

ACADEMIC SERVICES

STUDENT SERVICES

Policy for students under the age of 18 years

Aims

It is a condition of registration with Manchester Metropolitan University that the parent, or guardian, of any student who will be under the age of 18 years on entry to the University, confirm their acceptance of the arrangements set out in this document by signing and returning the attached form. Once the student reaches the age of 18 these accepted terms will automatically be regarded as agreed by the student.

Introduction

Manchester Metropolitan University is committed to equal opportunities in its admissions. This is underpinned by the University's Equality and Diversity Policy. All applications are considered on their individual merits. Occasionally the University admits students who are under the age of 18 years at the start of their course.

These students and their families should understand that Manchester Metropolitan University is an adult environment; students are expected to act as adults and to assume an adult level of responsibility. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of ages and background. Places are offered on the understanding that the student will be able to adapt to living away from home and deal with the practicalities that this involves. The University treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way.

The University does acknowledge, however, that anyone under the age of 18 is legally a child and recognises that students under the age of 18 may therefore have different needs in relation to their support and wellbeing. Staff in support services, accommodation and academic departments work together to ensure the wellbeing of students under the age of 18 is maintained accordingly.

Parental Responsibility

The University is not able to take in the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act *in loco parentis* in relation to students who are under the age of 18 years.

Next of Kin (Emergency Contact)

It is particularly important that emergency contact details are provided for students who are under the age of 18 and such students and/or their parents are required to provide this information prior to registration with the University. **Students under 18 will not be allowed to register on their course unless this information is provided.** For students whose parents

are not in the UK this could be a UK-based guardian. See 'Additional advice for students under 18 and outside the UK' at the end of this document.

Health

In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. The University therefore requires parents or guardians to give their consent that in the case of such an emergency, a senior member of the University has permission to act on medical advice and do what is in the best interests of the child. **By signing the attached pro-forma, the student's parent or guardian indicate their consent to act in this way.**

Parents or guardians are responsible for ensuring that the University has been informed of any special needs or requirements.

Students should register with a GP in Manchester once enrolled with the University.

Parental Involvement

It is the University's usual policy to deal with students and not parents or guardians. Although those under 18 are regarded as children by UK law, they still have the legal right under the Data Protection Act 2018 for information about them not to be disclosed without their explicit consent. This means that the University will usually not be able to give information to parents or guardians regarding the student's progress, results or any other personal circumstances unless the student has given specific consent. The University will therefore correspond with the student, not parents or guardians, unless informed otherwise.

Child Protection/ Safeguarding

As a matter of law, a person under the age of 18 is a child. Safeguarding and promoting the welfare of children, young people and vulnerable adults is paramount. Manchester Metropolitan University is fully committed to creating a safe, welcoming and inclusive environment for all students to ensure they are able to fulfil their potential.

Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
(*"Working Together to Safeguarding Children" DfE 2018*).

The University's Safeguarding Policy on the Safeguarding of Children, Young People and Vulnerable Adults ("the Safeguarding Policy"), which also acts as the Child Protection Policy, will apply to all students under the age of 18 years. Safeguarding concerns will always be escalated to the University's Safeguarding Lead Officer in accordance with the Safeguarding Policy.

Notification of Age of Student

The relevant Head of Department will be notified, prior to registration, of any student within their department who will be under the age of 18 years on entry to the university.

Heads of Department are responsible for ensuring that staff undertake the level of safeguarding training appropriate to their role and function, and, where relevant, DBS Check, in accordance with the Safeguarding Policy.

The University's Inclusion and Disability Department will also be notified. The Inclusion Department is responsible for ensuring that all under-18 students receive the support they require to succeed at university.

Contracts

As a general rule, those under the age of 18 are unable to enter into legal contracts. Where contracts are required, e.g. for tuition fees or accommodation, the University requires a parent or guardian to act as guarantors and to honour all obligations under any contract with the University that the student enters into prior to their 18th birthday. **By signing the enclosed pro-forma, the parent or guardian agrees to this.** Failure to pay debts to the University could result in studies being suspended.

Field Trips

Courses may involve compulsory or optional field trips, excursions or other periods of study away from the University. The University is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. **By signing the attached pro-forma, the parent or guardian gives consent for the student to take part in these activities on that basis.** Students taking part in exchange programmes with other institutions will be required to adhere to the policies and procedures applicable to that institution.

Alcohol and Tobacco

It is illegal for alcohol and tobacco to be bought or sold by individuals who are under the age of 18 years.

The University will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the University's control but cannot undertake to supervise any individual student. Individuals are subject to random checks in relation to their age when using any licensed premises in the UK. The Students' Union is responsible for ensuring that appropriate arrangements are in place for its own licensed premises.

Relationship with staff

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for a person in a position of trust (which may include members of University staff) to engage in sexual activity with someone who is under the age of 18 years.

Holding Office

Students who are under the age of 18 years are encouraged to join University or Students' Union clubs and societies but are not able to hold office until their 18th birthday (this is because Officers carry legal responsibilities). Their participation in certain activities may be limited.

Fostering arrangements for students aged under 16

Where a child under 16 will not be living with their parent or guardian, the parent or guardian needs to notify the University of the person who will be caring for the student during their studies.

Additional advice for students under 18 and outside of the UK

If you are under the age of 18 when you apply to Manchester Metropolitan University and your parents or guardians live outside of the UK, the University requires that you provide details of a

guardian based in the UK. This is as well as the details of the parent or guardian who normally looks after you. The University also needs to know whom you would want us to contact in case of an emergency.

The UK-based guardian may be a relative or friend of your family but you should ask for their consent before providing the University with their contact details.

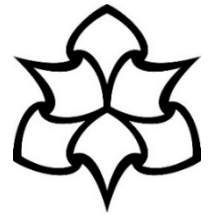
The University will only be able to register you as a student once you have provided details of the UK-based guardian. If however you do not have a contact in the UK who is willing and able to act as a guardian then there are agencies who will, for a fee, make arrangements for you. The Association for the Education and Guardianship of International Students (AEGIS) inspects and provides accreditation to guardianship organisations in the UK in line with current UK legislation.

www.aegisuk.net

If you do not have a contact in the UK then you will need to arrange to obtain a guardian before completing and returning the consent form and you will not be allowed to register as a student until you have provided all details.

Changes to next of kin/ emergency contact/ guardian details

You must inform the University straight away if there are any changes to the contact details provided. We will need to verify changes and therefore in order to obtain support to do this, you should contact the nearest Student Hub.



Parental Consent Form for a Student Under 18 Years on Entry

I understand and accept that:

- The University does not accept parental responsibility for my son/daughter.
- The University is an adult environment and that my son/daughter will generally be treated as an adult.
- The University cannot release information relating to my son/daughter, either academic or personal, without my son or daughter giving the University express consent for this.
- The University's internet and email services are provided on the principle of unrestricted access.
- While studying at The Manchester Metropolitan University my son/ daughter will be subject to the law of England and Wales and the rules, regulations and policies of the University.
- By virtue of this form, I agree that I have made reasonable enquiries into the contents of the course that my son/daughter is undertaking and I consent to the activities that my son/daughter will be undertaking as a necessary part of his or her studies.
- By virtue of this form, I accept liability for my son/daughter's debts to the University and I will enter into a legally binding guarantee if requested by the University.
- By virtue of this form, I consent to the University acting on medical advice in the best interests of my son/daughter to authorise emergency medical treatment if it is not possible to contact a parent or an appointed guardian.

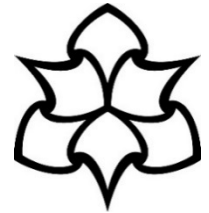
Name of Student	
MMU ID	
Name of Parent or Guardian	
Relationship to Student	

I declare that I have read and accept the above conditions.

Signature of Parent or Guardian	
Date	

Please return the completed form to the University Admissions Office: applicationinfo@mmu.ac.uk

Return of this form is a condition of offer for students who will be under 18 on entry to the University.



Form to Appoint a UK Guardian for a Student Under 18 Years on Entry

The University requires completion of this form for any student who will be under 18 years at the point of entry to the University, whose parent or formal guardian is resident outside the UK.

Name of Student	
MMU ID	
Name of Parent	
Relationship to Student	

I authorise the person named below to act as guardian for my son/daughter whilst in the UK and until he or she is 18.

Name of Appointed UK Guardian	
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Guardian Contact Details

Contact Telephone	
Email	
UK Address	

Signature of Parent	
Date	
Signature of Appointed UK Guardian	
Date	

Please return the completed form to the University Admissions Office: applicationinfo@mmu.ac.uk