



RECRUITMENT AND ADMISSIONS POLICY

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RECRUITMENT AND ADMISSIONS POLICY

1. Introduction and Scope

- 1.1. This policy is intended to provide an overarching framework for the University's admissions policies and procedures. It applies to the recruitment and admission of all students to all undergraduate and postgraduate courses that are delivered at the University and lead to an award from the University where the University has the responsibility for receiving and processing the required application for a course.
- 1.2. Admissions policies and procedures are developed and implemented by Recruitment and Admissions on behalf of the University.

2. Policy Aims

- 2.1. The Recruitment and Admissions Policy applies to all undergraduate and postgraduate students, including full and part-time students, where the University is responsible for receiving and processing the relevant application form for a course. It 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.

3. Fair Admissions

- 3.1. The University is committed to the five key principles of Fair Admissions, as outlined in the [Schwartz Review 2008](#):
 - Transparency and consistency in admissions processes and in the provision of information to prospective students.
 - Selection of students who are able to complete their course of study, based on evidence of achievement and potential.
 - Use of reliable and valid assessment and selection methods.
 - Ensuring barriers to applicants are minimised.
 - Professionalism in all aspects of admissions, underpinned by institutional structures and processes.

4. Equality and Diversity

- 4.1. The University is proud of its diverse community of staff, students and visitors and is committed to creating a positive environment where everybody is treated with dignity and respect.

4.2. Applications are encouraged from prospective students from all backgrounds. The University is committed to providing equal opportunities to all, irrespective of:

- Age.
- Disability.
- Sex.
- Gender reassignment.
- Marital or civil partnership status.
- Pregnancy and maternity.
- Race.
- Religion or belief.
- Sexual orientation.

5. Roles and Responsibilities: Recruitment and Admissions

5.1. Recruitment and Admissions maintains a strategic overview of all recruitment and admissions activity and ensures that policies are 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 digitally.
- 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 enquirers, applicants, relevant third parties and University 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. Recruitment and Admissions is responsible for ensuring that policies and procedures relating to student recruitment and admissions are operated fairly and consistently, in line with the University's strategic aims and objectives and in compliance with relevant legislation.
- 5.3. Recruitment and Admissions has delegated authority to make admissions decisions on behalf of the University for the majority of undergraduate and postgraduate taught applications.
- 5.4. For courses with a portfolio, interview or audition selection element, admissions decisions are made by designated academic staff within the relevant School or Department, with support from Recruitment and Admissions.
- 5.5. Admissions decisions on postgraduate research applications are made by designated academic staff within the relevant School or Department, with support from Recruitment and Admissions.
- 5.6. Recruitment and Admissions staff undertake training and development to ensure knowledge and awareness of relevant admissions policies and procedures remain current.

6. Roles and Responsibilities: Admissions Tutors

- 6.1. Each course has a nominated academic Admissions Tutor or course lead who is responsible for supporting recruitment and admissions activity for that course. This includes:
 - Working closely with Recruitment and Admissions to develop and implement appropriate, fair and consistent entry criteria and admissions processes.
 - Providing key information about courses and their content to ensure that the course enquiry service is accurate, detailed and professional.
 - Supporting education liaison activity in schools and colleges.
 - Conducting interviews or auditions, supervising tests, making assessment decisions where required and recording reasons for the outcome, 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.

7. Information for Prospective Students

- 7.1. 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. This includes publishing course details in relevant external listings. 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, up to date information is available via Recruitment and Admissions.

7.2. The University also provides opportunities to access information through a range of outreach and on-campus events, including Open Days, Applicant Visit Days, postgraduate fairs and school and college visits. Ongoing communication with applicants throughout the recruitment and admissions process is designed to raise awareness of opportunities and clarify issues of particular interest to an individual applicant.

7.3. Pre-entry information typically may include:

- The range 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.
- Course content, including core and potential optional units, and study abroad or placement opportunities where available.
- Academic and any non-academic entry criteria, with tailored guidance available to an individual's qualifications and circumstances upon request.
- Fees and other costs associated with the course, and the availability of financial support, advice and guidance.
- Accreditation and/or approval of programmes by professional, statutory and regulatory bodies.
- 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.
- 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.
- Policies and procedures relevant to the recruitment and admissions process.
- Advice and guidance on the application and admissions process.
- Information on 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.
- Information on graduate destinations.

8. Methods of Application to the University

8.1. Applications for the following courses should normally be submitted via the Universities and Colleges Admissions Service (UCAS):

- All full-time undergraduate degree and foundation year courses, with the exception of those listed in 8.4. This includes applications for advanced undergraduate entry and/or transfers from other higher education providers.
 - MSc Adult Nursing and MSc Mental Health Nursing
 - MA Social Work
 - PGCE teacher training courses.
- 8.2. Applications via UCAS or UCAS Teacher Training (UTT) are accepted and processed in accordance with published UCAS/UTT dates and deadlines, and the UCAS Terms of Service.
- 8.3. International undergraduate applicants may apply via UCAS or directly to the University, if applying via a University partner or approved education adviser.
- 8.4. Applications for postgraduate level courses should be made direct to the University, with the exception of those listed in 8.1 or 8.5. In addition, applications should be made direct to the University (or via an approved partner, where relevant) for the following:
- Degree apprenticeships.
 - Continuing Professional Development courses.
 - Foundation Diploma in Art and Design.
 - Part-time undergraduate degree study.
 - Visiting student or incoming exchange applications.
- 8.5. Applications for the Legal Practice course (LPC) and Graduate Diploma in Law (GDL) should be submitted via Central Application Board (CAB): www.lawcabs.ac.uk.
- 8.6. The University's course pages provide updated guidance on relevant direct application methods and procedures, including deadlines where applicable.

9. Entry Requirements

- 9.1. The University's entry requirements are reviewed and updated regularly, normally at the start of each academic year. Changes to entry requirements are agreed between Recruitment and Admissions, Deputy Vice-Chancellor and Provost, Faculty Pro-Vice-Chancellors and Academic Heads of Department and are subject to the approval of the University Executive Group or its nominee.
- 9.2. Printed materials including prospectuses are published in advance of the academic year to which they relate: while they will be accurate at the time of print, they may not reflect the most up to date entry requirements or course content. The University endeavours to ensure online course listings are accurate and up to date: prospective students are encouraged to check the University's e-prospectus prior to application to ensure the most up to date information.

- 9.3. The University publishes entry requirements based on the most commonly presented qualifications. A wide range of equivalent UK and non-UK qualifications are also accepted: guidance is available via Recruitment and Admissions or the University's International Office.

10. English Language Requirements

- 10.1. All applicants are required to demonstrate evidence of proficiency in the use of English language to the minimum standard required by the University for the relevant course and level of study. International students who require a Tier 4 student visa to study in the UK also need to demonstrate that they meet the minimum level of English language proficiency specified by UKVI.
- 10.2. English language requirements are listed within the entry requirements for each course. Details on accepted qualifications is available at www.mmu.ac.uk/international/courses/english-language-requirements/, and further guidance is available on request from Recruitment and Admissions or the University's International Office.

11. Assessment and Selection of Applicants

- 11.1. When considering an application, the University may take into account:
- Previous study, including subjects and grades achieved in qualifications already awarded.
 - Current study, including subjects and predicted grades in qualifications being completed.
 - Evidence of interest in and commitment to the subject(s); motivation and readiness for university study.
 - Where relevant, work experience or other non-academic experience.
 - Academic and/or professional references.
 - Where required, assessment of an applicant's portfolio, sample of written work or other form of assessment not contained in the application form.
 - Where required, an applicant's performance at interview or audition.
 - Evidence of English language proficiency.
 - Any mitigating or exceptional factors that are relevant to an applicant's past or potential academic performance.
- 11.2. For research degrees, submission of a research proposal will be required as part of the formal application.

12. Offers to Applicants

- 12.1. Offers are made in line with the approved entry criteria for the chosen course, for the relevant year of entry.
- 12.2. Applicants who achieve an offer of a place will be sent an offer letter. This will normally be accompanied by a Key Facts document outlining material course

content, and an Important Information for Offer Holders document, which outlines key University terms and conditions.

- 12.3. Offers may include both academic and non-academic conditions. Offer conditions are communicated via UCAS Track for applications submitted via UCAS; for applications submitted directly to the University, offer conditions are included within the offer letter.
- 12.4. For undergraduate degree courses, conditional offers may be made based on achieving a minimum UCAS tariff score, obtaining specific grades and/or specific subjects, or a combination of the above.
- 12.5. Applicants who are selected for an offer who have already satisfied all academic and English language entry requirements for their course, will normally be issued an unconditional offer. Any non-academic conditions attached to the offer will still need to be met. Further information on this included in the Information for Offer Holders document and the University's Terms and Conditions.
- 12.6. It is the responsibility of applicants to check any academic and non-academic conditions attached to their offer and to contact the Admissions Office to seek clarification if required, or if there is any anticipated difficulty in meeting the conditions.
- 12.7. The University retains all discretion as to whether to make an offer to an applicant and the terms of that offer.

13. Unsuccessful Applications

- 13.1. The University often experiences high volumes of applications, resulting in competition for places. Applications may be assessed against a number of criteria (as outlined in Section 11) and meeting the minimum academic entry requirement for the course does not guarantee an offer of a place.
- 13.2. Where an applicant does not qualify for an offer for their chosen course, or where the chosen course is not available, Recruitment and Admissions may make an offer for an alternative course. In such cases, course information will be provided to the applicant, either at the point of offer or prior to offer, and the applicant will have the right to accept or decline that offer.
- 13.3. Applicants who are unsuccessful in securing a place on their chosen course are welcome to submit a new application in a subsequent year. Applications will be considered against the approved entry requirements for the intended year of entry.

14. Feedback to Applicants

- 14.1. The University will aim to provide feedback to applicants whose applications have been unsuccessful, where this is requested. Detailed feedback may not be possible for all courses and feedback may be subject to delay at times when the University is managing a high volume of applications.

15. Assessment of Student Fee Status

- 15.1. The level of tuition fee charged by the University varies, depending on whether the student is classified as Home, EU or International for fees purposes.
- 15.2. Applicants are assigned a student fee status at the point of application, based on information provided within the application form. Recruitment and Admissions applies set criteria to assess the fee status of each applicant: further information on the relevant legislation and guidance is available at www.ukcisa.org.uk.
- 15.3. Applicants who wish to query their assigned student fee status should submit a written request to Recruitment and Admissions.
- 15.4. Where it is not possible to determine student fee status based on information provided in the application form, applicants will be required to complete and return the University's Fee Status Questionnaire. Applicants may also be required to submit supplementary documentation if requested to enable Recruitment and Admissions to make an accurate fee status assessment.
- 15.5. In some cases, an offer of a place may be issued, prior to the completion of the student fee status assessment. In such cases the offer will be conditional upon completion of the Fee Status Questionnaire and will remain conditional until the student fee status has been assigned.
- 15.6. It is the responsibility of students to ensure they have sufficient funds in place to cover tuition fees, any associated course costs and living expenses for the duration of their studies.
- 15.7. Further information relating to fees and funding is available at www.finance.mmu.ac.uk/students/

16. Students Under 18 Years on Entry

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

- 16.3. A copy of the Policy for Students Under the Age of 18 Years is sent out to relevant applicants at the point an offer is issued, together with a parental consent form and guardian form. It is a condition of registration with Manchester Metropolitan University that the parent or legal guardian of any applicant who will be under the age of 18 years on entry to the University, confirm their acceptance of the arrangements set for those under 18, by signing and returning the relevant consent form and, if applicable, the guardian form.
- 16.4. The University requires a completed guardian form for any student under the age of 18, whose parent or legal guardian is resident outside the UK.
- 16.5. Offers will remain conditional until the relevant forms have been returned to, reviewed and accepted by Recruitment and Admissions.

17. Applicants with Disabilities or Additional Support Needs

- 17.1. The University is committed to providing equal opportunities in education for all students and will take reasonable and proportionate steps to meet both the general need for access and the specific needs of individuals with additional support needs.
- 17.2. Applications from students with disabilities will be assessed against the same academic criteria and, where relevant, non-academic criteria, as applied to other applicants. Any practical considerations relating to accessibility or reasonable adjustments at the University, will take place separately to the assessment of an applicant's academic suitability for an offer of a place. Where there are specific health and safety concerns or potential barriers relating to professional body requirements or other prescribed standards, these will also be considered separately.
- 17.3. In line with The Equality Act 2010, the University will make reasonable adjustments where required, to ensure the provision of equal opportunities for disabled applicants in the admissions and selection process.
- 17.4. Applicants who accept an offer of a place, who disclose in their application a disability, health condition or Specific Learning Difficulty, will be contacted by the University's Disability Support team with information and guidance on the support available.
- 17.5. Information pertaining to an individual's additional support needs may be shared with relevant administrative or academic staff, where this is required to discuss or implement practical adjustments to the admissions process in relation to accessibility. Information provided in an application will be retained in the University's records in line with the University's retention schedule.

- 17.6. Any applicant who may require additional support in their studies due a disability, health condition or Specific Learning Difficulty, is encouraged to contact the Disability Support team prior to accepting the offer of a place, to explore how the University can help to meet study support, accommodation or welfare and support needs.

18. Applications for Deferred Entry

- 18.1. The University is happy to consider applications for deferred entry, subject to course availability. For undergraduate courses, applications for deferred entry can be made via UCAS at the point of application. Alternatively, any applicant may request to defer an existing conditional or unconditional offer to the following academic year.
- 18.2. Applications for deferred entry will normally be assessed against the current entry requirements and in line with the established process for the current admissions cycle. In cases where there is a scheduled change to professional body requirements for the intended year of entry, Recruitment and Admissions may make adjustments to requirements or processes as necessary to ensure offers are issued to eligible candidates.
- 18.3. Deferral requests should be submitted in writing to the relevant admissions team. All deferral requests will be considered on a case-by-case basis and will be subject to course availability and capacity and at the discretion of the University.
- 18.4. Applicants holding a deferred offer, who seek a subsequent deferral, will normally be required to submit a new application for their chosen course.
- 18.5. Applicants whose first language is not English and who are required to present an English language qualification as a condition of entry, should ensure that the relevant qualification remains valid at the intended date of entry. Applicants for deferred entry should expect to re-sit the English language qualification if required to ensure compliance with University and, where applicable, UKVI requirements.
- 18.6. Where an offer of a deferred place is made, tuition fees and associated costs, course content and terms and conditions for the actual year of entry will be applicable. Information on tuition fees, any updates to course content and updated terms and conditions for the intended year of entry will be provided to the applicant when available.

19. Applications for Advanced Entry

- 19.1. Applications for entry to Year 2 or Year 3 of an undergraduate degree course will be considered on a case-by-case basis, subject to capacity on the intended course of study. Decisions on advanced entry applications will be made by the nominated academic course admissions tutor, based on an individual

assessment of the applicant's academic suitability and readiness for study at the relevant level.

- 19.2. In order that full and fair assessment of previous study can take place, applicants for advanced entry will normally be required to submit additional documentation in support of their application, including full academic transcripts.

20. Recognition of Prior Learning (RPL)

- 20.1. The University allows students who provide evidence of prior learning exception from aspects of their academic programme if they can demonstrate their existing knowledge and skills meets the relevant requirements.
- 20.2. The RPL process operates separately from the University's admissions process. Applicants should only submit a claim for RPL, once they have received an offer of a place.
- 20.3. Further information on the University's RPL policy and process is available at www.mmu.ac.uk/academic/casqe/regulations/rpl.php.

21. Partial and Non-certificated Entry

- 21.1. Applications from applicants who do not meet the standard academic course entry requirement but who have significant work or other relevant experience, either in addition to or in lieu of formal qualifications, will be considered on a case-by-case basis.
- 21.2. Decisions will be made by the nominated course admissions tutor, based on an assessment of the applicant's readiness for study and ability to succeed at the relevant level. Applicants may be asked to submit additional information or to complete an individual assessment as part of this process. This could include but is not limited to: submission of a piece of written work or portfolio; completion of a subject or skills-based task; attendance at interview. The evidence required may be based on a mixture of skills, experience and any non-standard qualifications.

22. Extenuating Circumstances

- 22.1. The University will consider on a case-by-case basis, extenuating circumstances that have affected or are affecting the performance of an applicant in their pre-entry qualifications.
- 22.2. The University expects that applicants or a nominated third party will have taken steps to ensure relevant awarding bodies have been notified to take any such circumstances into account, prior to the release of results.
- 22.3. Applicants should notify Recruitment and Admissions of any extenuating circumstances as early as possible and if possible before 1 July in the year of

application, so that these can be considered as part of the confirmation process.

- 22.4. Applicants should submit details of special or extenuating circumstances to the Head of Admissions in writing, together with supporting documentation and/or statements from a relevant referee or professional and written consent to speak to these third parties if relevant.

23. Disclosure of Criminal Convictions

- 23.1. The University is committed to taking reasonable and proportionate steps to protect students, staff and visitors. As part of this duty of care, all applicants who accept the offer of a place to study at the University are required to disclose any relevant, unspent criminal convictions.
- 23.2. Relevant convictions disclosed to University will be assessed to determine the level of risk to the University community and, where relevant, the applicant's suitability for their chosen course of study.
- 23.3. All applicants who declare criminal convictions will be treated fairly and the University makes every effort to prevent unfair prejudice against these applicants, whilst ensuring the need to protect the University community.
- 23.4. Initial disclosure is made via a self-declaration process. Information on disclosure requirements is included within formal offer documentation and further guidance is available at www.mmu.ac.uk/disclosure.
- 23.5. Further to 23.1, as part of the online enrolment process all new and returning students to the University will be asked to confirm whether they have relevant, unspent convictions not previously disclosed to the University.
- 23.6. Applicants for courses that include placements involving regulated activity or that otherwise require an Enhanced Disclosure and Barring Service (DBS) check, are asked to disclose all previous convictions or other punishments that may show up in a DBS check.
- 23.7. Applicants for courses requiring a DBS check, that include an interview as part of the admissions process, may be asked to return their completed self-declaration form prior to or at interview.
- 23.8. Relevant convictions disclosed via the self-declaration process will be considered by the University Risk Panel and/or faculty Risk Panel. The University Risk Panel comprises senior representatives from Recruitment and Admissions; Student Services; Accommodation Services; and a faculty representative.
- 23.9. For courses requiring a DBS check, any disclosure made via the self-declaration process will be considered by a nominated representative within the relevant School or Department and, where relevant, by the University Risk Panel. Where appropriate, partner agencies may be consulted in the consideration of individual cases to meet the demands of professional regulation.

- 23.10. The University may withdraw, terminate or amend any offer of admission to study at the University if it is determined that such action reduces the risk of harm to the University community, prevents disruption to the University and/or protects the reputation of the University.
- 23.11. The University may withdraw or terminate any offer of admission to study at the University or exclude from the University any student, in cases where: (i) an applicant or student has deliberately, knowingly or recklessly failed to disclose a relevant unspent conviction, or has deliberately misrepresented the circumstances/seriousness of the offence(s); (ii) following a decision in connection with the University's Policy and Procedures relating to the Risk Panel process and, where applicable, the Disclosure and Barring Service processes accessible (<https://www.mmu.ac.uk/dbs/>) and as updated from time to time.
- 23.12. No applicant will be excluded from the application process solely on the grounds that a relevant conviction has been disclosed.
- 23.13. All records and correspondence concerning an applicant, who has disclosed a relevant criminal conviction, will be securely stored according to the DPIA – Self Declaration Conviction Information and the University's [Data Protection Policy](#).
- 23.14. All records and correspondence concerning an applicant, who has disclosed information from their DBS disclosure certificate, will be securely stored according to the DPIA – Disclosure and Barring Services (GBG) Online Disclosure and the University's Data Protection Policy.
- 23.15. The University maintains a [Retention and Disposal Schedule](#), setting the periods for which records containing Personal Data, including disclosure of criminal convictions, are to be retained. After the requisite period, disclosure information will be destroyed by secure means and in line with the University guidance on handling confidential waste.
- 23.16. Further information is provided in the University's Risk Policy and Procedure and at www.mmu.ac.uk/disclosure.

24. Occupational Health Assessments

- 24.1. Applicants for certain vocational or professional courses are required to complete a health declaration and where appropriate, undergo a medical fitness assessment. This is to demonstrate medical fitness to undertake placements and to practice in the relevant field, and to ensure compliance with the requirements of relevant professional bodies.
- 24.2. Where a health declaration and associated checks are required, this information will be provided as part of the published course entry criteria and this will be included as a non-academic condition in offers issued to applicants.

25. Immigration and Visa Support for International Applicants

- 25.1. The University is a licensed Tier 4 Sponsor for international applicants who require a visa to study in the UK.
- 25.2. In order to apply for a Tier 4 visa, applicants require a Confirmation of Acceptance for Studies (CAS). The Admissions Office will raise a CAS at the earliest opportunity, once the applicant has accepted their offer and met any outstanding conditions of entry. In most cases applicants are required to pay a tuition fee deposit before a CAS is raised; information on this deposit is included in the offer letter.
- 25.3. Applicants are expected to provide information as requested in support of the CAS process. This includes completion of the University's CAS Request Form.
- 25.4. If an applicant is unsuccessful in securing a Tier 4 student visa, the University may withdraw, terminate or defer the existing offer of a place as appropriate. The University also reserves the right not to issue a CAS for a student, where there is evidence that the visa application is unlikely to be successful.

26. Academic Technology Approval Scheme (ATAS)

- 26.1. International applicants whose nationality is outside the European Economic Area (EEA) and Switzerland are required to obtain an Academic Technology Approval Scheme (ATAS) certificate to study certain postgraduate or integrated Masters' courses in the UK that involve the study of sensitive subjects. Where this is required, applicants must obtain an ATAS certificate for the relevant course before applying for their student visa. Any applicant who already has permission to study and who does not require a Tier 4 student visa for the course, must obtain ATAS clearance prior to enrolment.
- 26.2. It is possible to apply for an ATAS certificate up to nine months before the start date of the relevant course. Applicants are encouraged to commence the ATAS application process as soon as possible after receiving an offer of a place.
- 26.3. Further information is available at www.gov.uk/guidance/academic-technology-approval-scheme.

27. Interaction Between Applicants and the University

- 27.1. Recruitment and Admissions and, where relevant, academic admissions tutors, will communicate with applicants as required to support the admissions and selection process.

- 27.2. The University will also communicate regularly with offer holders to provide information relevant to their application. This may include information on: student accommodation; fees and funding; immigration and visa requirements and support; enrolment processes and welcome information.
- 27.3. It is the responsibility of applicants or offer holders to respond to any requests for information or action, including responding to offers, meeting conditions of offer by specified deadlines if applicable, to ensure the effective processing of their application or offer.
- 27.4. All members of the University community have a right to expect to be treated with courtesy and respect, and inappropriate behaviour towards staff, students, applicants or visitors will not be tolerated. Examples of inappropriate behaviour include verbal or physical aggression or hostility.
- 27.5. Inappropriate behaviour on the part of an applicant will be viewed seriously. Where the University is made aware of such behaviour, this will be dealt with on a case-by-case basis. Where there is evidence of behaviour deemed to be sufficiently serious, this may be considered in gauging an applicant's suitability for an offer or enrolment at the University.

28. Confirmation of Conditional Offers

- 28.1. Upon receiving an applicant's exam results and/or verifying their qualifications, the University will confirm whether an applicant has met the academic conditions for entry. Where an applicant has met or exceeded the exact conditions specified in their offer, including any non-academic conditions, the offer will be confirmed.
- 28.2. Where an applicant has not met the conditions of their offer, the application will be reviewed and considered before a decision is confirmed. If it is not possible to confirm the applicant on their original course choice, the applicant will be considered for possible suitable alternative courses. If an alternative is offered, applicants are given the opportunity to consider this alternative offer before accepting or declining. Where there is no suitable alternative, due to course availability or the applicant's profile against the course entry requirements, the applicant will be advised that their application has been unsuccessful, and their offer will be withdrawn or terminated.
- 28.3. Where an applicant is rejected following receipt of their exam results and then goes on to obtain a re-grade that meets the academic conditions of entry for their chosen course, the University will consider the new grade profile and will endeavour to honour the original offer issued to the applicant where possible. This will be subject to a number of factors, including course capacity and the ability of the applicant to complete enrolment by the specified final enrolment date.

- 28.4. Where an offer-holder meets the conditions for entry after the last permitted date for acceptance, Recruitment and Admissions will communicate alternative options to the applicant. This may include alternative courses at the University if applicable, or the option of deferring the existing course offer to the following year of entry.

29. Clearing

- 29.1. The University will advertise and accept applications via Clearing, for any remaining undergraduate course vacancies following the end of the main UCAS admissions cycle at the end of June each year. Applicants during Clearing will be considered against the agreed entry criteria, which may be higher or lower than those published during the main admissions period.

30. Verification of Qualifications

- 30.1. The University requires all applicants to provide evidence of the qualifications upon which their offer of a place is based.
- 30.2. Where it is possible to verify qualifications without reverting to the applicant (for example, exam results that are passed to universities directly from the awarding bodies via UCAS), Recruitment and Admissions will do so. However applicants should be in a position to provide original certificates or other acceptable evidence of their qualifications on request, in order to meet the conditions of entry for their course.
- 30.3. In line with Department for Education guidelines, as a condition of enrolment applicants for professional Teacher Education courses will be required to provide original GCSE (or equivalent) certificates and, where applicable, an original degree certificate.
- 30.4. The University may withdraw, terminate or amend an offer of a place to an applicant if it is not possible to verify a qualification upon which the offer has been based.

31. Fraud, Omission and Plagiarism

- 31.1. The University reserves the right to cancel an application, withdraw, terminate or amend the offer of a place and/or to revoke registration on a course of study, where an applicant has omitted to provide information relevant to their application and suitability for study, or where an applicant has provided false, misleading or plagiarised information as part of the admissions process. The University also reserves the right to notify relevant third parties where the University considers it to be appropriate.
- 31.2. The University may, at any time, request further information from an applicant, their referee or employer, where required to inform a decision on their application or to verify information provided as part of that application.

- 31.3. Further information is provided within the Important Information for Offer Holders document that is issued to applicants as part of the terms of the University's offer.

32. Similarity Detection in Personal Statements

- 32.1. UCAS operates a Similarity Detection Service that includes the screening of all personal statements submitted via UCAS and UCAS Teacher Training. Personal statements are compared against a library of personal statements previously submitted to UCAS and collected from websites and other sources. Further information on the Similarity Detection Service, including the notification process to universities, is available at www.ucas.com/undergraduate/applying-university/filling-your-application/fraud-and-similarity
- 32.2. Where the University is notified of similarity detection in a personal statement, this will be reviewed on an individual basis. Recruitment and Admissions may contact an applicant for further information and will take further steps as appropriate to the case. This may include requesting that the applicant submit a new or revised personal statement. The University reserves the right to reject an application on the basis of plagiarism in a personal statement.

33. Changes to or Discontinuation of Course Provision

- 33.1. Delivery, content, structure and assessment of courses are subject to review and development on an ongoing basis, to enhance the student experience, ensure compliance with the requirements of professional or accrediting bodies and ensure that courses remain current and academic standards are maintained.
- 33.2. Occasionally it is necessary to make changes to course provision or entry requirements for reasons outside the University's control.
- 33.3. The University aims to inform prospective students at the earliest practicable opportunity, where a material course change, suspension or discontinuation is approved in the period after an offer is issued and prior to enrolment. Further information on possible changes to course provision, the communication of changes, and applicants' rights in the event of material course changes, is included within the Important Information for Offer Holders document that is issued to applicants as part of the terms of the University's offer.

34. Appeals and Complaints

- 34.1. The University aims to consider all applications fairly in line with established policies and procedures. Any applicant who is not satisfied with the outcome of their application, or the way in which their application has been handled, should in the first instance raise their concerns via the relevant admissions team responsible for processing the application.

- 34.2. In the event that concerns remain following this process, applicants who wish to lodge a formal appeal against an admissions decision, or who wish to make a formal complaint, will be referred to the [University Appeals and Complaints Policy for Applicants](#). This policy is designed to safeguard the interests of prospective students. Details of the policy and associated admissions appeals and complaints procedures can be obtained from the University website or via Recruitment and Admissions.

35. Use and Storage of Applicant Data

- 35.1. Enquirer data is collected and used for the specific purpose of providing those enquirers with relevant information on the University, its courses and services as per the [Enquirers and Prospective Students Privacy Notice](#).
- 35.2. Information provided to the University by an applicant or nominated third party (either directly, via UCAS or via an approved University partner or education adviser), will be used to process and make decisions on the application submitted. Information may also be used to communicate with applicants on matters relevant to their application or studies, including the provision of University services and events as per the [Student Applicants Privacy Notice](#).
- 35.3. Further details of how applicant and student data is stored and used is available within the University's [Records Management Policy](#) and the [Retention and Disposal Schedule](#).

36. Data Protection and Disclosure of Personal Information

- 36.1. The processing of applicant personal data is regulated by the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). The University's [Data Protection Policy](#) sets out the University's commitment to comply with both the DPA and GDPR. This includes:
- 36.1.1. Only using personal data where we have a lawful basis for that processing as identified within the Recruitment and Admission's Record of Processing Activity.
- 36.1.2. Ensuring that we provide applicants with adequate fair processing and privacy information, for example by referring applicants to relevant [privacy notices](#) at the point of data collection and/or in our communications.
- 36.1.3. Conducting data protection assessments prior to commencing new processing activities using recruitment and admissions information assets as per the [Data Protection Assessment Procedure](#).
- 36.1.4. Maintaining an appropriate level of information security and access control as per the [Information Security Control – Information Classification Procedure](#).

- 36.1.5. Assisting Legal Services to respond to requests under the [data subject rights](#) in relation to recruitment and admissions information assets.
- 36.1.6. Disposing of personal data in accordance with recruitment and admissions related periods within the Retention and Disposal Schedule.

37. Monitoring and Review

- 37.1. This policy and related recruitment and admissions procedures are overseen by the Director of Recruitment and Admissions and approved by the University's Academic Board.

38. Contact Information

Director of Recruitment and Admissions
 Manchester Metropolitan University
 6 Great Marlborough Street
 Manchester
 M1 5AL

39. Related Policies

- Policy for Students Under the Age of 18 Years
- Risk Policy and Procedure for the Admission of Students with Criminal Convictions
- University Appeals and Complaints Policy for Applicants
- Recognition of Prior Learning (RPL)
- Data Protection Policy
- Records Management Policy
- Retention and Disposal Schedule

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