

3W – Admissions Policy and Procedure for Applicants with a Record of Misconduct

1. SCOPE AND PURPOSE

- 1.1 This policy and procedure explains how and why the University collects and processes information about misconduct relevant to a student's enrolment for and participation in a regulated professions programme at the University (see Appendix A).
- 1.2 This policy and procedure does not apply to misconduct that is also a criminal offence. The declaration of criminal matters is dealt with under [3E – Admissions Policy and Procedure for Applicants with a Criminal Record](#).
- 1.3 The University has a responsibility to determine whether students enrolling on a programme can meet the good character requirements in the chosen profession upon completion of the degree.
- 1.4 Good character is a fundamental standard set by the professional regulatory bodies to maintain professional standards and public confidence in the professions. All students who are undertaking, or wish to undertake, one of our health and social care programmes below are bound by the guidance and standards of the regulatory body. These programmes include mandatory requirements for students to undertake work placements in the professional environment. Students must continue to meet the good character requirement throughout their time on these programmes so that they are capable of safe and effective practice.
- 1.5 This policy and procedure provides for the collection and processing of information about applicants with a record of misconduct. In this policy the term "applicant" will usually refer to someone who has accepted an offer from the University but not yet enrolled as a student.
- 1.6 This policy and procedure (3W) applies in parallel with the University's Admissions Policy and Procedure for Applicants with a Disability, Medical Condition or Other Support Need and Admissions Policy and Procedure for Applicants with a Criminal Record (3D & 3E). If it becomes apparent that an offer-holder's position is likely to need to be considered by a Panel under either 3E, 3W or 3D, the procedure under 3E will usually be completed before a Panel considers the individual's position under 3W or 3D, but the Admissions Manager will determine the appropriate approach having regard to all relevant factors in the individual case.
- 1.7 Decisions about the impact of misconduct matters after they have enrolled at BU will be taken under 11H Fitness to Practise Procedure.

2 KEY RESPONSIBILITIES

- 2.1 The Education Service Manager (or their nominee) provides advice and guidance in relation to matters raised as part of this policy and procedure and supports the management of misconduct assessments (where required).

3 ACCESSING OTHER RELEVANT BU DOCUMENTS

3.1 All documents can be accessed [here](#)

3.2 Other documents with direct relevance to this are:

3B - Admissions Policy: Taught Programmes (excluding apprenticeships)

3B – Admissions Policy: Apprenticeships

3C - Admissions Appeals and Complaints Policy and Procedure

3D - Admissions Policy and Procedure for Applicants with a Disability, Medical Condition or Other Support Need

3E - Admissions Policy and Procedure for Applicants with a Criminal Record

11H - Fitness to Practise: Procedure

11J - Support to Study: Policy and Procedure

4. POLICY

- 4.1 The University will initially consider all applications with regard to academic qualifications and make decisions to offer individual places at the University on this basis, without regard to any available information about an applicant's record of misconduct unless there is a specific requirement to the contrary from the professional regulatory body. If an applicant does not meet the admissions criteria, the application will be rejected in the normal way.
- 4.2 Any applicant who accepts an offer from the University as their firm choice, will be asked by the University to provide information about any record of misconduct that has been formally raised within an education or professional setting. The processes for requesting this information and the ways in which it is processed are set out in this policy and procedure.
- 4.3 We ask individuals to provide this information so that we can work with applicants to determine if they are fit to practise in the chosen profession upon completion of the degree.
- 4.4 The University will withdraw an offer of a place if it determines that it will not be possible for the applicant to meet the professional regulator's "good character" criterion for entry to the programme.
- 4.5 The University considers it to be in the best interests of offer-holders to provide the information referred to in paragraph 4.2 to the University, and to do so shortly after accepting an offer rather than on or shortly before enrolment.
- 4.6 It is the responsibility of individual offer-holders and students to inform the University of material changes to any information provided under this policy and procedure.

5. RECORDS MANAGEMENT AND DATA PROTECTION

- 5.1 Information relating to a record of misconduct is treated as confidential within the University's Admissions processes (including the Panel processes described in this policy and procedure) and recognised as information subject to specific protections under the data protection legislation. The University keeps its practices under review with a view to minimising the scope of identifiable information which is processed under this policy and procedure.
- 5.2 All Admissions records and correspondence concerning an offer-holder with a record of misconduct will be securely stored in a central location by admissions staff, separately from other applications, or under similar secure arrangements in the relevant administration office. Within Admissions it will be accessed only as required for the purposes of the processes set out in this policy and procedure. If for any reason an authorised staff member needs to remove this information from the office, they will accept responsibility for ensuring that it is securely stored until such times as it is returned to the relevant administration office.

- 5.3 Where an offer is confirmed by the Disclosure Panel, information processed for the Panel process shall be kept confidential except to the extent that the information is to be used for the purposes of supporting the student at BU.
- 5.4 If an offer-holder whose offer is withdrawn under this policy and procedure wishes to re-apply in the following cycle, this policy and procedure will be applied in full to that application, based on the offer-holder's position at that time and the course requirements for the relevant academic year.
- 5.5 In addition to undergoing mandatory data protection training, staff within the University who have access to information about a record of misconduct for the purposes of this policy and procedure will be required to familiarise themselves with the University's processes for the handling of this information, including this policy and procedure.
- 5.6 All offer-holders will be made aware of the reasons why the University asks them to provide information under this policy and procedure when an offer is made to them.

Procedure

6. INITIAL ASSESSMENT

- 6.1 When an applicant accepts an offer of a place on a regulated professions course they will be required to complete a Fitness to Practise check that requires them to read the University's guidance on the "good health and good character" requirement and to declare any record of misconduct.
- 6.2 The processes set out in this policy for determining whether an offer-holder meets the good character requirement must be completed as far as reasonably possible before the offer-holder enrolls on their programme. In accordance with section 20 of 3B - Admissions Policy: Taught Programmes (excluding apprenticeships) the University may withdraw an offer either before an offer-holder enrolls or after they enrol but before they commence their first placement if:
- The offer-holder does not complete the Fitness to Practise check promptly;
 - The offer-holder does not engage promptly with any Disclosure Panel process under section **Error! Reference source not found.**, for example by failing to provide information promptly on request or participate in the process; or
 - The University establishes prior to the offer-holder commencing their first placement that the offer-holder has provided inaccurate or materially incomplete information or failed to notify the University of material changes to a matter that is relevant to the good health requirement.

7. DISCLOSURE PANEL

- 7.1 Membership of the Panel shall be as follows:
- A Deputy Dean or Associate Dean, or equivalent (or nominee)
 - Admissions Tutor(s)
 - Admissions Team Leader/Coordinator
 - Professional representatives as appropriate
- 7.2 The function of the Panel is to determine whether an offer-holder for a regulated professions course is capable of meeting mandatory course requirements, including whether they are capable of safe and effective practice in the professional environment as required by the relevant professional regulatory body.
- 7.3 In making its determinations the Panel will consider:
- The standards and requirements of the relevant professional regulatory body;

- Any relevant information provided by the offer-holder;
- Any relevant information provided by a referee nominated by the offer-holder who has no conflict of interest in the matter.

7.4 The Panel will reach one of the following decisions based on the information available to it:

- Withdraw the offer on the basis set out in paragraph 4.4, i.e. that it is not possible for the individual to meet mandatory course requirements (including the profession's "good character" requirement); or
- Confirm the offer.

8 REFERENCES AND FURTHER INFORMATION

8.1 UCAS Guide to Applicants and Higher Education Providers.

8.2 Supporting Professionalism in Admissions, Good Practice Guides
<https://www.ucas.com/providers/help-and-support/good-practice/admissions-good-practice>

8.3 Equality Act 2010

8.4 For further admissions information, policies or procedures contact the Admissions Manager
ukadmissions@bournemouth.ac.uk

8.5 This policy was reviewed according to the University's Equality Analysis Procedure in May 2025.

APPENDIX A: REGULATED HEALTH PROFESSIONS COURSES

Course Title	Award
Adult Nursing/Adult Nursing (Advanced Standing)	BSc (Hons)
Adult Nursing	MSc
Children's and Young People's Nursing/ Children's and Young People's Nursing (Advanced Standing)	BSc (Hons)
Mental Health Nursing/ Mental Health Nursing (Advanced Standing)	BSc (Hons)
Mental Health Nursing	MSc
Midwifery	BSc (Hons)
Occupational Therapy	BSc (Hons)
Operating Department Practice	BSc (Hons)
Paramedic Science	BSc (Hons)
Physician Associate Studies	PgDip
Physician Associate Studies	MSc
Physiotherapy	BSc (Hons)
Social Work	BA (Hons)
Social Work	MA
Social Work (Children and Families)	PGDip