

3B – ADMISSIONS POLICY (TAUGHT PROGRAMMES)

1 SCOPE AND PURPOSE

- 1.1 This policy outlines the University's commitment 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 Education¹.
- 1.2 The policy is available to all University and Partner staff (both validated and franchised) and those involved in the admission process are required to comply with them during the course of recruiting to a University programme.
- 1.3 The policy aligns with our commitment to widening access and inclusivity as outlined in our Access and Participation Plan² and the BU2025 Strategic Plan³.
- 1.4 The University is committed to equal opportunity to all applicants regardless of personal characteristics such as age, disability, gender, gender expression and identity, marital status, race (colour, ethnic or national origin), religion or belief, sexual orientation, trade union membership activity or political belief in accordance with its policies on equality and diversity and relevant legislation.
- 1.5 The University adheres to the principles of admissions as stipulated by the Universities and Colleges Admissions Service (UCAS)⁴ and agrees to consider all undergraduate applications on an equal basis if received on or before the 15th January application deadline.

2 KEY RESPONSIBILITIES

- 2.1 Admissions policies are reviewed on an annual 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 The Head of Admissions takes overall responsibility for the development of admissions policies and procedures. 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 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.

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

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

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

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

- 2.5 Recruitment suspensions and adjustments to targets or entry requirements are agreed by set timescales by the Admissions Group.
- 2.6 The Head of Admissions provides regular admissions reports to the Admissions Group and the University Leadership Team throughout the admissions cycle.

3 LINKS TO OTHER BU DOCUMENTS

The following policies and procedures are referenced in this document and can be found on our website at: <https://www.bournemouth.ac.uk/students/help-advice/important-information>.

- [3A - Standard Admissions Regulations](#)
- [3D - Fraudulent Applications Policy](#)
- [3E - Admissions Policy for Applicants with a Criminal Record](#)
- [3H - English Language Policy](#)
- [3J - Academic Progression \(International Admissions\): Policy](#)
- [3L - Fee Status Policy](#)
- [3P - Recognition of Prior Learning \(RPL\) Policy and Procedure](#)
- [3T - Admissions Appeals and Complaints Policy](#)
- [Equality and Diversity Policy](#)
- [Admissions and Support for Students Entering University under the Age of 18: Policy and Procedure](#)

4 PROVISION OF INFORMATION, ADVICE AND GUIDANCE

- 4.1 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.
- 4.2 The University will endeavour to provide information in a suitable alternative format for those applicants with particular disabilities.
- 4.3 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.
- 4.4 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.
- 4.5 The Future Students Enquiry Team responds to admissions enquiries via telephone, email or live chat and can be contacted at futurestudents@bournemouth.ac.uk.
- 4.6 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>.

5 APPLICATION PROCESS

- 5.1 All applications for full-time undergraduate and top-up programmes should be made via UCAS. Guidance on the UCAS process is available on the UCAS website at www.ucas.ac.uk.
- 5.2 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.
- 5.3 Applications received via the University's online admissions system must be submitted by the application deadline as published on the University website.

- 5.4 Applicants from outside the European Economic Area (EEA) will need to apply for a Tier 4 (General) Student Visa to study in the UK. Bournemouth University is a registered Tier 4 sponsor and will issue a Confirmation of Acceptance of Studies (CAS) three 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.
- 5.5 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.

6 ENTRY REQUIREMENTS

- 6.1 Applicants must have a set of skills required to fulfill the demands of the programme they wish to study. Institutional entry requirements are listed in *3A - Standard Admissions Regulations* which can be found on our website at <https://www1.bournemouth.ac.uk/students/help-advice/important-information>. Course level entry requirements are available on course webpages and prospectuses as well as the UCAS website.

7 ASSESSMENT OF ELIGIBILITY FOR ENTRY

- 7.1 When assessing an application, the University considers whether the content of the application indicates the applicant has the potential to fulfill the learning outcomes of the relevant programme of study.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 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.
- 7.8 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.
- 7.9 If an application is unsuccessful, feedback will be provided by email and the BU admissions portal. Any additional feedback requests should be emailed to the Future Students Enquiry Team futurestudents@bournemouth.ac.uk within one month from the date the decision was made.
- 7.10 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.

- 7.11 Feedback will be provided to unsuccessful applicants via UCAS and/or the applicant portal. Any additional feedback requests should be emailed to the Future Students Enquiry Team futurestudents@bournemouth.ac.uk.
- 7.12 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.
- 7.13 Undergraduate applicants who do not successfully pass an interview, personal statement review 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.
- 7.14 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.
- 7.15 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.
- 7.16 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.
- 7.17 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. Previously withdrawn BU students who require a Tier 4 visa will be re-assessed for a new Confirmation of Acceptance for Studies (CAS).
- 7.18 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.
- 7.19 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.

8 WIDENING PARTICIPATION AND FAIR ACCESS

- 8.1 Bournemouth University is committed to fair access and widening participation and uses contextual data when assessing applications of students from a widening participation background.
- 8.2 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.
- 8.3 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).
- 8.4 To be given additional consideration under the AccessBU scheme, applicants must either:

- 8.4.1 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), or
- 8.4.2 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.

- 8.5 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.

9 SIGNIFICANT CHANGES TO PROGRAMMES

- 9.1 Where significant changes have been made to a published programme, applicants will be informed of those changes as soon as possible by admissions staff.

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.

- 9.2 Applicants will have the opportunity to be considered for an alternative programme, defer (if the programme has been suspended) or withdraw their application.

- 9.3 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.

10 CRIMINAL CONVICTIONS

- 10.1 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 for Applicants with a Criminal Record*.

11 FRAUDULENT APPLICATIONS

- 11.1 The deliberate omission of pertinent information or the supply of inaccurate information may invalidate the application and, where relevant, any subsequent offer of a place. See *3D - Fraudulent Applications Policy*.

12 APPLICANTS WITH DISABILITIES AND/OR ADDITIONAL LEARNING SUPPORT NEEDS

- 12.1 BU is committed to promoting diversity in its student population and will make reasonable adjustments to enable students with disabilities, health conditions or other support needs to participate in their chosen course.
- 12.2 Before accepting an offer of a place at the University, applicants with disabilities, health conditions or other support needs which may affect their ability to participate in their chosen should contact the University's Additional Learning Support (ALS) service to help them make an informed decision about what support may be available to them if they accept their offer.

- 12.3 Offer-holders with disabilities, health conditions or other support needs which may affect their ability to participate in their chosen course are encouraged to register with the ALS service at the earliest opportunity to enable support needs to be assessed, with a view to ensuring that appropriate support arrangements will be in place before their course starts.
- 12.4 The University has a responsibility to ensure that students enrolling on a programme are able to participate in mandatory course activities safely, both in terms of their own health & safety and that of others who will be present in the same environment. The University will ensure that published course information will identify any mandatory course activities for which students will be required to complete a health & safety assessment risk.
- 12.5 The University will fulfill its duties under the Equality Act 2010. However, in extremely rare circumstances the University may withdraw an offer of a place if it determines that it will not be possible for the applicant to meet the mandatory requirements of the course (safely or at all) due to a disability, health condition or other support need, even if all reasonable adjustments are made. If this situation arises, the University will do its best to identify an appropriate alternative programme either at this institution or a suitable alternative provider.
- 12.6 Applicants will be given the opportunity to inform the University about relevant disabilities, health conditions or other support needs, through occupational health checks or health & safety risk assessments (where required) and registration with the ALS service. If an applicant fails to inform the University about a disability, health condition or other support need and it later becomes clear that they will not be able to meet the mandatory course requirements (safely or at all) as a result of the disability, condition or other support need, the University reserves the right to withdraw any offer of a place to study on the course under paragraph 12.5, following the processes referred to in paragraphs 12.3 and 12.4.
- 12.7 Applicants who are applying for health and social care programmes leading to professional registration will be required to complete an occupational health check prior to enrolling on the programme. This paragraph applies if, as a result of the occupational health check, the University is made aware that the applicant has a condition or disability which may affect their ability to complete the mandatory course requirements (safely or at all), including work placement activities. In these circumstances the University's Applicant Fitness to Practice Panel will consider what reasonable adjustments can be made and determine whether these would enable the applicant to complete the course safely or whether paragraph 12.5 applies and it is necessary to withdraw any offer of a place to study on the course.
- 12.8 Applicants who are applying for programmes other than those in paragraph 12.7 may be asked to complete a health and safety risk assessment if this is required in relation to mandatory elements of their chosen course. This paragraph applies if, as a result of such an assessment or on the basis of other information provided to the University (e.g. through registration with the ALS service), there appears to be a possibility that the applicant will be unable to complete mandatory course requirements (safely or at all). In these circumstances the University's Support to Study (Applicants) Panel will consider what reasonable adjustments can be made and determine whether these would enable the applicant to complete the course safely or whether paragraph 12.5 applies and it is necessary to withdraw any offer of a place to study on the course
- 12.9 Applicants to programmes run at Partners should contact the Partner directly for information about support and adjustments which may be available to them.

13 APPLICANTS UNDER THE AGE OF 18

- 13.1 Additional considerations apply to the recruitment of students applying to join the University before their 18th 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.

14 APPEALS AND COMPLAINTS

- 14.1 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 which is available on our website at: www1.bournemouth.ac.uk/students/help-advice/important-information.

15 DATA PROTECTION

- 15.1 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.
- 15.2 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

16 REFERENCES AND FURTHER INFORMATION

- 16.1 This policy was reviewed according to the University's [Equality Analysis Procedure](#) in July 2019.
- 16.2 Contact details for further admissions information, policies or procedures:

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