whose first language is not English and further information is available on request. An applicant who is required to increase his/her IELTS or TOEFL score may be able to satisfy this requirement by successfully completing one of the University's Pre-sessional English Programmes.

7.4.2 Partially certificated or non-certificated entry

The University recognises that some students who lack formal academic qualifications may have derived the skills, aptitude and knowledge to succeed on a course from a variety of professional, vocational and personal contexts. The University encourages applications from applicants returning to education and appreciates that standard assessment criteria and methods may not enable these applicants to fully demonstrate their suitability for a chosen course. Where appropriate, Admissions Officers and Admissions Tutors will request and consider alternative evidence in order to determine suitability to commence and succeed on a chosen course of study.

7.4.3 Accreditation of prior learning (APL)

An applicant's previous study, work experience and training maybe counted as credit towards their degree.

Such decisions are taken by academic staff and are based on consideration of the evidence presented by the student and how it relates to the content of the chosen course and availability of places and funding.

The admission of students with advanced standing following the accreditation of their prior learning (APL) shall apply to individual admissions only.

Further information relevant to APL can be found in the University's website;

http://www.mmu.ac.uk/academic/casqe/regulations/docs/APL_policy.pdf

http://www.mmu.ac.uk/academic/casqe/regulations/docs/APL_procedure.pdf

Programme transfers

Subject to meeting any programme-specific requirements, students may be allowed to transfer from a point on one programme of study within or outside the University to the same point on another within the University, providing the University is satisfied that the two programmes are equivalent in terms of their curriculum and learning outcomes. Such transfers are not required to be accredited under the Policy and Procedures of the Accreditation of Prior Learning (APL). Programme transfers are subject to conditions, which may include but are not limited to funding and place availability on the respective course.

7.4.4 Attendance of students who are not registered for an award of the University

Where a student seeks to attend a course without being registered for an award, for example, by attending a short course or attending lectures for a module without taking part in the assessment, the entry requirements listed above may not apply. In this case, the student would still be required to complete the personal details section of the University application form so that they may be entered on the Student Records System. This will enable the University to apply other sections of this policy (particularly Sections 11-16) that may be relevant, such as the disclosure and further investigation of a criminal conviction where the University may have a duty of care to staff and students.

7.5 Applications for full-time undergraduate courses

7.5.1 UCAS Procedures

Any applications for full time undergraduate courses must be submitted via UCAS (Universities and Colleges Admissions Service). The University will observe the UCAS procedures and deadlines. The decision to consider 'post 15 January' applications is dependent on the number and quality of applications received by this deadline and will vary from course to course. Although it may not always be possible to do so, many courses will welcome 'post 15 January' applications and the University aims to be as flexible as possible.

Applications from International students

International students applying from countries outside the UK may wish to make applications through approved MMU agents. Contact with agents can be made through the MMU International website:

<http://www2.mmu.ac.uk/international/contact/>

International students already residing in the UK would normally be expected to apply via UCAS.

7.5.2 The UCAS Tariff

Some courses will make offers using the UCAS Tariff; others will use grades only or a combination of the UCAS Tariff and grades.

The University does not make specific reference to unit grades in its offers but may use them to consider any applicants who miss the conditions of their offer in the summer.

7.5.3 Plagiarism in personal statements

As part of the UCAS application process, personal statements are compared against a library of personal statements already in the UCAS system for potential plagiarism. UCAS notifies both the University and applicants if the UCAS Similarity Detection Service identifies a personal statement as potentially plagiarised.

The University reviews all cases notified to it on an individual basis and may contact an applicant for more information about the situation before making a decision. The University reserves the right to reject an application on the basis of plagiarism in a personal statement.

7.5.4 Applications for part-time undergraduate and postgraduate courses

Unless otherwise stated in the course literature, applications for part-time and postgraduate courses should be made directly to the University using the MMU application form. This is available on the website and from the Admissions Office.

Applications for admission to the full-time Postgraduate Certificate in Education (PGCE) should be made via the UCAS Teacher Training (UTT). Applications to the PG Dip/MA Social Work course should be made via UCAS.

The University operates a downloadable PDF application for postgraduate and part-time undergraduate courses.

Applications from International students

International students applying from countries outside the UK may wish to make applications through approved MMU agents. A list of agents is published on the MMU International website. Professional course applications via an agent may not be possible (e.g. courses offered through the UTT or the BVC).

Postgraduate research degrees

Information concerning the admission and registration of postgraduate research students can be found at:

<http://www2.mmu.ac.uk/graduate-school/regulations-cop-supporting-material/>

Recruitment and Admissions will be responsible for:

- assessing tuition fee status;
- checking for disclosure of relevant criminal convictions, obtaining details from applicants and forwarding for consideration to the Risk Assessment Panel;
- entering all applications into the student record system;
- processing all decisions on applications;

All other aspects of the selection and admission of research students will be the responsibility of staff in Faculties and the Research, Knowledge and Enterprise (RKE) Graduate office.

7.6 Offers

The University is committed to making offers appropriate to applicants. Admissions staff have the discretion to vary the weight they give to examination results and other indicators of achievement, motivation and potential. This means they have the discretion to vary the offer that they make to applicants, within the University's Recruitment and Admissions Policy, and this may result in applicants for the same course receiving different types, or levels, of offers.

7.7 Rejections

The University often experiences high volumes of applications resulting in increased competition for places. This means it has to assess each application very carefully against agreed criteria. Academic qualifications are an important part of its criteria, but the whole application is considered in order to identify motivation, potential and enthusiasm for the chosen subject. Regrettably, this means that the University is often unable to make offers to a number of well qualified applicants.

7.8 Feedback

Where possible, the University aims to provide feedback on request to applicants who have not been offered a place. However, when the University is experiencing high volumes of applications, it is unable to provide feedback.

7.9 Acceptability of entry grades achieved after reassessment

The University may accept examination results gained after re-sits in accordance with the rules of the relevant public examinations board.

7.10 Factors affecting performance in examination results

The University takes account, as far as is possible, of any extenuating circumstances that may have impacted on the exam performance of an applicant. Such circumstances should be made known to the University as soon as possible, preferably by letter from the academic referee or a medical practitioner. Factors affecting performance will be considered at confirmation if the applicant has not met the terms of their offer.

8. Deferred Entry

If an applicant wishes to request a deferral of entry to the following year, they should indicate this on their application form, or put a request in writing directly to the Admissions Office as soon as possible after submitting an application. While the University can sometimes make offers for deferred entry, it does not guarantee that requests for deferral will be approved. Any applicant who seeks a subsequent deferral will usually be required to resubmit an application at the appropriate time.

9. Verification of qualifications

The University requires all applicants to provide evidence of the qualifications upon which their offer of a place is based.

For many UCAS applicants, UCAS supplies the results directly to institutions. Other applicants, however, should expect to provide original certificates of their qualifications prior to enrolling.

10. Fraud & omission

The University may, at any time, ask an applicant or their referee or employer to provide more information about the application (e.g. qualifications). Should an applicant omit any requested or relevant information or give any misleading or false information at any time in the application process, the University reserves the right to cancel the application, withdraw an offer of a place and/or immediately revoke registration on a programme. Such action would be taken in accordance with the University Student Regulations and the regulations of any professional agency that legislates for training purposes in the University.

11. Students aged under 18 on entry

The University is committed to the safety and well-being of all of its students, but has particular responsibilities in relation to those who are under 18 when they arrive. The law states such students are regarded as children.

As the University cannot assume parental responsibility for a student under the age of 18, applicants and their families should keep in mind that the University is an adult environment, where students are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds. The University does not offer residential accommodation to students under 18. Our unfiltered access to the internet and some materials in the library (e.g. DVDs with over 18 status) are unsuitable for students under the age of 18.

Places are therefore offered at the University on the understanding that applicants will be able to adapt to living away from home and to looking after themselves in all practical matters.

When the University makes an offer to any applicant who will be under 18 on entry it will also provide further guidance to the applicant and his or her parents or guardians, together with a consent form for the parents or guardians to complete.

12. Applicants with Disabilities

The University is committed to providing equal opportunities in education for all students, and will take all reasonable and proportionate steps to meet both the general need for access and the specific needs of individuals with additional support needs.

All applications from disabled people will be considered against the same criteria as applied to other applicants, in that a decision will be made that is based upon their academic merit and potential. The judgement of an applicant's academic entitlement to a place on a course will be considered separately to the practical considerations relating to accessibility. All applicants will need to demonstrate prior attainment and aptitude. Where necessary, the University will treat applications from disabled persons more favourably (in line with the Equality Act). This may involve making, where needed, reasonable adjustments to any assessment methods used as part of the admissions process.

Disabled people are encouraged before accepting a place to explore how the University might be able to meet any additional study support or accommodation needs as soon as possible by contacting the Learner Development Service on 0161 247 3491 or learner.development@mmu.ac.uk. All disabled applicants who receive an offer will also be contacted by the Learning Development Service to ensure that they receive full information about the support available to them. Information is available at:

<http://www.mmu.ac.uk/sas/studentservices/learner-development/prospective-students.php>

The University cannot commit itself to unlimited physical or other adjustments to meet the needs of individual students, and having explored all available options, it may not be possible to implement all necessary adjustments. Student Services, Facilities, Learning & Research Information Services and the relevant Faculty will be fully involved in any discussions and decisions in these instances. Some complex decisions may require referral to the University Executive. In limited circumstances, there may also be overriding health and safety concerns or barriers relating to professional requirements or other prescribed standards.

Information provided in an application will be retained on the University's records and, with the consent of the applicant, information about their individual needs may be made available to staff involved in the admissions process and those concerned with student welfare in order for the University to discharge its duties.

13. Disclosure of criminal convictions

The University has a duty to ensure the safety of its student and staff community, and that of other people with whom students interact as part of their course of study. The University policy in relation to disclosure of a criminal conviction applies to the admission of all students. Courses that include professional training will require additional checks that will be undertaken as required by the professional body concerned.

13.1 Disclosure of criminal conviction on the application form

As part of the application process, applicants are asked to declare whether they have any relevant criminal convictions that are deemed not spent under the Rehabilitation of Offenders Act 1974. It is University policy to ask all applicants who disclose a relevant criminal conviction to provide further information as part of the duty of care referred to above. This information will be assessed for potential risk of harm to others prior to the University making an offer of admission.

Having a criminal record will not necessarily prevent someone from studying at the University. This will depend on the nature of the course applied for and the circumstances and background of the offence.

Applications disclosing a relevant criminal conviction will be considered by a Risk Assessment Panel. Membership of the panel will include Faculty academic staff and representatives from Student Services and Recruitment and Admissions.

In addition, applicants are advised to make their own checks as to whether a previous conviction (whether or not deemed to be spent) may have an effect on future study or professional career progression, eg, the ability to join a professional body.

13.2 Disclosure of criminal convictions for professional training courses

For programmes of professional training, additional checks will be undertaken as required by the professional body(ies) concerned. These checks will include receipt of a satisfactory Criminal Records check via the Disclosure and Barring Service (DBS). For example, this includes programmes which involve regular access to children and/or vulnerable adults.

Where appropriate, partner agencies will be involved in the consideration of individual cases to meet the demands of professional regulation. Applicants will be given full details of the checking procedure when an offer of a place on the course is made. For some courses, it is necessary to declare all convictions, including cautions. Information can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Further information is available for applicants via NACRO, the crime reduction charity:

<https://www.nacro.org.uk/>

14. Health Assessments

Applicants to certain professional training programmes are required to complete a health declaration in line with the requirements of relevant professional bodies. Full details are provided during the application process where applicable and are also found in the prospectuses and on departmental web pages.

Applicants for Nursing, Allied Health Professions, Social Work or teacher training will be required to undergo a medical check to assess their health status and ability to meet practice placement requirements.

15. Assessment of tuition fee status

Applicants can be assessed to pay fees at either the 'Home/EU' rate or the higher 'Overseas' rate. In the case of full-time undergraduates from Jersey, Guernsey and the Isle of Man that are funded by one of the three Island Authorities, an 'Islands' assessment will be made.

It is important that applicants know whether they will be eligible to pay fees at the Home/EU, Islands or Overseas rates. The University uses the information provided in an application to determine which rate of fee is payable. If an assessment cannot be made on the basis of information contained in the initial application, the Admissions Office will write to the applicant to request further information as soon as possible following receipt of the application. Responses should be made as soon as possible to minimise any delay in processing an application.

Those regarded as 'Overseas' are advised accordingly as soon as possible before enrolment. However, the University reserves the right to reassess and rescind 'Home/EU' fee status if any information later comes to light which results in a reassessment.

Further information on the legislation regarding fee status can be found at:

<http://www.ukcisa.org.uk/>

16. Changes to course of study

The University aims to inform prospective students, at the earliest practical opportunity, of significant changes to a course made between the time the offer of a place is made and when enrolment is completed, advising at the same time of the options available in the circumstances.

For example, the University will communicate changes such as:

- the suspension or discontinuation of a course;
- alterations to the qualification outcome or status of a course, including, for example, the withdrawal or granting of validation by a professional, statutory or regulatory body;
- significant changes to the content of a course, such as the addition or withdrawal of core or mandatory modules or alterations to the teaching and learning methods or assessment arrangements;
- change in course location or advertised fees.

17. Enrolment and Induction

The University will communicate to successful applicants the arrangements for their enrolment and induction, making it clear that these arrangements promote efficient and effective means of integrating them fully as students.

These arrangements include provision of both generic and departmental joining instructions that fully explain the arrangements in place for enrolment and induction. This includes details of the learning support available, library and IT services, student welfare and personal development planning at a University and departmental level.

Students who may have particular needs (e.g. students who have disclosed a disability, international students, etc.) are made aware of the services available to support their needs as appropriate during the application process. This information is reinforced during the enrolment and induction process.

The University recognises that effective orientation and integration of entrants as students may take several months, and aims to provide ongoing support to new students beyond the completion of the enrolment process.

Arrangements for International students

Pre-sessional English courses and orientation events are available for International students. Full details appear on the MMU International website below:

<http://www2.mmu.ac.uk/international/>

18. Training of Recruitment and Admissions staff

All staff with recruitment and admissions responsibilities must be familiar with this policy and with those associated practices and procedures relevant to their area of responsibility.

The University is committed to ensuring that all recruitment and admissions staff are appropriately trained in policy, procedures, relevant legislation and good practice to ensure that they are equipped to make the required judgements and competent to undertake their roles and responsibilities. This includes staff in partner organisations.

Staff training and briefing sessions are held for all staff with recruitment and admissions responsibilities. Additionally, the University Recruitment and Admissions Groups ensure that staff with appropriate expertise and knowledge are able to contribute to strategic and operational developments.

19. Appeals and Complaints for applicants

To safeguard the interests of prospective students, the University has established an Appeals and Complaints procedure for applicants. Further details of this procedure can be obtained from our website or via the Admissions office.

Grounds for making an Appeal

The Appeals procedure can only be used where there are adequate grounds for doing so and **may not be used** simply because a candidate has been unsuccessful with his or her application at any of the stages listed below. Appeals against decisions may be made on one of the following grounds:

- There is evidence that procedure was not followed;
- There is new evidence that has become known, and valid reasons for not previously stating it are provided. If no good reason is given as to why this information was not previously available then it will not be considered;
- There is evidence that the University has demonstrated bias or prejudice in the treatment of the application.

There is no provision for appeal against the academic or professional judgement of those making the decision on applications. The appeals procedure should not be used to obtain feedback about an unsuccessful application.

Definition of Appeals

An appeal is defined as a request for the reconsideration of a decision on an application.

The outcome of a successful request to appeal would be to reconsider the candidate's application with a view to upholding or changing the original decision.

An appeal may relate to the following areas within the application process:

- the decision to interview;
- the decision to make an offer;
- the content of the offer;
- the decision to reject on exam results.

Definition of Complaints

Complaints are defined as relating to the services offered by the University or the actions or behaviour of a member of staff during the admission process.

If a complaint were upheld, a possible outcome could be a formal or informal apology, or decision to review procedures.

Grounds for making a complaint

A complaint may be made about any stage of the admissions process, where there are adequate grounds for doing so. The procedure may not be used simply because a candidate has been unsuccessful with his or her application at any of the stages.

Complaints will only be considered valid if they relate to the following:

- The actions of a member of staff;
- The conduct of a member of staff;
- The services offered by the University.

<http://www2.mmu.ac.uk/study/undergraduate/apply/entry-requirements/>

20. Monitoring

The Director of Recruitment and Admissions is responsible for monitoring the day-to-day operation of the policy, reporting to the Registrar and to the Academic Board through the University's deliberative Committee structure.

The University aims to regularly review and monitor its processes and practices in relation to Admissions. The policy is subject to review in the light of experience, research, good practice and changes in national legislation, with reference to the QAA Quality Code for Higher Education, Chapter B2: Recruitment, selection and admission to higher education

21. Disclaimer

The University reserves the right to withdraw, replace or combine programmes and alter their content at any time prior to an applicants' admission, if it deems it necessary. In accordance with such actions, the University will endeavour to offer a suitable alternative programme, or permit the withdrawal of application.

22. How to contact us

Should you have any questions regarding this policy please contact in the first instance;

Recruitment and Admissions Office
 Manchester Metropolitan University
 Business School/Student Hub
 All Saints Campus
 Manchester
 M15 6BH

Tel 0161 247 3404

E-mail: recruitmentandadmissions@mmu.ac.uk

Version:	1.0		
Job Title:	Institutional Code of Practice for the Recruitment, selection and admission to higher education		
Author Name:	Recruitment and Admissions (R&A)		
Approved Date:	June 2014		
Approved by:	Academic Board		
Date for Review:	2015/16		
Amendments since Approval:	Detail of revision made (including page/section reference)	Date of Revision	Revision approved by