

<b>Owner:</b>	Head of Student Administration
<b>Version number:</b>	1.0
<b>Date of approval:</b>	June 2021
<b>Effective date:</b>	July 2021
<b>Date of last review:</b>	March 2021

*This document is part of the Academic Regulations, Policies and Procedures which govern The University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.*

## 3B – Admissions Policy: Taught Programmes

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## 1 SCOPE AND PURPOSE

- 1.1 Bournemouth University (BU) is committed to the applicant experience and ensuring its admissions practices and entry requirements are transparent, consistent, followed fairly and do not generate unnecessary barriers to recruitment in accordance with the QAA Quality Code for Higher Education<sup>1</sup>.
- 1.2 This policy is available to BU applicants and all University and Partner staff (both validated and franchised). Those involved in the admission process are required to comply with them during the course of recruiting to a University programme.
- 1.3 This policy aligns with our commitment to widening access and inclusivity as outlined in our Access and Participation Plan<sup>2</sup> and the BU2025 Strategic Plan<sup>3</sup>.
- 1.4 The University adheres to the principles of admissions as stipulated by the Universities and Colleges Admissions Service (UCAS)<sup>4</sup> and agrees to consider all undergraduate applications on an equal basis if received on or before the 15th January application deadline.
- 1.5 The sections on English Language Requirements, Fee Status and Fraudulent Applications also apply to the admission of students to postgraduate research degree programmes.

## 2 KEY RESPONSIBILITIES

- 2.1 Admissions policies and procedures are reviewed on a cyclical basis by the Head of Admissions to ensure that they continue to:
  - a. support the vision and strategic objectives of the University and
  - b. they remain current and valid in the light of changing circumstances, such as amendments to relevant legislation or reformed qualifications.
- 2.2 Academic Standards and Education Committee will recommend any major policy changes to Senate for approval.
- 2.3 Extensive consultation takes place with Faculties, the International Marketing & Student Recruitment Team and partner institutions and agreed changes are disseminated via the Admissions Group.
- 2.4 The Head of Admissions is responsible for ensuring admissions policies and procedures are adhered to.
- 2.5 Admissions staff and partners, sometimes in collaboration with academic staff, use fair, reliable and valid assessment methods to determine if a student has the potential to succeed on one of its programmes.
- 2.6 Recruitment suspensions and adjustments to targets or entry requirements are agreed by set timescales by the Admissions Group.
- 2.7 The Head of Admissions provides regular admissions reports to the Admissions Group and the University Leadership Team throughout the admissions cycle.

## 3 ACCESSING OTHER RELEVANT BU DOCUMENTS

- 3.1 All documents can be accessed [here](#).
  - 3A – Standard Admissions Regulations: Taught Programmes
  - 3C - Admissions Appeals and Complaints Policy and Procedure
  - 3D - Admissions Policy and Procedure for Applicants with a Disability, Medical condition or Other Support Need

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<sup>1</sup> <https://www.qaa.ac.uk/quality-code>

<sup>2</sup> <https://www.bournemouth.ac.uk/students/help-advice/important-information>

<sup>3</sup> <https://www.bournemouth.ac.uk/about/bu2025-our-vision-values-strategic-plan>

<sup>4</sup> <https://www.ucas.com/our-service-providers-and-members>

- *3E - Admissions Policy and Procedure for Applicants with a Criminal Record*
- *3P - Recognition of Prior Learning (RPL) Policy and Procedure*

3.2 Other documents with direct relevance to this are:

- [Equality and Diversity Policy](#)
- [Admissions and Support for Students Entering University under the Age of 18: Policy and Procedure](#)

## 4 GENERAL PRINCIPLES

4.1 Bournemouth University's policies, procedures and guidelines for the recruitment, selection and admission of students are based on the following principles:

- i the University's commitment to academic standards;
- ii the identification of students who are likely to succeed in the University's programmes;
- iii the encouragement of broad access to the University's academic programmes by students from diverse backgrounds as emphasised in the University Fair Access Agreement and [Access and Participation Plan](#);
- iv equity of opportunity for all applicants. There shall be no discrimination against any applicant in relation to age, disability, gender reassignment, marital status, pregnancy, maternity/paternity, race (colour, ethnic or national origin), religion or belief, sex, sexual orientation, trade union membership activity or political belief in accordance with its policies on equality and diversity and relevant legislation.
- v fair, consistent and transparent application by staff who are well trained and have access to, and comply with, the University's policies and procedures, including those at partners.

## 5 ADDITIONAL ENTRY REQUIREMENTS

- 5.1 Applicants must have a set of skills required to fulfill the demands of the programme they wish to study. Standard entry requirements are listed in *3A - Standard Admissions Regulations: Taught Programmes* which can be found on our website at <https://www1.bournemouth.ac.uk/students/help-advice/important-information>.
- 5.2 Some programmes may have additional entry requirements where qualifications alone do not demonstrate an individual's potential to succeed. Accredited or regulated programmes may have additional requirements to satisfy the guidelines of the relevant organisation. Any additional entry requirements will be listed on course webpages and prospectuses as well as the UCAS website.
- 5.3 Some programmes require applicants to evidence subject knowledge with an appropriate qualification and grade in a relevant subject area.
- 5.4 Programmes that lead to a profession may require a level of experience in a relevant vocational area or similar work in closely related fields.
- 5.5 Applicants to healthcare programmes that lead to a professional qualification will need to undergo additional checks in relation to occupational health and criminal records. The outcomes of these will be taken into consideration as part of the admissions process because students on these courses must meet the regulatory good health and good character requirements. Our website will indicate if these checks are required or not.
- 5.6 Applicants applying for a Nursing degree with advanced standing must be registered with the Nursing and Midwifery Council.
- 5.7 All applicants are required to provide a personal statement and an academic reference as part of their application. For some professional programmes, an additional professional reference is required. The University is unable to accept a reference from a friend or family member and may not be able to accept references from a personal email address.

- 5.8 An interview may be required to assess competency, communication skills, motivation to study or other attributes as required by a professional organisation.
- 5.9 A portfolio review may be required to assess ability or to demonstrate how an applicant's previous experience contributes to achieving the course learning outcomes.
- 5.10 Applicants can be considered for exemptions from parts of their academic programme through the Recognition of Prior Learning procedure. This may involve the acknowledgement of existing credit from outside the University and/or the acknowledgement of prior learning undertaken outside of the system of formal education which can be evidenced for an academic purpose. Applications may also involve the acknowledgement of existing credit from one BU programme towards another. Please see 3P Recognition of Prior Learning (RPL) Policy and Procedure.

## **6 ENGLISH LANGUAGE REQUIREMENTS**

- 6.1 Bournemouth University has a responsibility to ensure applicants are capable of successfully completing a BU programme taught in the medium of English. This section outlines how staff evaluate the English language proficiency of applicants who require a Student Route visa and those whose first language is not English to ensure applicants are capable of successfully completing a BU programme.
- 6.2 BU benchmarks its English Language requirements against the Common European Framework of Reference for languages (CEFR) and the International English Language Testing Service (IELTS).
- 6.3 Staff assessing students' suitability to attend BU programmes (including exchange students) must follow the minimum requirements of this policy.
- 6.4 Staff making decisions utilising this section of the policy include:
- International Admissions Team
  - UK Admissions Team
  - Exchange and Study Abroad Team
  - Doctoral College
  - Academic Quality
- 6.5 Students are admitted to the University's programmes on the basis of standard admissions criteria as set out in Bournemouth University's 3A – Standard Admissions Regulations: Taught Programmes which include the assessment of an applicant's English language level.
- 6.6 For UK students, the English language requirement is GCSE Grade 4 or above in English (or C in the previous grading system). Applicants for whom English is not their first language, as defined by the UK Home Office, must offer evidence of qualifications in four components of English: Listening, Speaking, Reading and Writing. BU admissions requirements are in line with/exceed Home Office legislation. The standard English language requirements can be found in 3A – Standard Admissions Regulations: Taught Programmes.
- 6.7 The Home Office publishes a list of qualifications benchmarked against the CEFR, to assess minimum English entry requirements for those applying for a Student Visa. All qualifications on the SELT (Secure English Language Test) list that assess academic English skills are listed on our website at: <https://www.bournemouth.ac.uk/study/international/international-entry-requirements/english-language-requirements>
- 6.8 The SELT list is available on the gov.uk website: <https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt>
- 6.9 Where an English language qualification is older than two years, further assessment measures may be taken and the applicant asked to provide additional evidence of English language skills. Such cases may be referred to the International Admissions Manager for consideration.

### **English Language Requirements for Applicants who Require a Student Visa**

- 6.10 Where applicants require a Student Visa, BU's benchmarks must satisfy the Home Office's minimum English language requirement of CEFR B2. The Home Office's list of approved assessments is called the 'Secure English Language Tests' (SELT).
- 6.11 Qualifications on the SELT list that do not assess in Academic English Skills do not fulfil the University's English Entry Requirement. For example IELTS General (i.e. not Academic) Training
- 6.12 Applicants who have a GCSE, A Level, Scottish National Qualification at level 4 or 5 or Scottish Higher or Advanced Higher in English (language or literature) that was awarded: (a) by an Ofqual (or SQA, Qualifications Wales or CCEA) regulated awarding body; and (b) following education in a UK school undertaken while they were aged under 18 can be exempt from providing further evidence of English Language.
- 6.13 In accordance with Home Office regulations, nationals of "Majority English Speaking Countries" are exempt from having to provide evidence of English language proficiency though applicants must have completed the equivalent of GCSE Grade C or 4 in English.

The list of "Majority English Speaking Countries" is

Antigua and Barbuda	Ireland
Australia	Jamaica
The Bahamas	Malta
Barbados	New Zealand
Belize	St Kitts and Nevis
Canada	St Lucia
Dominica	St Vincent and the Grenadines
Grenada	Trinidad and Tobago
Guyana	United States of America

Source: Home Office Website, 05/10/2020

**Note:** Nationals of the UK and Republic of Ireland do not require a Student Visa, and therefore are not included in this list.

- 6.14 When an applicant has completed a qualification recognised by BU to be equivalent to a Bachelor's Degree and is taught and assessed in the medium of English from the countries listed below, they are exempt from having to provide additional evidence of English level proficiency.

Antigua and Barbuda	Jamaica
Australia	Malta
The Bahamas	New Zealand
Barbados	St Kitts and Nevis
Belize	St Lucia
Dominica	St Vincent and the Grenadines
Grenada	Trinidad and Tobago
Guyana	United States of America
Ireland	

- 6.15 An applicant who is not a national of a "Majority English Speaking Country" (see 6.13) who has completed a qualification in Quebec Province, Canada and is recognised by NARIC to be equivalent to a Bachelor's Degree, must provide evidence from the awarding university to confirm that the degree was taught and assessed in English. If so then they are exempt from having to provide additional evidence of English level to meet BU's English entry requirement. An applicant who is a national from a non "Majority English Speaking Country, who has completed a qualification recognised by NARIC to be equivalent to a Bachelor's Degree from all other provinces in Canada will be evaluated under as English is the medium of instruction and assessment.
- 6.16 Where a Bachelor's degree or higher from an English-speaking country is older than two years, further assessment measures may be taken and the applicant may be asked to provide evidence of English language skills.

- 6.17 Applicants who have successfully completed a Bachelor’s Honours degree with a minimum classification of 2.ii (or equivalent), taught and assessed in the medium of English throughout their studies from countries not listed in section 6.13 may not need to provide additional evidence of English proficiency if:
- The degree is considered comparable to at least a UK Bachelor’s Honours degree classification 2.ii
  - Graduation took place within the 2 years prior to the BU course start
  - The applicant provides acceptable confirmation from the awarding university that the degree has been taught and assessed in the medium of English. (Note: additional requirements apply for applicants from India).
- 6.18 Applicants who successfully complete a “Top Up” programme or similar are also exempt provided they complete it in a Majority English Speaking Country, and BU equates the qualification to a UK Bachelor’s Honours degree.

***English Language Requirements for Applicants who do not Require a Student Visa***

- 6.19 Other English language qualifications may be acceptable if an applicant does not require a Student Visa. These will be assessed on a case by case basis by the International Admissions Manager.
- 6.20 Applicants may have to show evidence of more recent knowledge of English if their qualification is over two years old and they are not able to demonstrate use of English on a daily basis.
- 6.21 If an applicant who does not require a Student Visa and has a Cambridge IGCSE but cannot confirm syllabus number or component score breakdown, English language may be evidenced in one of the following ways:
- Cambridge IGCSE Grades A-C (any syllabus) plus a level 3 equivalent qualification in English Language with minimum Grade C.
  - Cambridge IGCSE Grades A-C (any syllabus) plus at least one other IGSCSE subject with minimum Grade C.
- 6.22 Applicants who do not require a Student Visa and have completed a qualification taught and assessed in the medium of English will be regarded as having sufficient evidence of English language ability if they meet the requirements in the table below.

<b>IELTS requirement</b>	<b>Accepted qualifications taught and assessed in English</b>
IELTS (Academic) 6.0	2 A-levels (or equivalent qualifications) grades CC or above or GCSE English Language grade 4/C or above.
IELTS (Academic) 6.5	2 A-levels (or equivalent qualifications) grades BC or above.
IELTS (Academic) 7.0	2 A-levels (or equivalent qualifications) grades BB or above.

**7 PROVISION OF INFORMATION, ADVICE AND GUIDANCE**

- 7.1 Bournemouth University strives to ensure that all information, advice and guidance in relation to recruitment and admissions is relevant, accessible, and accurate at the time of publication to enable applicants to make informed decisions.
- 7.2 The University will endeavour to provide information in a suitable alternative format for those applicants with particular disabilities.
- 7.3 Entry requirements and programme information is published in a clear and accessible format and is available on the University website and prospectuses as well as the UCAS website.

- 7.4 The University reserves the right to make changes to entry requirements or course content once the prospectus has been published for a specified intake/calendar period in extenuating circumstances subject to approval from the Admissions Group. Any significant changes will be communicated to applicants in a timely manner.
- 7.5 The Future Students Enquiry Team responds to admissions enquiries via telephone, email or live chat and can be contacted at [futurestudents@bournemouth.ac.uk](mailto:futurestudents@bournemouth.ac.uk).
- 7.6 Information and guidance on how and when to apply can be found on our website at <https://www.bournemouth.ac.uk/study/undergraduate/how-apply>.

## **8 SIGNIFICANT CHANGES TO PROGRAMMES**

- 8.1 Where significant changes have been made to a published programme, applicants will be informed of those changes as soon as possible by admissions staff in accordance with BU's Communication Policy.

Such changes may include:

- i. a programme not being ratified or accredited by a professional body;
  - ii. a programme gaining validation from a professional body;
  - iii. major review of an existing programme;
  - iv. addition, substitution or removal of core or option units (to a total credit value of up to one third of a level)
  - v. changes in the credit value and/or level of units
  - vi. structural changes to a programme, e.g. introduction or discontinuation of intermediate qualifications, progression routes, placements, Student Exchange opportunities;
  - vii. major variation to the programme fees;
  - viii. change of location of programme delivery;
  - ix. the closure or suspension of a programme;
  - x. change of start or end date;
  - xi. change of entry requirements.
- 8.2 Applicants will have the opportunity to be considered for an alternative programme, defer (if the programme has been suspended) or withdraw their application.
- 8.3 Should the applicant wish to be considered for an alternative programme, the application will be assessed against the entry criteria for that particular programme, provided there is sufficient space available.

## **9 FEES AND DEPOSITS**

- 9.1 Bournemouth University is committed to a fair and transparent policy in respect of all fee charges made to students, whether tuition fees or additional programme related costs. Information on such charges is included with the offer letter to each applicant and on the University's website (validated partner programmes excluded).
- 9.2 Information on the eligibility and application process for scholarships and bursaries is available on the University website at <https://www.bournemouth.ac.uk/students/help-advice/financial-support>
- 9.3 International applicants are required to pay a deposit for postgraduate programmes. Failure to pay a deposit by the required deadline may result in the applicant losing their place.
- 9.4 The deposit will be non-refundable except in the circumstances listed in the Student Fees Policy available on our website at <https://www.bournemouth.ac.uk/students/help-advice/important-information>.

### **Fee Status Assessment**

- 9.5 The Education (Fees and Awards) Regulations 2007 allow publicly funded educational institutions to charge higher tuition fees to students unless they fulfil certain residence and immigration status

requirements (see [www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/England-Higher-Education](http://www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/England-Higher-Education)).

- 9.6 An applicant's fee status is calculated using their nationality, country of residence, plus the length and purpose of residency in the United Kingdom.
- 9.7 Applicants will be asked to provide a copy of their passport and relevant immigration documentation.
- 9.8 For complex cases, the applicant will be asked to complete a Fee Assessment Questionnaire. Responses to the questionnaire will be used to determine the applicant's correct fee status alongside the information provided in the application form.
- 9.9 BU reserves the right to amend an applicant's fee status if it has been assigned incorrectly. A change in fee status may result in the offer of a place being reconsidered or a higher tuition fee being charged.
- 9.10 To ensure the correct tuition fee rate is charged, applicants will not be permitted to enrol onto a programme unless a fee status has been assigned.
- 9.11 The fee status stated on the offer letter is based on the information provided on the application form and/or fee assessment questionnaire at the time the offer was made. It is the applicant's responsibility to ensure the correct fee status has been assigned.

### **Changes to a Student's Fee Status After Enrolment**

- 9.12 If the University has asked the student to provide all the relevant information in order to determine their fee status and the student has omitted to inform the University of any information which may have affected their decision, the fee status decision will be upheld for the current academic year. If the new information provided means the student should have been charged the 'Home' tuition fee, the student will be charged the 'Home' fee for any subsequent years of study.
- 9.13 If there is evidence that the University has mistakenly charged an incorrect tuition fee, the student will be refunded the relevant amount.
- 9.14 If it can be proved that a student has deliberately misinformed the University about details relating to their fee status in order to pay the 'Home' tuition fee, then they will need to pay the 'Overseas' tuition fee for the entire duration of their studies at BU.
- 9.15 If the University has misadvised the student of their fee status and the student has written evidence of this, then the University will honour that decision for the current academic year and advise the student, in writing, that they will be required to pay the Overseas fee for any subsequent years of their course.
- 9.16 A correctly assessed fee status at the time of enrolment remains with the student throughout their studies and cannot be changed for subsequent years. A student's fee status will only be reassessed if they are progressing to a new course at BU.

## **10 APPLICATION PROCESS**

- 10.1 All applications for full-time undergraduate and top-up programmes should be made via UCAS by the application deadlines set by UCAS. Guidance on the UCAS process is available on the UCAS website at <https://wwwucas.com/>.
- 10.2 Unless otherwise stated, applicants for all part-time undergraduate and all postgraduate programmes should apply via the University's online admissions system, accessible via the University website. Applicants for Continuing Professional Development (CPD) short courses apply using the designated application form.
- 10.3 Applications received via the University's online admissions system must be submitted by the application deadline as published on the University website.
- 10.4 International applicants will need to apply for a Student Visa to study in the UK (see Applicants Requiring A Student Visa section below). Bournemouth University is a Licenced Student Sponsor



and will issue a Confirmation of Acceptance of Studies (CAS) six months before the course starts as long as the applicant has met all the conditions of the offer, cleared the actions listed on their applicant record and paid the deposit if applicable.

- 10.5 When an applicant accepts an offer of a place at Bournemouth University, they are agreeing to the terms and conditions as stipulated in the Student Agreement. The latest version of the student agreement is on the BU website at [www1.bournemouth.ac.uk/students/help-advice/important-information](http://www1.bournemouth.ac.uk/students/help-advice/important-information).
- 10.6 Deferral of a place to a later intake prior to commencing the course may be granted according to the circumstances of the applicant. Deferral for two intakes will not normally be possible and is likely to require a new application to be submitted. Any conditions must be met by the last day of August within the current application year. In addition, any applicable fees, funding, placement, scholarship, accommodation and other terms covered in the Student Agreement may be subject to change. Members of the armed forces and their families are eligible for guaranteed deferral.

## **11 ASSESSMENT OF ELIGIBILITY FOR ENTRY**

- 11.1 When assessing an application, the University considers whether the content of the application indicates the applicant has the potential to fulfil the learning outcomes of the relevant programme of study.
- 11.2 Assessment of an application is based primarily on the applicant's qualifications and grades. Additional consideration may be required if the applicant is from outside the UK, the programme has additional selection methods or if the application doesn't meet the published entry requirements.
- 11.3 Due to the limited number of places on each programme, attainment of published entry criteria does not guarantee an offer of a place and the University reserves the right to exercise academic judgment and discretion when assessing prior attainment.
- 11.4 The personal statement and academic reference may be considered alongside the student's academic profile using pre-defined criteria as published on the BU website. A professional reference may also be reviewed if the programme leads to a professional qualification or registration.
- 11.5 If an interview is required, applicants will be booked onto the next available interview date. Interviews will be conducted by trained staff in line with the BU Equality and Diversity Policy and scored against pre-defined criteria.
- 11.6 If a portfolio is required, applicants will be asked to submit their work electronically. The portfolio will be reviewed by an academic member of staff using set criteria.
- 11.7 On receipt of an application, the University will aim to contact the applicant within 10 working days. The admissions team will respond with a decision (offer or unsuccessful), an invite to interview, a request for information or a portfolio.
- 11.8 Applicants asked to provide additional information, attend an interview or submit a portfolio must do so within 21 calendar days, otherwise the application may be withdrawn.
- 11.9 If an application is unsuccessful, a reason will be provided by email and the BU admissions portal or UCAS Track. Any additional feedback requests should be emailed to the Future Students Enquiry Team [futurestudents@bournemouth.ac.uk](mailto:futurestudents@bournemouth.ac.uk).
- 11.10 For some selective programmes, applications may be placed on a waiting list. If this is the case, the applicant will be informed when a final decision is likely to be made. Applicants who do not wish to remain on a waiting list may ask for their application to be rejected.
- 11.11 The University may consider an applicant for a suitable alternative course at BU or a partner institution if an application is unsuccessful. Applicants may be asked to submit a new personal statement.

- 11.12 Undergraduate applicants who do not successfully pass an interview or do not meet the conditions of the offer will not be eligible to apply for the same course through Clearing but will be considered for subsequent intakes.
- 11.13 Admission decisions will be based on the information supplied by the applicant. The omission of pertinent information or the supply of inaccurate information may invalidate the application and any subsequent offer of a place.
- 11.14 Applicants with a conditional offer will be required to provide evidence that the conditions have been met prior to the last day of August within the current application year. Applicants who provide evidence after this date may be accepted at the University's discretion if places are still available.
- 11.15 Applicants who achieve all conditions of the offer will have their place confirmed. Applicants who have not met the conditions are reviewed by admissions staff and their place may be confirmed if it is felt they have the potential to succeed and there are places remaining on the programme.
- 11.16 Entry may be refused to previous BU students if they have been withdrawn for failing to comply with the University terms and conditions or if they are applying for entry to the same programme (or a programme with common units) and the maximum number of re-sit attempts have been exhausted. Entry may also be refused if a previous BU student's academic history demonstrates they do not have potential to succeed on the course. Previously withdrawn BU students who require a Student Visa will be re-assessed for a new Confirmation of Acceptance for Studies (CAS).
- 11.17 Extenuating circumstances may be considered when deciding whether or not to accept an applicant onto a programme. This decision is made at the discretion of the University and is based on the perceived impact that the circumstances may have had on the applicant's study. An academic reference from a school or college will be required to support a claim.

## **12 WIDENING PARTICIPATION AND FAIR ACCESS**

- 12.1 Bournemouth University is committed to fair access and widening participation and uses contextual data when assessing applications of students from a widening participation background.
- 12.2 The University recognises that, due to their characteristics or circumstances, some applicants may have potential to succeed in higher education which is not evident purely from their current attainment, experience or predicted attainment.
- 12.3 In addition to assessment of whether the standard information in their application meets the entry qualifications for the programme they wish to follow, certain applicants will be given additional consideration through the University's AccessBU scheme (see [www.bournemouth.ac.uk/accessbu](http://www.bournemouth.ac.uk/accessbu)).
- 12.4 To be given additional consideration under the AccessBU scheme, applicants must either:
  - 12.4.1 fall into one or more of the automatically assessed categories listed on the AccessBU website (see the 'Eligibility' section at [www.bournemouth.ac.uk/accessbu](http://www.bournemouth.ac.uk/accessbu)), or
  - 12.4.2 submit an AccessBU Application and supporting evidence to demonstrate that their personal circumstances have had a negative impact on their post-16 studies or performance at GCSE.
- 12.5 If an applicant is considered by the Admissions team to be eligible for the scheme, they will receive a reduced offer up to 16 UCAS Tariff Points below the published entry requirements.

## **13 APPLICANTS WITH DISABILITIES, MEDICAL CONDITIONS OR OTHER SUPPORT NEEDS**

- 13.1 BU is committed to promoting diversity in its student population and will make reasonable adjustments to enable students with disabilities or medical conditions to participate in their chosen course
- 13.2 If an applicant with a disability, medical condition or other support need receives and accepts an offer, they are encouraged to inform the University of their support needs at the earliest opportunity to enable the University to assess what support or adjustments can be put in place. This

assessment is undertaken in accordance with the *3D Admissions Policy and Procedure for applicants with a disability, medical condition or other support need*.

## **14 APPLICANTS UNDER THE AGE OF 18**

- 14.1 Additional considerations apply to the recruitment of students applying to join the University before their 18<sup>th</sup> birthday and therefore the University has an additional policy which applies to the admission of such students and complements this policy and the related documents listed in paragraph 3. This can be found on our website at [www1.bournemouth.ac.uk/students/help-advice/important-information](http://www1.bournemouth.ac.uk/students/help-advice/important-information).

## **15 APPLICANTS REQUIRING A STUDENT VISA**

- 15.1 The University as a Licensed Student Sponsor is required to check that applicants requiring a Student Visa:

- have enough time left to study as per the Student Visa time limit;
- meet the university and Home Office English Language requirements
- meet the Home Office academic progression criteria (if applicable)
- meet any other requirements as set out by Home Office at the time of application.

Information and guidance about applying for a Student Visa can be found here:  
<https://www.gov.uk/student-visa>

- 15.2 Postgraduate applicants must pay a tuition fee deposit or show acceptable evidence that they are officially sponsored by a body recognised by the Home Office.
- 15.3 Before issuing a CAS (Confirmation of Acceptance for Study), applicants will be asked to disclose their full study and immigration history in the UK, including any UK visa application refusals, deportation from the UK or a ban on entering the UK.

## **16 ACADEMIC TECHNOLOGY APPROVAL SCHEME (ATAS) CLEARANCE**

- 16.1 Applicants who require a Student Visa and intend to study at postgraduate level in certain sensitive subjects are required to apply for an Academic Technology Approval Scheme (ATAS) certificate before they can study in the UK. Further information about the scheme can be found here:  
<https://www.gov.uk/guidance/academic-technology-approval-scheme>
- 16.2 The University will inform applicants made an offer for programmes which require ATAS of the need to apply and will provide guidance on how to do this.
- 16.3 Where ATAS clearance is required, the applicant must provide a copy of their ATAS certificate to the University prior to their CAS being released.

## **17 ACADEMIC PROGRESSION (INTERNATIONAL APPLICANTS)**

- 17.1 This section is for applicants requiring a Student Visa, who are applying for full time postgraduate taught programmes at BU. It may also be applicable to a small number of full-time undergraduate applicants also requiring visas (see sections 17.9 & 17.10).
- 17.2 The Academic Progression (AP) assessment is in place to ensure that applicants requiring a Student Visa are progressing academically if they wish to study a further course in the UK as required by the Home Office. Further information can be found on the government website at <https://www.gov.uk/government/publications/points-based-system-student-route>.
- 17.3 The applicant's visa application will be refused if AP is not evident and noted in the Confirmation of Acceptance for Studies (CAS) as having been assessed.
- 17.4 Applicants will be sent an Academic Progression Form (APF) which should be completed by the applicant if they apply for a course at the same academic level as their previously completed UK degree course.

- 17.5 If an applicant has declared previous UK study within their application form, the administrator will check whether an AP assessment should be performed **before** a decision can be made on the application.
- 17.6 The International Admissions Team (IAT) or administrators dealing with applications requiring a Student Visa are responsible for identifying where the Academic Progression Form should be completed by an applicant.
- 17.7 The International Admissions Manager (IAM) is responsible for making decisions on AP based on the content of the APF. In the absence of the IAM, the Head of Admissions will assess academic progression. Programme Leaders provide academic judgement on borderline cases referred by the International Admissions Manager or the Head of Admissions.
- 17.8 If an applicant applies for a course at the same academic level as their previously completed UK degree course, BU can exceptionally consider and assess whether academic progression is evident under its Student Sponsor Licence. To demonstrate academic progression, the applicant's new course must normally be above the level of the previous course for which they were given a Student Visa. For example, if the applicant's previous course was at Level 6 of the Framework for Higher Education Qualifications (FHEQ), the next course should be at a minimum of FHEQ Level 7. An overview of UK qualification levels can be found on the Gov.uk website at <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels/>
- 17.9 Home Office policy as of 6 April 2012 prevents applicants from obtaining a Student Visa for more than 5 years (6 in some cases), meaning it is unlikely that applicants who have already studied at undergraduate level in the UK would submit an application for further undergraduate level study. Top-up applicants may however be affected by the new Home Office guidance. Applicant cases where an AP assessment has to be conducted may also require a Study Limit assessment.
- 17.10 This will not apply to applicants of pre-session courses at BU (such as the BU International College Pre-session English for University Study Programme). BU will not offer pre-session places to applicants requiring a visa who have completed a previous pre-session course in the UK on a Student Visa, as current Home Office guidance does not support such pre-session courses in its acceptable examples of academic progression provided in the guidance.
- 17.11 If an applicant wishes to appeal against the decision made in their AP assessment, they may do so according to the Admissions Appeals and Complaints Policy (see *3C - Admissions Appeals and Complaints: Policy*).

## **18 APPEALS AND COMPLAINTS**

- 18.1 Should an applicant wish to request an appeal regarding the University's admissions process, they should follow the guidelines set out in the BU Admissions Appeals and Complaints Policy and Procedure which is available on our website at: [www1.bournemouth.ac.uk/students/help-advice/important-information](http://www1.bournemouth.ac.uk/students/help-advice/important-information).

## **19 CRIMINAL CONVICTIONS**

- 19.1 The declaration of a relevant criminal matter does not affect our assessment of an applicant's ability to meet academic requirements and is not an automatic bar to entry. However, the position of each applicant declaring a relevant criminal matter needs to be considered individually. See *3E - Admissions Policy and Procedure for Applicants with a Criminal Record*.

## **20 FRAUDULENT APPLICATIONS**

- 20.1 The Head of Admissions and International Admissions Manager provides advice to staff and partners on suspected fraudulent applications and the application of this section.
- 20.2 All applications are assumed to be accurate and complete. At the time of application, applicants are required to agree that this is the case and both the UCAS application form and the BU online application carry a personal declaration to that effect.

- 20.3 Admission decisions will be based on the information supplied by the applicant. It is the applicant's responsibility to ensure that all pertinent information is supplied on their application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer of a place.
- 20.4 Where an applicant does not provide enough information for admissions staff to reach a decision as to the suitability of the applicant, admissions staff will contact the applicant, their referee or employer (as applicable) to obtain the additional information required.
- 20.5 A decision about whether or not to proceed with the application will only be made when sufficient information has been supplied by the applicant
- 20.6 When additional information is being requested, the applicant, referee or employer will be given a reasonable deadline to produce this. If the information is not forthcoming by the deadline, the University has the right to withdraw the application.

### **UCAS Applicants**

- 20.7 All UCAS applications are processed through the UCAS fraud detection database which holds records of all previously detected fraudulent applications. New applications are compared, and where sufficient grounds for suspicion are detected, the applicant record is flagged and an investigation initiated
- 20.8 UCAS applications are also subject to scrutiny under the UCAS Similarity Detection Service which scans personal statements against a library of previous statements held at UCAS and on various websites and paper publications.
- 20.9 If the Head of Admissions is notified by UCAS that an applicant's personal statement has been flagged by the Similarity Detection Service, the notification is passed to the UK or International Admissions Team who will review the level of similarity detected. At the same time as contacting the HEI, UCAS will also email the applicant advising them to log onto Track to view the report.
- 20.10 Although an application may have been detected as being 'of interest' by UCAS it does not mean that it is necessarily fraudulent. If the level of similarity is at 60% or above, applicants will be asked to provide a revised personal statement together with any information they feel is of relevance. UCAS do not accept a revision of the Personal Statement and cannot retest the revised statement through the similarity detection software. Therefore, assessing the revised personal statement must be done individually.
- 20.11 The revised personal statement must demonstrate significant changes which have addressed the identified issues. The full application should then be considered as normal. If the changes are minimal or if the applicant refuses to provide a new personal statement, the application is considered to be fraudulent and dealt with in accordance with the process outlined below.
- 20.12 More information is available on the UCAS website:

<https://www.ucas.com/ucas/undergraduate/apply-and-track/filling-your-application/fraud-and-similarity>

### **Suspected Fraudulent Applications**

- 20.13 Where any application is suspected to be fraudulent or incomplete to the extent that it is misleading, the University has the right to withdraw the application. Prior to the withdrawal of the application, the applicant will be notified of the concerns and provided with the opportunity to explain any inconsistencies. If admissions staff still believe the application is fraudulent, or the applicant intended to deceive, the application should be cancelled.

- 20.14 If an application turns out to be fraudulent after a deposit has been paid, the University has the right to retain the deposit.
- 20.15 Where an application is withdrawn, the applicant has the right of appeal in accordance with the BU's 3C Admissions Appeals and Complaints Policy and Procedure.
- 20.16 Where the suspected fraudulent application has been made via UCAS, the Head of Admissions will notify the UCAS Verification Team.
- 20.17 All relevant qualifications and photo ID will be checked before or at enrolment in accordance with *3F - Proof of Qualifications and Identification: Procedure*.
- 20.18 If an applicant has declared qualifications which they do not hold (including forged certificates) or supplies fraudulent ID, the application will be considered fraudulent and treated in accordance with the policy outlined above.
- 20.19 Qualification or identification documents containing alternative names or inconsistent information and/or spelling must be supplemented with additional evidence.
- 20.20 Where an application is found to be fraudulent, admissions staff should liaise with the Head of Admissions.
- 20.21 The applicant should be notified in writing that their application has been cancelled, including the reason.
- 20.22 If an application is found to be fraudulent after the point of entry to the University, the student will be dealt with under the 11F Student Disciplinary Procedure (see [www1.bournemouth.ac.uk/students/help-advice/important-information](http://www1.bournemouth.ac.uk/students/help-advice/important-information)). A place may be withdrawn at any point in the course if an application is subsequently found to have been fraudulent.

## **21 DATA PROTECTION**

- 21.1 BU collects and retains personal information about potential future students for a range of purposes, including the operation of our admissions process as described in this Policy and Procedure.
- 21.2 This personal information is personal data which we manage in accordance with the relevant data protection legislation, including the EU General Data Protection Regulations and the Data Protection Act 2018.

For further information about our use of applicant information, including information about when and why we share it with third parties, please read the relevant BU Privacy Notice which can be found here: [www1.bournemouth.ac.uk/sites/default/files/asset/document/student-recruitment-admissions-privacy-notice.pdf](http://www1.bournemouth.ac.uk/sites/default/files/asset/document/student-recruitment-admissions-privacy-notice.pdf)

## **22 REFERENCES AND FURTHER INFORMATION**

- 22.1 This policy was reviewed according to the University's [Equality Analysis Procedure](#) in March 2021.
- 22.2 Contact details for further admissions information, policies or procedures:

Head of Admissions

Tel: + 44 (0) 1202 965356

Email: [UKAdmissions@bournemouth.ac.uk](mailto:UKAdmissions@bournemouth.ac.uk)