

## ADMISSIONS POLICY

All policies referred to in this document are available on the University of Suffolk website under [Our Policies and Procedures](#).

### Admissions Principles

1. The University of Suffolk is committed to ensuring an inclusive approach to people aspiring to higher education and aim to provide higher education to anyone with the potential to benefit. We accept students with a wide range of educational experiences and qualifications.

### Aims

2. We aim to:

- Welcome breadth of study and experience.
- Promote and actively encourage increasing participation in higher education from under-represented groups including those with disabilities, minority ethnic groups, mature people and applicants with vocational qualifications.
- Welcome applications from students who come from families new to higher education and encourage this through our outreach activities.
- Ensure students have sufficient depth of knowledge and understanding where particular subjects are required.
- Actively promote equality and diversity in our admissions processes.

### Transparency

3. The University operates a transparent admissions policy as detailed in this document. We are committed to providing clear, consistent, easily understandable and accessible information regarding entry requirements, selection procedures, and conditions of offer and fees which will support students in making an informed decision about their course.

4. Entry requirements are reviewed annually and published on the [University of Suffolk website](#).

5. Feedback on admissions decisions is available to applicants on request.

### Consistency

6. All admissions decisions are taken in line with the University of Suffolk's Admissions Aims and the procedures set out in this document. Some procedures may vary to meet the particular

requirements of some subject areas but they are based on the underlying principles of transparency, consistency and fairness.

7. University of Suffolk Schools support the publication of information/entry profiles for each course, which are available in Definitive Course Records (DCRs) and on the [University of Suffolk website](#).

8. All staff involved in the administration of admissions and/or selection and interview of applicants undergo relevant training.

### **Monitoring**

9. The University regularly monitors and reviews its admissions policies and procedures so that they are fit for purpose. Entry requirements are reviewed and discussed on an annual basis by the School Executives, with recommendations submitted to Portfolio Oversight Committee and then the Executive for approval.

10. Application and offer levels are reviewed and monitored monthly by the School Executives and Portfolio Oversight Committee during the standard UCAS Cycle. Throughout the Clearing Period, the Recruitment Planning Group meets regularly to support this monitoring.

### **Admissions Criteria**

11. Admissions staff will be expected to use professional judgement in assessing the academic potential of individual candidates. In exercising their judgement, admissions staff must operate in a way that is consistent with the University of Suffolk Admissions Aims. Admissions selectors treat each application to the University individually and will normally consider the following information when making offers for undergraduate study, including:

- Academic ability and potential as shown in the qualifications section on the application form.
- Predicted grades for qualifications yet to be taken.
- The Personal Statement and Reference as indications of ability, motivation and potential, alongside information about personal circumstances and contextual social and cultural information.
- Related work or voluntary experience showing commitment to a chosen career (particularly important for courses with a vocational route).

- Extenuating circumstances, whereby factors beyond the student's control have caused the student to perform less well in their coursework or examinations than they might otherwise have been expected to do.
- Portfolio/audition/interview performance where applicable.

12. Applicants to certain vocational or professional courses may be required to pass an Enhanced Disclosure and Barring Service (DBS) check and/or to demonstrate medical fitness to practice prior to being admitted. This is in order to comply with the requirements of relevant professional bodies. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

13. The University of Suffolk may request a DBS or medical fitness check for other courses as part of the admissions process and as a result of information provided as part of the application or during the application process.

14. When assessing an application for postgraduate study, admissions selectors will normally consider:

- Applicants who hold an undergraduate degree or an equivalent qualification.
- Evidence of relevant personal, professional and educational experience.

15. Post registration professional courses require applicants to have prior academic study or experience at the appropriate professional level.

### **Entry Requirements**

16. In order to ensure that applicants for admission are appropriately qualified for their programme of study and to ensure high standards of fairness and consistency, the University maintains a record of minimum entry requirements for all courses at undergraduate and postgraduate level. All admissions staff will be required to adhere to these requirements.

17. Applicants for all programmes are required to hold GCSE English and Maths at Grade 4/C or above (or appropriate Level 2 equivalents, unless excluded within the course requirements) as well as the minimum Level 3 course requirements. Some courses may have additional GCSE requirements, which will be detailed in the Definitive Course Record (DCR), the prospectus and the University of Suffolk website.

18. Applicants who do not hold these minimum GCSE requirements will be considered on an individual basis based upon their overall application and the course applied for.

19. Applicants to professional health courses will be required to have five GCSEs at grade C/4 or above including English, Maths and (in some instances) Science as well as the minimum Level 3 course requirements. For some courses equivalent Level 2 qualifications may be accepted; specific details are provided within the course entry requirements on the University of Suffolk and UCAS websites.

20. Applicants to DipHE, Foundation Degree or Honours Degree courses, who are under the age of 21, will need to fulfil the general minimum entry requirements detailed in points 16 - 26 and any specific course requirements as detailed in the Definitive Course Record (DCR), the prospectus or on the University of Suffolk website.

21. It is normally expected that applicants will have had two years' experience of post-16 study.

22. Applicants over the age of 21 should also see the paragraph entitled ***Mature Applicants***.

#### ***Honours Degree courses – minimum entry requirements***

23. In order to ensure sufficient depth of knowledge and understanding we normally require applicants to have achieved a minimum of two A-Levels (GCE) or equivalent Level 3 study.

24. Certain courses will require a particular level of performance in a subject at GCSE, A-level or other examinations. These subject-specific requirements will be specified on the course pages of the [University of Suffolk website](#).

25. Equivalent awards include BTEC/OCR Diplomas, Nationals and Certificates; Level 3 CACHE Diploma; Vocational A level (double award), T Levels and Access to Higher Education Courses.

#### ***Foundation Degree - minimum entry requirements***

26. Generally, applicants will be required to have achieved a minimum of one A-Level (GCE or VCE) or equivalent Level 3 study.

### ***Postgraduate taught courses – minimum entry requirements***

27. In order to ensure sufficient depth of knowledge and understanding we normally require applicants to hold an undergraduate degree or an equivalent qualification. Evidence of relevant experience will also be considered by Admissions selectors.

### ***Postgraduate research courses – minimum entry requirements***

28. Our research degrees are awarded by the University of Brighton. The minimum admissions requirements are those set out in the University of Brighton's Code of Practice for Research Degrees. The Graduate School will provide selectors and supervisors of postgraduate research students with this Code of Practice in addition to the provision of Supervisory Training every three years. The minimum entry requirements for applicants for postgraduate research degrees are a Bachelors (Honours) degree, graded at 1 or 2:1, awarded by an institution or body with degree awarding powers in the UK or equivalent from a recognised overseas institution.

### **International Baccalaureate, Scottish, Irish and other Qualifications**

29. We welcome applications from candidates with a wide range of qualifications, including Scottish Highers, the Irish Leaving Certificate, and the International Baccalaureate. For further information about entry requirements, please contact the Admissions Office or UCAS.

### **International Students**

30. The University welcomes applications from international students. International students must have entry qualifications equivalent to the general requirements for admission in accordance with UK ENIC (National Information Centre) equivalences. The Admissions Office can advise on the equivalence of qualifications where requested.

31. For students requiring a visa, the University will assess each Confirmation of Acceptance of Studies (CAS) request on its individual merit including through the review of relevant documentation (i.e. financial bank statements), and through a pre-CAS interview to determine an applicant's intention to study. We are required to meet strict UK Visa and Immigration (UKVI) conditions as detailed on the [UKCISA website](#). There are a number of circumstances where the University may be unable to sponsor a student by issuing a CAS. These include (but are not limited to) the following:

- Failure to provide the University with the necessary personal information (including, but not limited to bank statements/other financial documents to demonstrate sufficient funds as defined by the UKVI) to produce a CAS;
- Failure to pay a CAS deposit for a course of study;

- The proposed course of study does not satisfy UKVI Student Visa requirements;
- The student does not have valid leave to be in the UK at the time the CAS is requested;
- If the applicant/student has submitted documents which are proven or suspected to be fraudulent.
- Where the applicant has failed to demonstrate clear intentions and motivation to study in the UK at a pre-CAS interview, or through behaviour demonstrated throughout the application process;
- The University believes sponsorship will put the sponsor licence at risk;;
- The University believes that a visa application will not be successful. Grounds for this may include (but are not limited to) inadequate information, a history of visa refusals, insufficient funds, overstaying, language ability or on the basis of the applicants criminal history.

32. Applicants should note that an academic offer for study is not a guarantee that a CAS will be issued.

33. International students should be aware that University of Suffolk will report to the UKVI any student who is issued with a CAS, but does not enrol, misses classes, stops attending, or defers their place in accordance with the University of Suffolk [General Regulations \(Students\)](#), [Student Attendance and Engagement Monitoring Policy](#) and [Tuition Fee Policy](#)

34. University of Suffolk reserves the right to refuse admission to international students who do not hold a valid visa for the duration of their studies.

### **English Language**

35. All students are expected to be able to understand and express themselves in both written and spoken English. Students whose first language is not English will be expected to undertake a recognised English Language test in advance of commencing a University of Suffolk course, see paragraph 37 for further detail.

36. Applicants must have competence in English language and a Grade C/4 GCSE or an equivalent qualification is normally required.

37. There are a range of tests available for students from outside the UK to demonstrate their English Language proficiency. Applicants who require a visa should check the UKVI requirements to ensure that they choose an appropriate test. English Language requirements are published on the University of Suffolk website and may vary between courses. Recognised tests include: the

International English Language Testing Service (IELTS), the Cambridge Proficiency Certificate (C), the Cambridge Certificate in Advanced English (B), and the University of Suffolk Password test.

### **Recognition of Prior Learning**

38. We recognise that experience counts and offer the Recognition of Prior Experiential Learning (RPEL) and Recognition of Prior Certificated Learning (RPCL) as processes that allow applicants to gain recognition for skills or qualifications gained through previous study, at work or elsewhere. RPEL and RPCL can help the applicant gain credit towards a wide range of qualifications and may reduce the period of study time necessary to obtain their chosen award. Consideration for admission based on RPL will be given in accordance with the [Recognition of Prior Learning Policy](#).

### **Entry to Second or Third Year of Programme**

39. Applications can be considered for direct entry to the second or third year of an undergraduate programme via the Recognition of Prior Learning process as outlined in paragraph 38.

40. Applicants will be expected to have the standard entry requirements for the course as well as the appropriate number of higher education credits.

### **Mature Applicants**

41. The University of Suffolk welcomes applications from people over the age of 21 and, while usually expecting applicants to meet the minimum entry requirements for study, offers a flexible admissions policy which takes into account life and work experience for all courses with the exception of Professional Health programmes and BA (Hons) Social Work. Undergraduate applicants will usually need to provide evidence of successful recent study at Level 3 (i.e. A Level or equivalent) in relevant subjects, or relevant professional qualifications or experience. Applicants with no recent experience of studying may be advised to take an Access to Higher Education course or other preparatory study first.

### **Applicants Under the Age of 18 on Commencement of Studies**

42. The University will accept applications made by individuals who will be under the age of 18 at the start of their chosen course of study where they meet the minimum entry requirements for study. However, such applicants are legally considered to be 'minors' under English law, and the University therefore has an *enhanced duty of care* until their 18th birthday. It is important that individuals under the age of 18 and their parents/guardians understand that the University

community and campus is predominantly an adult environment, and the University does not take on the rights and responsibilities of parents/guardians in relation to those under 18. Further details of the admissions process for applicants under the age of 18 can be found in Appendix 1. In addition, the University's policy on Safeguarding can be found on the [University's website](#).

### **Deferred Entry**

43. We recognise the advantages that some students can gain from a 'gap year', and our Admissions Office is happy to discuss deferred entry with applicants. Applicants who would like to defer entry should indicate this in their application. It is also recommended that they outline briefly on the personal statement their reason for choosing deferred entry. Applicants will usually be considered on the same basis as applicants for the current year of entry and receive correspondence from UCAS and the University of Suffolk during the application timetable for that year.

### **Criminal Convictions**

44. The University aims to provide a supportive and positive environment for learning and teaching and follows the General Data Protection Regulation (GDPR) guidelines on the declaration of Criminal Convictions.

45. Applicants to certain courses<sup>1</sup> are required to inform the University of any relevant unspent criminal convictions during the application process. A relevant criminal conviction would usually include convictions, cautions, reprimands, bind-over order or similar involving one or more of the following:

- any kind of violence including (but not limited to) threatening behaviour, concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms;
- offences involving arson;
- offences listed in the Terrorism Act 2006.

---

<sup>1</sup> Students on any courses involving contact with children and/or vulnerable adults, all courses at one of the Partner Colleges (due to the presence on campus of FE students under the age of 18 years), and any students who require a UKVI Student Visa to study in the UK or who require a Confirmation of Acceptance for Studies (CAS) extension to continue their studies, will be required to declare any relevant unspent criminal convictions.



46. In addition to any relevant unspent convictions, students on professional courses and courses involving contact with children and/or vulnerable adults will also be required to declare spent convictions, cautions and bind-over orders which will not be filtered under Disclosure and Barring Service (DBS) guidelines. These students will also be required to undergo an Enhanced DBS check, including a check of the child and/or adult barred list and/or local police check from any countries you currently or have previously resided in as appropriate,

47. Applicants are informed via UCAS, the direct application form, the University of Suffolk website and other course related information where they are required to declare any relevant criminal convictions, including spent convictions and cautions (including verbal cautions) and bind-over orders that will not be filtered under DBS guidelines, in addition to any relevant unspent convictions.

48. Individuals who require a UKVI Student visa to study in the UK are required to disclose any criminal record(s), including spent convictions and may be required to provide an official local police check from any countries you currently or have previously resided in, at the time of applying for their Confirmation of Acceptance for Studies (CAS). A declaration may result in the University being unable to issue a CAS in accordance with Paragraph 31.

49. Where a declaration is required, the following advice is given to applicants:

- Depending on the course, remember that only relevant criminal convictions have to be declared.
- Be honest about your criminal convictions on application and enrolment forms.
- Applicants who declare a conviction will not automatically be excluded from the application process.
- Information is treated in the strictest confidence and is shared only with appropriate staff on a need to know basis.
- If a criminal conviction is not declared and subsequently becomes known, this will be considered to be a breach of the Terms and Conditions of Offer and could result in removal from the course.
- Any student who acquires a relevant criminal conviction during their course of study is required to make this known to the Academic Registrar. This may result in students being removed from the course.

50. Individuals applying for courses where a declaration of any criminal convictions is not a specific requirement are encouraged to share any restrictions or probation orders that may have a direct impact on their studies in order that relevant support can be put in place.

51. Any criminal convictions, restrictions or probation orders that are declared will be considered by the Criminal Convictions Panel, comprised of the Designated Safeguarding Officer, Admissions Manager, Dean of School or representative, and, for professional courses, a placement representative.

52. The Panel may seek the applicant's consent to write to a Probation Officer or other appropriate independent person/body asking for: any other relevant factors including any probation requirements; and a statement on the applicant's suitability for the programme applied for, including an assessment of the risk of further offending.

53. The role of the Criminal Convictions Panel is to take a reasonable view of the risk the applicant poses to the institution and those with whom the applicant will come into contact as part of their programme, including external stakeholders (such as placement providers), and assess whether the applicant poses an unacceptable risk.

54. The Panel will consider all the evidence available to assess the applicant's non-academic suitability for a place on the course and undertake a risk assessment taking into account:

- the relevant of the offence(s) to the course of study;
- the seriousness of the offence(s);
- the length of time since the offence(s);
- whether there is a pattern of offending;
- whether the applicant's situation has changed since the offence(s) was/were committed;
- the circumstances surrounding the offence(s);
- the applicant's explanation for the offence(s); and
- evidence submitted of their good character.

55. The Panel may decide:

- that the offer be processed as normal or enrolment be allowed to continue;
- to make a new offer with new conditions attached or to specify conditions for continued enrolment on the course;
- to suggest an alternative course; or
- not to make, or to withdraw, an offer.

56. The Panel shall make a formal record of the reasons for their decision to be retained by the Admissions Office.

57. The Admissions Officer shall advise the applicant of the Panel's decision as soon as possible, and no longer than five working days after the decision is made. If the Panel has decided not to make a formal offer of a place, to suggest an alternative course or to set conditions, the applicant shall also be informed by the Admissions Officer of the Appeals Process.

### **Interviews**

58. In addition to meeting the academic entry requirements, applicants for some courses, such as art and design, health, social work and courses with a work placement, will be required to attend an interview or portfolio review as part of the selection process.

59. Some courses may offer interviews in order for applicants to be made a reduced or unconditional offer. Interviews may also be requested on an individual basis by the Admissions Office, and some courses may carry out informal interviews as part of the application process to ensure applicants completely understand the course.

60. All applicants to our postgraduate research degree programmes must be interviewed before a place can be offered. Interviews are normally carried out by at least two members of University staff who have received selection and admissions training. At least one of these will have supervised a PhD to completion.

61. Where an interview is required, applicants will receive details of the selection procedure in advance to ensure sufficient time for preparation. Applicants with additional needs are invited to stipulate any additional requirements on their interview response.

62. It is usually expected that applicants will attend the initial interview date offered as alternative dates are not always available. Where an applicant is unable to attend they should contact the Admissions Office as soon as possible to discuss appropriate options. The University of Suffolk is unfortunately unable to guarantee that an alternative date will be available, where this is the case, applicants will be advised accordingly.

### **Offers of Study**

63. Offers are usually expressed on the basis of UCAS tariff points, and will include both completed and pending qualifications (usually accumulated over two years of post-16 study).

64. Within any offer, a pass at a particular grade and/or in a particular subject may be required, or tariff points from a particular subject may be limited.

65. Some courses may use methods such as assessment of predicted grades, reviewing of personal statements and/or references, written tasks or interviews in order to consider applicants for a reduced or unconditional offer for study. Criteria for reduced or unconditional offers will be agreed at School level at the beginning of each academic year.

66. Making an offer for study, which is subsequently accepted, is the creation of a contract between the University of Suffolk and the applicant. Only trained Admissions Selectors are therefore able to make a formal offer of study to applicants. The Graduate School will make offers to postgraduate research students following approval by the University of Suffolk Postgraduate Research Committee.

67. Where an applicant does not meet the entry requirements and/or have a successful interview for their original selected programme of study but does meet the requirements for an alternative related programme either at point of the initial application or at confirmation, the University may make an offer or consider the application for an alternative course. The University will contact the applicant by email to request that they confirm interest in the new course. Applicants are under no obligation to accept the alternative offer, and should consider their options carefully before doing so.

68. The University reserves the right to amend or withdraw an offer of a place based upon (but not limited to) the following:

- If the student is subsequently found to have made false statements, submitted falsified or fraudulent documentation, provided inaccurate information, or omitted significant information, including criminal convictions, during the application process;
- On the basis of information provided to the University after an offer has been made (i.e. via a reference or DBS certificate).
- If the applicant or student is found to have contravened the [University of Suffolk General Terms and Conditions of Offer for Applicants](#) as set out in their original offer email.

69. The University of Suffolk may report any application, or associated documents, it suspects to be fraudulent to the UCAS Verification Unit.

70. The University may convene an Admissions panel to consider the suitability of any applicant to join the course at any stage of the admissions process. In this case, the applicant will be invited to submit a statement for consideration.

### **Applicants wishing to Reapply or Return to Study**

71. Applicants who are unsuccessful for their chosen course must wait one application cycle before reapplying for the same programme.

72. Applications will be considered against the current academic requirements for the year of entry. The University of Suffolk may draw upon information submitted or considered as part of a previous application, or any previous enrolment (including accordance with the University's Recognition of Prior Learning Policy (RPL) and relevant assessment regulations) when assessing suitability for study.

73. Previous students of the University of Suffolk are advised to check the University RPL Policy, and relevant assessment regulations when considering a return to study in order to confirm their eligibility.

74. Individuals with outstanding tuition fee debts to the University will not be considered for entry until these debts have been cleared, or an appropriate payment plan has been agreed with the University of Suffolk Finance Department.

75. Previous students of the University of Suffolk who have been withdrawn from a programme leading to Professional registration for academic reasons including academic failure or misconduct; for reasons relating to fitness to practice or if their course leads to professional registration with a PRSB and they have already been awarded an exit award (which is considered a final award) may not be eligible to reapply

### **Academic Study Support**

75. The University of Suffolk is committed to supporting students to enable them to succeed in their studies. Academic Study Support is available to applicants within the University of Suffolk induction programmes prior to course start dates to assist individuals in preparing for study.

### **Progression Agreements**

76. Progression Agreements provide an effective way for Further Education Colleges, Schools and Diploma Consortia to work together in a way which facilitates greater understanding of learners about the choices available to them at a higher education level. Progression Agreements

may include a lower or unconditional offer being made in recognition of engagement between the applicant and the University of Suffolk. To find out if a Progression Agreement exists between your current place of study and the University please contact the [University of Suffolk Student Centre](#).

### **Additional Support Needs**

77. The University of Suffolk welcomes applications from students with additional needs and will make every reasonable effort to meet their needs to enable them to study at the University. Applications from individuals with disabilities and/or additional needs are considered on their academic merits in line with all other applications. We would encourage all applicants to view the [University of Suffolk Disability Statement](#) for more information.

78. Applicants are strongly encouraged to discuss their likely additional support requirements with the University as early as possible to ensure that consideration can be given to any arrangements that may need to be put in place. The University of Suffolk, through its Student Services department, is committed to providing on-going support with the focus on providing accessible services and supporting students to complete their courses as independently as possible.

### **Applicant Behaviour**

79. The University of Suffolk expects that all interactions between applicants, representatives of applicants, students and staff are conducted with courtesy and respect. Inappropriate behaviour towards members of the University community is not tolerated. Examples of inappropriate behaviour include hostile or aggressive behaviour, or the act of offering a bribe or financial inducement. Such behaviour is viewed very seriously and may prejudice the further consideration of an application, appeal or complaint. Applicants will usually be warned by the University when their conduct is such that action is being considered, however in exceptional cases (e.g. where a threat is made to a member of staff), then no warning need be given before action is taken.

### **Course Validation**

80. Courses that are listed as *subject to validation* are new courses that are presented with indicative course content on the University of Suffolk website. Applicants who apply for a course that is subject to validation will be contacted as soon as reasonably practical, when the validation decision has been made.

#### *81. Courses that are validated*

- Applicants will be provided with complete information about the course, including core modules, award title and assessment methods.

- If, as a result of the detailed course information, you wish to withdraw your application:
  - You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
  - If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the University (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
  - The University will provide you with a full refund of any deposit or tuition fees paid.

## 82. *Courses that are not validated*

- Courses may not be validated if the suggested content does not meet external, professional, accrediting or other regulatory body requirements. In this circumstance, the University will provide you with a list of suitable alternative courses within the institution, inviting you to confirm in writing within 14 days (of receiving written notification) if you would like to be considered for the alternative(s).
- If you do not contact the University within 14 days to confirm that you would like to be considered for an alternative course, your application will be withdrawn and you will be contacted by the University to confirm that this has taken place.
- If the University of Suffolk does not have any suitable alternative courses available, the institution will use its reasonable endeavours to suggest a suitable alternative course with an alternative provider and will provide you with a full refund of any deposit or tuition fees paid.

## **Course Re-approvals**

83. All University of Suffolk courses undergo a cycle of review, with a re-approval event held for each course usually every five years. This regular review ensures that course teams can update courses to meet industry standards, and include new modules that enhance the student academic experience, and that respond to student feedback. Courses that are subject to re-approval may therefore have changes made to modules and assessments, and these changes will be communicated to applicants.

84. Courses that are subject to re-approval are existing University of Suffolk courses that are undergoing a normal cycle of review. The course content published on the University of Suffolk website is accurate for the previous entry year and will be provisional content for the application entry year. Course information on the University of Suffolk website will clearly state if this

information is likely to change, and applicants will be notified when the updated course documents are available.

85. If, as a result of any changes to the material information you wish to withdraw your application:

- You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
- The University will provide you with a full refund of any deposit or tuition fees paid.

86. It is very unlikely that a course will not be re-approved, but this may happen if the suggested content does not meet external, professional, accrediting or other regulatory body requirements. In this circumstance, the University will provide you with a list of suitable alternative courses within the institution, inviting you to confirm in writing within 14 days (of receiving written notification of the change) if you would like to be considered for the alternative(s):

- If you do not contact the University within 14 days to confirm that you would like to be considered for an alternative course, your application will be withdrawn and you will be contacted by the University to confirm that this has taken place.
- If the University does not have any suitable alternative courses available, the institution will use its reasonable endeavours to suggest a suitable alternative course with an alternative provider and will provide you with a full refund of any deposit or tuition fees paid.

### **Course Changes**

87. The University reserves the right to make course changes, including changes to course content, structure, teaching and assessment, at any time between your acceptance to 28 days prior to the date when your course starts, for one or more of the following reasons:

- To comply with external, professional, accrediting or other regulatory body requirements.
- To improve course quality.
- To ensure that the curriculum is relevant to the intended learning outcomes and/or standards set by relevant professional bodies.
- To implement external examiner and academic adviser feedback.



- To implement student feedback, for the benefit of students.

88. The University will notify you of any such changes as soon as reasonably practicable. If, as a result of a change made under this clause, you wish to withdraw your acceptance or terminate your enrolment:

- You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
- The University will provide you with a full refund of any deposit or tuition fee paid.

### **Late Course Changes**

89. The University reserves the right to make course changes, including changes to course content, structure, teaching and assessment, at any time later than the 28 day period specified in section 87, including after your enrolment and/or your course start date, for the reasons set out in section 87.

90. If the University makes any changes to your course, you will be notified of such changes as soon as reasonably practicable.

91. If you do not agree that the change of which you have been notified after your enrolment is fair, you may wish to seek redress under the [University of Suffolk Student Complaints Procedure](#).

92. If, as a result of a change made under this clause, you wish to withdraw your acceptance or terminate your enrolment:

- You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
- The University will provide you with a full refund of any deposit or tuition fee paid.

93. Any change made to your course under this clause which falls outwith the reasons set out in section 87 would be considered by the University to be a variation of your contract with the

institution, to which your consent is required. In these circumstances you will be asked to contact the University in writing, normally within 14 days, if you are not willing to consent to the changes. Student representatives will be consulted in advance about course changes made under this clause.

94. If you do not give consent to a change made within the circumstances set out in section 87, the following will apply:

- Upon receiving your written concerns, the University will invite you to meet relevant University staff to discuss the issue with the aim of seeking a mutually acceptable resolution.
- If no resolution is reached, you will have the right to withdraw from your course.

95. If you decide to withdraw from your course in these circumstances:

- You must notify the University in writing, within 14 days of receiving written notification of the change;
- If you so request, the institution will use its reasonable endeavours to provide a suitable alternative course at the University (for which tuition fees may be payable) or suggest a suitable alternative course at another provider;
- The University will provide you with a full refund of any deposit or tuition fee paid towards the course from which you are withdrawing. The University will also consider, on a case by case basis, evidence of direct losses incurred by students withdrawing from a course as a result of late changes.

### **Course Suspension**

96. The University reserves the right to suspend a course before it has started, for the following reasons:

- Due to an insufficient number or quality of student applications received, the University is unable to guarantee the student experience and/or is unable to meet course number requirements.
- Accreditation/support from relevant professional or regulatory bodies is withdrawn.
- The course is not financially viable.

97. In order to minimise disruption caused by course suspensions, the University will:

- Use its best endeavours to recruit sufficient numbers of students in order to run the course.

- Warn you if a course is at risk of suspension due to failure to achieve sufficient numbers and quality of student applications.
- Give you no less than 28 days' notice of suspension prior to the start of the course.
- If, due to circumstances beyond the institutions reasonable control, it is not possible to notify you in advance, the University will endeavour to do so as soon as reasonably practicable.

98. If the University has to suspend your course after you have accepted an offer the institution will:

- use reasonable endeavours to provide a suitable alternative course at the University (for which tuition fees will be payable) or suggest a suitable alternative course at another provider;
- provide you with a full refund of any deposit or tuition fee paid towards the course which has been suspended.

### **Feedback to Applicants**

99. If an applicant requires feedback on an unsuccessful application, this should be in writing to the Admissions Office. This request will then be passed to the appropriate Admissions Selector. The University will not discuss the outcome of individual applications with anyone other than the applicant.

### **Complaints**

100. Concerns that the University's admissions principles and procedures have been incorrectly implemented may be raised through the [University of Suffolk Applicant Appeals and Complaints Procedure](#). The University does not normally offer applicants the right to appeal an academic decision not to offer a place on a University of Suffolk degree, unless additional information is provided to support the original application.

101. Applicants are encouraged to view the [Tuition Fee Policy](#) and the [General Regulations \(Students\)](#), which sets out the requirements of students relating to Attendance and Conduct.

### **Use of Applicant Data**

102. The University of Suffolk needs to collect, maintain and use personal data in order to process applications for study, to enrol students, to administer courses, and provide relevant facilities.

103. Data collected during the admissions process is used for the purposes of creating applicant records (and subsequently student records if an individual enrolls) and to process the applications in accordance with relevant policies and procedures. The University may need to collect and process sensitive personal data such as ethnic origin, disability data and sometimes other personal data in order to provide access to some courses and additional support where appropriate. We are also legally required to collect and process data on current and past criminal convictions. This data will only be shared between staff who have a legitimate need to see it.

104. Data is processed in accordance with data protection legislation, including the General Data Protection Regulation (GDPR), and the University of Suffolk Data Protection Policy.

### **Questions about this policy**

105. Any questions about the University of Suffolk Admissions Policy should be directed to the Admissions Office:

University of Suffolk  
Admissions Office  
Waterfront Building  
Neptune Quay  
Ipswich  
IP4 1QJ  
admissions@uos.ac.uk

106. Any questions about the admission of Postgraduate Research students should be directed to the Graduate School at [graduateschool@uos.ac.uk](mailto:graduateschool@uos.ac.uk)

## Appendix 1

### **Additional admissions arrangements for applicants who will be under the age of 18 on commencement of studies**

Where an applicant will be under the age of 18 at the start of their chosen course, the University will require the applicant's parent/guardian to sign the University's Consent Form and return it to the Admissions Office as confirmation that they, the parent/guardian, have read and understood the nature of the obligations which the University owes to its students under the age of 18 and the extent of the services and facilities available to them. No applicant under the age of 18 will be admitted by the University unless and until the Consent Form has been signed and returned to the Admissions Office.

Where the parents/guardians of an applicant under the age of 18 are not resident in the UK, the University requires that a UK-based guardian is appointed and the guardian's details are provided in writing to the University as a condition of admission.

Under the guidance produced by the Home Office, applicants can apply for a UKVI Student Visa to study in the UK if they are 16 years old or older. This would mean that if an international applicant is 15 years or younger when studying, the University would be unable to support their application to study.

The University must comply with regulations set by the UK Visas and Immigration (UKVI). As such, parents/guardians must ensure that suitable care arrangements are in place for a child under the age of 18 who will study in the UK and be sponsored by the University under its Student Visa licence. The Consent Form requires parents/guardians to confirm:

- their relationship to the applicant
- that they consent to the application as a UKVI Student Visa student
- that they consent to the applicant's living arrangements in the UK
- that they consent to the applicant's independent travel to the UK
- the arrangements for the applicant's travel, reception to the UK and living arrangements.

A student aged 16 or 17 has the legal right to live independently in the UK and may make their own accommodation arrangements. However, when a 16 or 17 year old applies for a visa under the UKVI Student Visa route, they must have their parents' or a legal guardian's permission both to travel to the UK and live independently.

If one parent or legal guardian has legal custody of or sole responsibility for the applicant, this must be confirmed on the Consent Form and the form signed by that parent or legal guardian. If not, then both parents or legal guardians must give their consent and the form must be signed by both of them.

Minors over 16 years of age have the same rights under the General Data Protection Regulation (GDPR) as those over 18. This means that the University will not disclose any information about such applicants and/or students without their specific consent. However, if the applicant/student fails to pay any sums agreed on contract then it might be necessary to disclose this to any guarantor and possibly to a debt collection agency.