

# Admissions Policy

2021-2024



Edge Hill  
University

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# Admissions Policy

## Contents

Summary .....	4
Glossary of Terms .....	4
Purpose .....	4
Admissions Policy .....	5
Policy Aims .....	5
Principles and Procedures .....	5
Admissions Requirements and How to Apply .....	7
Entry requirements .....	7
Assessment of applications .....	8
Interviews/auditions .....	9
How to Apply .....	10
Admissions Processes .....	11
Offer of a place .....	11
Acceptance of an offer of a place .....	12
Unsuccessful applicants .....	12
Additional information .....	13
Admission of disabled students .....	13
Fraudulent applications/Misrepresentation .....	14
Deferred entry .....	15
Applicants under the age of 18 .....	15
Disclosure of a criminal conviction .....	16
Health Assessment/Medical Clearance .....	17
Proof and Verification of Qualifications .....	17
Assessment of tuition fee status .....	18
Changes to a course of study .....	18
Handling and Storage of Personal Data .....	18
Handling and Storage of Data relating to Criminal Conviction Disclosures and Disclosure Information .....	19
Confirmation and Clearing .....	20
Enrolment and Induction .....	21
Training of Recruitment and Admissions Staff .....	21

Responsibility and Monitoring .....	22
How to contact us .....	22
Key to Relevant Documents .....	23
Annexes .....	24
Appendix 1: Disclosure of a criminal conviction – additional information .....	24
Appendix 2: Appeals and Complaints .....	31
Endmatter.....	32

## Summary

This policy sets out the University's aims for the recruitment and admission of students. It describes the principles and processes used to select and admit new students to undergraduate and postgraduate courses. The policy takes account of relevant legislation and the Academic Regulations.

## Glossary of Terms

There are no surprising terms in this policy.

## Purpose

This policy sets out Edge Hill University's aims for the recruitment and admission of students. It describes the principles and processes we use to recruit, select and admit students to our full-time and part-time undergraduate and postgraduate courses, both Home/EU and International. It *does not* cover the admission of study abroad/exchange students.

We are committed to providing a fair, effective, responsible and professional service which is consistent with the guidance and underpins the 10 indicators of the UK Quality Code Section B, Chapter B: Recruitment, selection and admissions to Higher Education, as well as the guidelines and codes of practice of a range of external agencies, such as UCAS, the Department for Education (DfE), the Nursing and Midwifery Council (NMC), the Health and Care Professions Council (HCPC), the General Medical Council (GMC\*), etc, that accredit or approve courses for particular professions. We have also been guided by the recommendations made in the Schwartz report "Fair Admissions to Higher Education: Recommendations for good practice" (originally published in 2004, but still relevant) as well as the recently published Universities UK Fair Admissions Review which outlines a set of updated admissions principles on fairness and transparency. This policy will be updated in line with the outcomes of the recommendations following further consultation with stakeholders.

The policy also takes account of relevant legislation including, but not limited to, the Equality Act 2010, the Data Protection Act 2018 (including the implementation of the General Data Protection Regulation (GDPR)) and the Human Rights Act 1998.

*\*please note that whilst the general principles of this policy apply to all admissions, a separate more detailed policy exists for the Medical School.*

# Admissions Policy

## Policy Aims

1. Edge Hill is an inclusive university, welcoming applications from candidates from all backgrounds and aims to help them achieve their maximum potential. With a strong background in and a firm commitment to widening participation, we take active steps to encourage applicants who demonstrate their ability to benefit from, contribute to and succeed in Higher Education. We provide pre-entry support to applicants and a range of access type courses for those wishing to return to education. We offer a distinctive teaching and learning environment in which students are supported through the provision of high-quality resources, facilities and services.
2. The University admits applicants who demonstrate that they have the potential and commitment to successfully fulfil the learning outcomes of the course for which they have applied. Selection is based on the ability to benefit as demonstrated by a commitment to succeed and evidenced through prior educational achievement and life experience. A range of evidence will be considered when reviewing applications, such as the personal statement, supporting references, record of prior achievements and performance at interview and/or in selection tests.
3. We recognise that, in order to provide fair and equal access to the University, we may demonstrate a flexible approach and, **where it is appropriate and relevant**, facilitate adjustments for individual applicants, for example disabled applicants or those who have mitigating circumstances. However, the admission of individual applicants is at the discretion of the University and in line with the specific entry requirements of a course or programme of study.

## Principles and Procedures

4. We are committed to providing a professional and inclusive admissions service and the pursuit of clear, fair, transparent and consistently applied policies and procedures.
5. The principles and procedures through which the University assesses applications for its courses are designed to be:

- accessible
- easily understood by applicants and their advisers
- transparent and based on clear entry criteria
- fair
- based on selection principles that are applied consistently across the University

6. The aims of these principles and procedures are to:

- maintain academic standards
- create a diverse student body in terms of academic achievement, background and experience
- recruit those who have the potential to benefit and who will engage with and contribute to the wider student experience

7. We will achieve these aims by:

- offering a range of attractive and relevant degree programmes
- providing clear and transparent entry criteria
- offering expert pre-entry advice and guidance to potential applicants
- fair and consistent assessment of all applications based on individual merit
- offering places to those who demonstrate potential through commitment and achievement
- providing constructive feedback to unsuccessful applicants to enable improvement
- conducting interviews/auditions, where appropriate to the course or programme, by panels made up of academic staff and external practitioners
- ensuring a clear and comprehensive audit trail for decisions

8. All Faculties, Departments and Schools are required to act in a way consistent with this policy and follow the principles set out in it. We acknowledge that procedures will vary to some extent across subject areas. The Head of Admissions/Admissions Manager will consider local procedures to ensure compliance with the Principles and Procedures set out in this document.

## Admissions Requirements and How to Apply

### Entry requirements

9. The general academic entry requirements are published in detail in the Academic Regulations in operation at the time of application (*Section F2 of the Academic Regulations refers*).
10. These include the requirement for minimum competency in English Language equivalent to GCSE grade 4/C\*. Please note, however, that some courses (eg the MBChB in Medicine) may require a higher grade. Please refer to the relevant pages of the website for specific details for your chosen course.

*\*Information on English Language requirements for international applicants can be found at <https://www.edgehill.ac.uk/international/entry-requirements/english-language-requirements/>.*

11. Course specific entry requirements are detailed in the University's prospectuses, course leaflets and online at [www.edgehill.ac.uk](http://www.edgehill.ac.uk) and [www.ucas.com](http://www.ucas.com).
12. We aim to provide accurate and up-to-date information in all our publications, but, as the printed prospectus is usually published more than 12 months before the start of a course, we recommend that applicants refer to our website and e-prospectuses to ensure that they have the most **up-to-date information** at the time of applying.
13. Requirements may include named subjects at specified levels, relevant experience and professional body requirements such as medical fitness and DBS Enhanced Disclosure. All published requirements are indicative of the type of offer that may be made. Offers may also indicate a tariff point range rather than a specific tariff score.
14. Entry requirements are regularly reviewed with academic Departments to take account of market demand, professional requirements and preparation for study, alongside any national curriculum changes or developments. Undergraduate offers are generally, but not always, framed around UCAS tariff points and will consider a range of qualifications within the tariff. Some courses will require specific points in a relevant subject. A minimum of two A levels, or their equivalent, is required for entry to any undergraduate programme, however, most courses set their entry level above this. Some

courses will also require GCSE grade 4/C in Mathematics and/or a science subject.

### Assessment of applications

15. The University is committed to a selection process that is fair, transparent and consistent. The selection process is criteria driven and undertaken by trained and committed staff with specific responsibility for admissions.
16. The University has a central Admissions Office based at the main Ormskirk campus, which has responsibility for application processing and the liaison between the University and external organisations such as UCAS, DfE Apply, etc. Admissions staff work closely with the nominated Admissions Tutors in each Faculty/Department to ensure the consistent application of selection procedures.
17. The University operates an equal consideration policy for on-time applications which meet the UCAS deadlines (where applicable). Applications received after the relevant deadline will be assessed subject to the availability of places at that time. The number of places available may also be linked to targets or allocations agreed by external professional bodies and, where relevant, the availability of placements. The level of competition for places may also be a factor in the consideration of applications.
18. Decisions will be made as soon as possible on receipt of an application, providing that all relevant information required to assess an application is available to us. However, where demand exceeds the number of places available for a course, there may be a delay whilst we consider equally all applications received by the relevant deadline, or where the allocation of places by an external body has not yet been confirmed.
19. Each application is assessed on individual merit and the University will consider the following factors linked to course entry criteria:
  - details of qualifications already held
  - subjects and predicted grades for qualifications still to be achieved
  - personal statement, evidence of motivation for the chosen course and level of study alongside relevant achievements and interests
  - further details on relevant personal/work experience where an applicant lacks the relevant formal qualifications
  - supporting statement from the referee(s) confirming academic potential and, where appropriate to the course, the applicant's professional suitability

- where applicable, performance at interview, audition, group activity, written task or other selection process to assess suitability not otherwise evidenced on the application
- other factors linked to supporting the University's commitment to widening participation

***Decisions will be made based on the information provided within the application. Any additional information supplied after the application has been received by us may not be considered.***

20. The University does not make unconditional offers to applicants still to achieve the relevant level 3 qualifications for entry.
21. Where an applicant is applying for direct entry to the second or third year of a degree programme, the applicant will usually be required to complete a Recognition of Prior Learning (RPL) form, or a Record of Prior Experiential Learning (RPEL) form, to enable the University to assess prior attainment and/or experience against the required learning outcomes of the Edge Hill University programme.

*See also sections C7 and F3.1 of the University's Academic Regulations.*

### Interviews/auditions

22. Some courses require applicants to attend an interview or audition before the offer of a place can be made. For others, a portfolio or evidence of work completed may be required.
23. Prior to an interview or audition, applicants will be provided with further guidance on preparing for the interview or submitting any work which may be required. Interview candidates are required to notify the University, **in good time and in advance of the interview**, of any reasonable adjustments they may require on the day. Attendance at an interview or audition confirms that you are **fit to participate in the process** on the day and no mitigating circumstances will be considered after the interview has taken place.
24. All candidates will be assessed against the standard scoring system in operation for their chosen course.

## How to Apply

### *Undergraduate applications*

25. Applications for **full-time** courses should be submitted through UCAS (the Universities and Colleges Admissions Service), at [www.ucas.com](http://www.ucas.com). Applicants should be aware of the national closing dates for courses, generally **15 October** for Medicine and the **last Wednesday in January** for most other courses. Applications received after the relevant date may not be considered for some of our courses.
26. Applications for **part-time** courses should be made directly to the University using our online application at [www.edgehill.ac.uk/apply-part-time](http://www.edgehill.ac.uk/apply-part-time).

### *PGCE/School Direct applications*

27. Entry criteria are published on the University website and are also available at <https://www.gov.uk/guidance/find-postgraduate-teacher-training-courses-in-england>.
28. Applications for PGCE programmes in England must be submitted through the Department for Education (DfE) website at <https://www.gov.uk/apply-for-teacher-training>, effective from October 2021
29. Offers are subject to satisfactory interview, academic achievement at degree level and other relevant Department for Education (DfE) requirements such as GCSEs.

### *Postgraduate (Taught)*

30. Applications should be made directly to the University using our online application.
31. Course details, entry criteria and links to the online application are published on the University's website.

### *Postgraduate (Research)*

32. For details on application and admissions processes please visit: <https://www.edgehill.ac.uk/graduateschool/apply/>

## *International*

33. Applications from international/overseas applicants are normally made via the appropriate route outlined above.
34. For further information, please visit <https://www.edgehill.ac.uk/international/> or contact the Admissions Office for advice.

## *Admissions Processes*

### *Offer of a place*

35. The University is committed to making offers to applicants who can demonstrate that they have the academic ability and potential to succeed in their chosen course of study. In some cases, offer levels may be varied having taken account of other factors and at the discretion of the academic Department, or by Admissions.
36. We endeavour to respond to applications in a timely manner. However, there may be longer timescales for some courses which are highly competitive to allow us to give equal consideration to all “on-time” applications.
37. Full-time undergraduate applicants are responsible for ensuring that they read and accept the terms and conditions provided by the Universities and Colleges Admissions Service (UCAS) and those provided by Edge Hill University.

### *Undergraduate applications*

38. Offers for full-time programmes will be communicated via UCAS, outlining the relevant offer conditions. An offer letter will also be sent directly from Edge Hill University.
39. Applicants who are required to apply direct to the University will be sent an offer letter outlining the full conditions of their offer.
40. Applicants who have been offered a place without an interview or audition will be invited to visit the campus on either an organised Applicant Visit Day or one of the pre-arranged campus tour dates. Alternatively, applicants can book to attend on any of our scheduled Open Days throughout the year.

41. For those applicants who have already been to the campus for an interview or audition, there will be further opportunities to visit on one of our scheduled Visit or Open Days or attend a campus tour should they wish to do so.
42. For some programmes applicants may receive additional information regarding pre-course preparation.

#### *PGCE/School Direct applications*

43. Offers will be communicated directly to the candidate, outlining the relevant offer conditions.

#### *Postgraduate (Taught) applications*

44. Applicants offered a place on a postgraduate course will receive communications directly from the University.

#### *Acceptance of an offer of a place*

45. Prior to accepting an offer of a place, all applicants should take note of the University's standard offer terms and conditions, which are printed on the reverse of the offer letter. You are also advised to read and take note of our standard [Student Terms and Conditions](#).
46. Applicants should also be aware of any non-academic offer conditions, such as medical clearance, DBS Enhanced Disclosure, providing proof of prior attainment, etc., and any specific deadlines which must be met.
47. Failure to provide any of the information requested within a reasonable timescale, or by a specified deadline, may result in an offer of a place being withdrawn.

#### *Unsuccessful applicants*

48. Where the University is unable to offer a place, we will endeavour to provide feedback wherever possible to assist applicants in addressing those areas where they were not as strong as other candidates to support any subsequent applications they may make. In some instances, the University may be able to offer a place on an alternative course.

## Additional information

### Admission of disabled students

49. As part of our commitment to providing a fully inclusive learning environment Edge Hill University actively encourages applicants to tell us about disability or medical condition which they believe may impact on their studies or if they experience any barriers to learning. Students and applicants sharing this information with us promptly is beneficial as it means we can discuss appropriate support in the admissions process, i.e. at the point of application. Once this information has been shared and for the duration of your time at Edge Hill University, we will use a database to manage the information and our contact with you. Please refer to the section on "[Handling and Storage of Personal Data](#)" for more information about the retention and use of your data.
50. The [SpLD](#) and/or the [Inclusion Team](#) will contact any applicant who has indicated a disability or additional support requirement to discuss study support needs when the applicant has been offered a place and they have firmly accepted the offer. All support requirements will be carefully considered in line with the criteria for 'reasonable adjustments' as outlined in the Equality Act 2010. Any reasonable adjustments are considered separately to the academic criteria – applicants are offered a place because of their academic suitability.
51. In some instances, applicants may disclose significant support requirements. While the University remains committed to admitting disabled students or those with specific learning differences, there may be individual cases where the specific needs of applicants are such that there are no adjustments that the University could reasonably make to prevent the particular applicant from experiencing a substantial disadvantage in relation to the course and /or access to benefits, facilities or services.
52. Where support requirements may be high, an applicant may be invited to discuss this with a member of the academic team and a representative from one of the disability support services. If the provision of support is considered by Edge Hill University to be unreasonable or is unavailable, for reasons that are beyond the University's or the student's control, the application will be subject to further review in conjunction with the applicant. Where needs cannot be met and having explored all possible alternatives, the only reasonable option may be for the University to defer or withdraw the offer of admission or enrolment. However, we will make every effort to support an applicant through this process and help them consider other

opportunities, for instance, offering a place on an appropriate alternative programme as we are committed to providing a full inclusive learning environment for disabled Students.

53. In some areas, for example Health, Education or Social Work, trainees are required to meet any 'fitness to practise' requirements and to be able to achieve the essential competencies of their future profession. Assessment of this will be undertaken by an appropriate Occupational Health Service appointed by Edge Hill University.
54. For courses where selection tests are a requirement, applicants who require extra time or adapted test arrangements will be expected to notify us in advance and provide either a copy of their Local Authority 'Statement' or a letter from their current school or college to confirm that the adaptations are normally provided. Further information will be made available at the invitation to interview stage.

*See also Section F4 of the University's Academic Regulations.*

#### Fraudulent applications/Misrepresentation

55. Applicants who deliberately misrepresent material information in their application and associated documentation (eg qualifications, declaration of health questionnaires, criminal convictions, etc) will have their applications cancelled. If enrolled or part-enrolled, the contract with and membership of Edge Hill University will be terminated, and the student will be required to leave the course.
56. Any UCAS application found to be fraudulent will be notified to UCAS, who will take appropriate action in line with their policies. UCAS also supports the use of plagiarism software which assesses personal statements. The UCAS Similarity Detection Service will notify both the applicant and the relevant university/universities where this occurs. The applicant may be asked to review their application, and, in more serious cases, the University may withdraw the application and/or an offer, and UCAS may cancel the application.
57. Falsification of examination certificates or results will be reported directly to the relevant examination board/awarding body, either by us or UCAS as appropriate, who may wish to conduct their own investigations into the matter.

*See also section F7 of the University's Academic Regulations,*

## Deferred entry

58. The University will consider requests to defer entry, either at the point of application or following the offer or acceptance of a place. The decision, however, will be based on the likely availability of the course the following year and the applicant's plans during that time.

## Applicants under the age of 18

59. The University operates in an adult environment and expects that students will be at least 18 years old at the point of enrolment. Entry requirements are expressed in terms of academic attainment and it is unlikely that these requirements will be met before reaching the age of 18.

60. Where a valid application is received from a student who will be under 18 during the first year of the course, admission may be considered on an exceptional basis where there is a strong academic rationale supported by the Head of Department. Places will be offered on the understanding that the student will be able to adapt to living away from home (where applicable) and deal with the practicalities that this involves.

61. Edge Hill University is predominantly an adult environment, however, it recognises it has a responsibility to promote and safeguard the welfare of children, young people and adults at risk. Whilst acknowledging that it cannot act "in loco parentis" and that ultimate responsibility will continue to rest with parents and guardians, the University will work in partnership with the individuals themselves, their parents, carers, employers and other agencies as appropriate to promote and safeguard the welfare of individuals and to minimise the risks of harm. The Safeguarding Policy provides further information about the University's approach to supporting under 18s.

**62. It is a condition of admission to the University that the parent or guardian of any student under the age of 18 years confirms their acceptance of the arrangements set out in this document by signing and returning a consent form. Once the student reaches the age of 18, these accepted terms will automatically be regarded as agreed by the student.**

## *Parental Responsibility*

*63. The University is not able to take on 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. The*

*University cannot, for example, accept responsibility for the status of all other members of the community who may come into contact with a student. Parents should also understand that courses are designed to be stretching and challenging and teaching material may be of an adult nature. The University expects students to behave like adults and to assume adult levels of responsibility. Where an offer of a place is to be made to a student under the age of 18 years at the start of the course, parental consent will be required, as a condition of the offer, on firm acceptance of a place.*

### *Guardian's Responsibility*

64. *Where a student is from overseas and the parents remain abroad, the University requires contact details of a guardian for the child who is in the UK, who preferably lives in or near the University, and who will be accessible to the child and to the University should the need arise. The University requires a copy of the guardian's agreement with the parents, in which the guardian asserts that they will act on the parents' behalf until the child's 18<sup>th</sup> birthday.*
65. *The University is not able to assist parents in finding a suitable guardian, but for those families who do not have friends or relatives in the UK, a list of accredited agencies can be obtained from: **The Association of Educational Guardians for International Students (AEGIS):**  
**Tel/Fax +44 (0) 1453 755160**  
**Email: [aeqisuk@btopenworld.com](mailto:aeqisuk@btopenworld.com)**  
**Website: [www.aeqisuk.net](http://www.aeqisuk.net)***

### *Disclosure of a criminal conviction*

66. All successful applicants to the University are required to make a disclosure in relation to any relevant, unspent criminal convictions they may have. Having a criminal record will not necessarily prevent applicants from becoming a student at Edge Hill, however a risk assessment will be necessary to ensure that the University meets its safeguarding responsibilities in relation to children and vulnerable adults, considers the risk to the wider University community and, for certain professional courses, makes an appropriate assessment in relation to the personal qualities and professional standards expected. Assessment of any disclosure forms part of the admissions process and can affect whether or not the University is able or prepared to confirm a place.
67. Further information and guidance on the disclosure of criminal convictions can be found in [Appendix 1](#) of this Admissions Policy.

*See also Section F5 of the University's Academic Regulations.*

### Health Assessment/Medical Clearance

68. Applicants for certain professional courses are required to complete a declaration of health questionnaire in order to satisfy regulatory/professional body requirements for medical fitness. The University has appointed a qualified Occupational Health Service provider to undertake this activity on our behalf.
69. Your offer conditions will clearly state whether this applies to you and, following acceptance of an offer of a place, further information on the process will be sent to you.
70. For some students on courses such as medicine, nursing, midwifery and other allied health professions, social work, etc, a full medical examination and/or vaccination/immunisation updates may be required. The Occupational Health Service provider will contact you directly in relation to any appointments or health screening you may require and will advise the University of your fitness to commence the programme and/or undertake associated placements.

*See also section F6 of the University's Academic Regulations.*

### Proof and Verification of Qualifications

71. The University requires all applicants to provide evidence of the qualifications presented within their application. In many cases, where an interview forms part of the selection process, you will be required to bring/send in proof of qualifications already achieved. Further details will be made available in the pre—interview information you will receive as part of your invitation.
72. Where relevant documentary evidence has not been provided at interview, providing proof of qualifications already held may form part of the conditions of any offer made.
73. For the majority of UCAS undergraduate applicants, any results of Level 3 qualifications still to be achieved, and forming part of the offer conditions, will be notified to the University automatically once they are published in the August. We will contact you directly if we need you to provide evidence of any results still outstanding.

## Assessment of tuition fee status

74. As part of the initial screening of all applications the Admissions team will assess the application to determine fee status as either Home or International. Based on this assessment, applicants will be expected to pay either the Home fee or a higher International fee rate.
75. If an assessment cannot be made based on the information provided in the application, Admissions will contact you for further details and applicants are requested to respond in a timely manner to avoid any undue delays in determining the fee status so that we can process the application. Where no information is received, the applicant may be assessed at the higher International fee rate until such time as any further information is provided, or the application will be withdrawn.
76. Further information on the legislation regarding fee status can be found at <http://www.ukcisa.org.uk>

## Changes to a course of study

77. The University will inform applicants at the earliest opportunity of any significant/material change made to a course between the time of offer of a place and enrolment, or where a course is withdrawn. In such cases, the University will support the applicant in finding an alternative course at the University or will release the applicant to secure a place with another provider.

## Handling and Storage of Personal Data

78. The University will treat all personal information in a confidential manner, complying with relevant legislation set out in the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR).
79. All information provided to us will be used to assess the suitability of an applicant to study at the University. This information will be shared only with those staff involved in the admissions process.
80. We may pass on to, or share this information with, outside organisations including UCAS, examination boards, the Student Loans Company, etc. In the case of successful applicants for courses in Health-related professions, we will share information with NHS England and the local NHS Trusts who

provide placements, etc. Information may also be passed on to the police, government, and other institutions in order to prevent or detect fraud.

81. Edge Hill University will use contextual data supplied by UCAS and other organisations (for UK applicants) to inform policy and strategic planning. Please note, however, that whilst contextual data is not generally used for selection purposes, some contextual data **will** be used in the initial assessment of applications for the 6-year MBChB Medicine with Foundation Year as outlined in our entry criteria on the University's website.
82. The information you provide may also be used by Edge Hill University to undertake research or to plan or improve our services. In addition, we may advise you of other study opportunities and services provided by Edge Hill and its partner organisations.
83. Information provided by applicants during the admissions process and who take up a place at the University will form part of the enrolled student record. Enrolled student records are kept for the duration of the course and for 6 years after a student leaves Edge Hill.

#### Handling and Storage of Data relating to Criminal Conviction Disclosures and Disclosure Information

84. Individuals or organisations using the Disclosure and Barring Service (DBS) to assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must fully comply with the DBS Code of Practice. Amongst other things, this obliges them to have a written policy on the correct handling and safekeeping of Disclosure information.
85. As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for specific courses and/or positions of trust, Edge Hill University will fully comply with the DBS Code of Practice regarding the correct handling, use, storage and retention of Disclosure information. We will also comply fully with our obligations under the Data Protection Act, GDPR and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of such information.
86. Disclosure information will always be kept separately and securely with access strictly controlled and limited to those only who are entitled and authorised to see it as part of their duties. The University recognises that it is a criminal offence to pass this information to anyone who is not entitled or authorised to see it.

87. Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
88. Once a recruitment (or other relevant) decision has been made, Edge Hill will not keep Disclosure information for longer than is necessary. This is generally for a period of up to six months following the commencement of a course of study or a contract of employment, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, Edge Hill will consult the DBS about this and will give full consideration of the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail. Once the retention period has elapsed, Edge Hill will ensure that any Disclosure information is immediately appropriately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will be safely and securely stored. Edge Hill will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, Edge Hill will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

### Confirmation and Clearing

89. Confirmation is the process by which the University will receive main results from UCAS for most full-time undergraduate applicants enabling us to confirm places.
90. Where an applicant has met or exceeded their offer conditions, the confirmation decision will be processed quickly.
91. Where an applicant has not met their offer conditions, their position will be carefully reviewed by admissions and/or academic staff as quickly as possible, taking into consideration several factors, such as the tariff score shortfall, individual subject grades, vacancies on the chosen course, etc. In some circumstances it is possible that the place will still be confirmed on the original course, or the applicant may be offered an alternative. Where there is significant underachievement, regrettably, the applicant's place at the University may not be confirmed.

92. Clearing will operate where any places remain on courses following the publication of results. Unplaced applicants will be encouraged to contact the University and their qualifications and results will be assessed. If an offer is made, applicants will have access to a range of information to enable them to make an informed decision on whether to accept an offer. Applicants will be expected to respond quickly to ensure that all processes are in place and all conditions met in time for the start of their course.

### Enrolment and Induction

93. All applicants who have accepted a place are provided with information about preparing to join the University. Details are both generic and programme/subject specific.

94. Any students with particular needs are encouraged to make contact with relevant staff prior to enrolment to ensure that the appropriate support can be put in place.

95. Details on the arrangements for enrolment are provided as part of the joining instructions.

### Training of Recruitment and Admissions Staff

96. All staff with responsibility for recruitment and admissions are expected to be familiar with the practices and procedures associated with their area of responsibility.

97. The University is committed to ensuring that staff are trained and fully supported in the implementation of policies and procedures and are kept up to date with legislative changes. Guidance on good practice is given and staff in relevant roles are members of national organisations such as the Academic Registrars' Council (ARC), including the Admissions Practitioner Group, HELOA and UCAS practitioner groups.

98. Staff training and briefing sessions are held regularly to ensure that all staff are equipped to undertake their roles effectively.

## Responsibility and Monitoring

99. Responsibility for the implementation, monitoring and review of this Policy lies with the Head of Admissions. The policy will be reviewed biannually, or sooner dependent on any changes set by Government or as a result of changes to any professional, statutory and regulatory body (PSRB) requirements.

100. Recruitment and admissions activities are carried out in partnership with different departments within the University in accordance with this policy.

## How to contact us

Any questions in relation to this policy should, in the first instance, be directed to:

The Admissions Office  
Edge Hill University  
Ormskirk  
L39 4QP  
Telephone: 01695 650950  
Email: [admissions@edgehill.ac.uk](mailto:admissions@edgehill.ac.uk)

## Key to Relevant Documents

You may find the following documents helpful:

[Academic Regulations](#)

[Student Terms and Conditions](#)

## Annexes

### Appendix 1: Disclosure of a criminal conviction – additional information

#### Introduction

All successful applicants to the University are required to make a disclosure in relation to any relevant, unspent criminal convictions they may have. Having a criminal record will not necessarily bar applicants from becoming a student at Edge Hill University, however a risk assessment will be necessary to ensure the University meets its safeguarding responsibilities in relation to children and vulnerable adults, considers the risk to the University community and, in relation to certain professional courses, makes an appropriate assessment in relation to the personal qualities and professional standards expected of students whilst on course and undertaking placements.

Consideration of relevant, unspent criminal convictions disclosures will normally be carried out after an offer of a place has been made and a Firm acceptance received. For some programmes where an application is made direct to the University, eg Fastrack, applicants may be asked to make an initial disclosure at the point of application.

For those courses requiring a DBS Enhanced Disclosure, this will clearly be stated in an applicant's offer conditions.

If a course does not require a DBS Enhanced Disclosure, applicants will be required to complete a mandatory online declaration once Edge Hill University has received a Firm acceptance of an offer.

In addition, all applicants requesting a place in on-campus accommodation will be required to make a separate declaration when submitting their applications for a place in Halls of Residence irrespective of any previous disclosure or DBS check.

A further opportunity to disclose will form part of the online Enrolment process.

#### Principles

In considering disclosures from those with criminal convictions the University will:

- Operate a transparent process giving feedback to applicants
- Operate fairly and responsibly having due regard to the Rehabilitation of Offenders Act<sup>1</sup>

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<sup>1</sup> See <http://www.justice.gov.uk/offenders/rehabilitation-of-offenders-act>

- Maintain applicant/student confidentiality within the boundaries identified in this document
- Ensure decisions taken are consistent and proportionate
- Ensure compliance with legal and professional requirements for which the University has responsibility
- Provide an appeals procedure

### **Disclosure and Barring Service check**

For some courses a formal Disclosure and Barring Service (DBS) check is required. DBS checks are required for anyone who will be undertaking placements in a regulated environment or who will be undertaking regulated activity as part of their placement. This includes, but is not limited to, the following programmes<sup>2</sup>:

- All courses of Initial Teacher Training and Postgraduate courses which confer Qualified Teacher Status (QTS)
- All courses which lead to Nursing or Midwifery registration
- Medicine (including MBChB with Foundation Year)
- Physician Associate Studies
- Paramedic Practice
- Operating Department Practitioner
- Social Work
- Sports Therapy
- Dance
- Educational Psychology
- Physical Education and School Sport
- Sports Coaching
- Sport Management
- Children & Young People's Learning and Development
- Teaching, Learning and Child Development
- Working and Teaching in the Early Years
- Working with Children 5-11
- Child and Adolescent Mental Health and Wellbeing
- All courses in Counselling and Psychotherapy
- Psychosocial Analysis of Offending Behaviour

Other courses may require a DBS check to undertake certain options or specific work-based learning opportunities. Applicants are advised to check course details and entry requirements for further information. In some cases, applicants for part-

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<sup>2</sup>This list may be varied from time to time as the academic portfolio develops. All courses requiring full DBS disclosure must reference this in course details provided in print or electronic form.

time provision who will be undertaking study alongside work, and are undertaking their placement where they work, may be exempt the DBS requirement as this check will have been undertaken as part of their employment.

## **Process**

### **A: Disclosure process for applicants to programmes which do not require a DBS check**

1. The University will initially determine whether to make an offer on academic grounds without reference to any criminal convictions.
2. Once an offer has been made and the University has received a Firm acceptance, applicants will be required to complete an online form. Completion of the online form is compulsory, and an offer of a place may be withdrawn if you do not submit a declaration.
3. Where a positive disclosure is made, the Head of Student Administration (or their nominated representative) will convene a Panel to consider the disclosure and make an assessment of risk.
4. The Panel will comprise three senior<sup>3</sup> staff from the University including a representative from the Faculty in which the programme is located and who will chair the Panel. At least one member of the Panel will be drawn from outside the Faculty in which the programme is located.
5. In considering the disclosure, the Panel will have regard to:
  - a. The seriousness of the offence, including any aggravating factors, and its relevance to the safety of other students, staff and the public
  - b. The length of time which has elapsed since the offence was committed
  - c. The pattern of offending
  - d. The age at which the offence occurred
  - e. Information provided by the applicant as to the personal circumstances prevailing at the time of the offence and any evidence<sup>4</sup> of remorse/motivation for change
  - f. If appropriate, information provided by relevant external agencies, following an applicant's completion of a Data Protection Consent form agreeing to the sharing of sensitive personal data

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<sup>3</sup> Senior staff includes PVC-Deans of Faculty, Associate Deans of Faculty, Directors of Services and the Head of Student Administration.

<sup>4</sup> Applicants may wish to provide character references or other evidence of mitigation

6. Where Panel members are all agreed that the risk to the University community can be managed with no further action, the applicant will be informed, the offer of a place will be confirmed and any suspension lifted. Such agreement may be reached by circulation of documents to Panel members and subsequent e-mail correspondence.
7. Where Panel members have concerns about the level of risk to be managed or where there is disagreement amongst Panel members, the applicant will be invited to attend a meeting of the Panel to discuss the position in detail. Applicants may bring a friend or supporter to this meeting, but the Panel will expect the applicant to speak on his/her own behalf.
8. Following consideration of the case a Panel may decide:
  - a. That the risk to the University can be managed with no further action
  - b. That the risk to the University can be managed but that restrictions on the applicant should be applied (such as a refusal to allow accommodation on-site or the imposition of a curfew on campus attendance)
  - c. That the risk to the University cannot be reasonably managed and the applicant should be rejected
9. Decisions of the Panel and supporting factors will be recorded.
10. Applicants will be notified of the decision of the Panel in writing within seven working days from the date of the meeting.
11. Where an applicant has been rejected or has had restrictions imposed in relation to the disclosure, a review may be requested if the applicant believes the decision of the Panel is disproportionate, that maladministration has occurred or if the applicant has new evidence that, for good reason, was not made available to the Panel.
12. Requests for review should be lodged in writing to the Head of Student Administration within **seven working days** of receipt of the letter informing the applicant of the rejection/restriction.
13. Reviews will be undertaken by the Pro Vice-Chancellor & University Secretary (or nominee) who may make such further investigations as s/he deems necessary.
14. The purpose of a review is not to re-hear the case but to check that due process has been followed and that, having regard to the individual merits that apply to

each case, outcomes are broadly consistent. Where substantial new evidence is provided there will be further consultation with the Chair of the original Panel.

15. The outcome of the review will be notified to the applicant within ten working days of receipt of the request for review.
16. The decision of the Pro Vice-Chancellor & University Secretary (or nominee) in relation to the review will be final.

**B: Disclosure process for applicants to programmes where a DBS check is required**

1. For programmes where a DBS check is required, all applicants are required to complete the DBS process whether or not they have any criminal convictions. It has been agreed nationally that this information will only be sought once an offer of a place has been made and firmly accepted. This avoids applicants having to make multiple DBS applications but can mean that the check process occurs quite late in the application cycle. Applicants should be mindful of this and be aware that the outcome of the disclosure can affect whether or not the University is able to confirm a place. In the case of the programmes offered by the University where a DBS check is required, this will be for an **Enhanced**<sup>5</sup> disclosure.
2. Once an offer has been firmly accepted, applicants will be asked to complete a DBS application.
3. **Applicants should be aware that Enhanced disclosures include spent and unspent convictions, cautions and reprimands.**
4. If a DBS outcome shows no disclosures, the University will confirm the offer subject to any outstanding medical/academic requirements.
5. If a DBS outcome does show disclosures, the procedure outlined in **section A4** onwards will apply except that:
  - a. Membership of the Panel may include a representative from the professional body concerned or partner organisations where students/trainees may be placed;

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<sup>5</sup> Enhanced disclosures cover spent and unspent convictions, cautions, reprimands and final warnings plus any additional information held locally by police forces that is reasonably considered relevant to the post applied for. For some programmes enhanced disclosure will also include a check of the appropriate DBS [barred lists](#).

- b. The grounds for consideration will include an assessment as to whether the applicant possesses the personal qualities required to meet professional standards.
  - c. In reaching a decision, Panel members will consider **all** aspects of a disclosure including spent convictions, cautions and reprimands.
6. Information provided by applicants is treated in confidence. Placement providers are not entitled to see student DBS certificates and should not ask to do so<sup>6</sup>. Nor should they undertake their own checks as to do so has been deemed disproportionate. Responsibility for DBS checking rests with the University. Placement providers will however keep a log of the date of the check and the disclosure reference number as supplied by the University.

### **C: General (Applies to applicants under A or B)**

1. DBS certificates and disclosure statements are acknowledged to be the confidential property of the applicant and will be handled in accordance with strict data protection processes. Certificates, or copies of certificates/disclosure statements, will be stored securely and will be destroyed after no more than six months.
2. All students are required to inform the University of any criminal investigations or convictions obtained whilst at the University so that a risk assessment (following the procedures outlined under A and B) can be undertaken. Additionally, students on professional courses may be required to make an annual declaration to confirm their DBS status has not changed<sup>7</sup>.
3. Failure to make a declaration at the application stage or subsequently, or making a false or incomplete declaration in relation to criminal convictions, is a serious matter and may invalidate an application and/or lead to expulsion from the University and notification to the relevant professional body.
4. Applicants seeking advice about criminal conviction disclosure or DBS requirements should contact the Admissions Office (01695 650950 or DBSAdmin@edgehill.ac.uk). Current students can obtain advice from the Head of Student Administration's office.

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<sup>6</sup> UCET guidance, September 2012

<sup>7</sup> Where an applicant/student is registered for the Update Service, it may be possible for the University to undertake a simple check to confirm.

## **Further Information on disclosure and barring**

The government introduced significant changes to safeguarding procedures which came into effect in September 2012 with the establishment of the Disclosure and Barring Service (DBS). The DBS incorporated the relevant functions of the then Independent Safeguarding Authority and the Criminal Records Bureau. This policy takes account of those and ongoing changes introduced insofar as they apply to students. The links below provide further details of those changes:

### **The major changes explained**

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/corporate-publications/disclosure-and-barring-changes/leaflet-england-wales?view=Binary>

### **DfE guidance on DBS checks**

<https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>

## Appendix 2: Appeals and Complaints

### **Appeals**

Edge Hill University recognises that applicants who are not successful in securing a place on their chosen course will be disappointed. The University undertakes to provide constructive feedback to those not offered a place. However, unless there is a complaint about the conduct of an interview, the selectors' decisions are final.

An appeal can only be considered if there is evidence that procedure was not followed, new evidence has become known and there are valid reasons why this was not made available previously, or if there is evidence that the University demonstrated bias or prejudice in the consideration of the application.

### **Complaints**

Edge Hill University undertakes to handle applications in a fair, consistent, timely and accurate manner and in line with the principles set out within this policy. However, the University recognises that occasionally an applicant may wish to indicate concerns regarding the service s/he has received. We actively encourage applicants to contact us immediately, in writing, with any concerns so that we can attempt to address any specific issues and continue to review and improve our services.

Where an applicant feels that the situation has not been resolved to their satisfaction, the applicant can submit a complaint, in writing, to the Head of Admissions.

## Endmatter

Title	Admissions Policy
Policy Owner	Head of Admissions
Approved by	Academic Board
Date of Approval	September 2021
Date for Review	July 2024