

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 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. Information on this training can be provided on request.

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 the Portfolio Oversight Group and then the Executive for approval.

10. Application and offer levels are reviewed and monitored monthly by the School Executives 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 his or her coursework or examinations than he or she 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 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 below and any specific course requirements as detailed in our prospectus or on the University of Suffolk website.

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

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

Honours Degree courses – minimum entry requirements

20. 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.

21. 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](#).

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

23. Applicants to professional health courses will be required to have five GCSEs at grade C/4 or above including English, Maths and Science. 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.

Foundation Degree - minimum entry requirements

24. Generally, applicants will be required to have achieved a minimum of one A-Level (GCE or VCE) or equivalent Level 3 study, and three GCSEs at grade C/4 or above.

Postgraduate taught courses – minimum entry requirements

25. 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

26. The minimum admissions requirements are those set out in the University of East Anglia's Code of Practice for Research Degrees. The Graduate School will provide selectors of postgraduate research students with 'Guidelines for the Admission of Postgraduate Research Students' and will provide selectors with training. The Graduate School can advise individual applicants on a case by case basis.

International Baccalaureate, Scottish, Irish and other Qualifications

27. 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

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

29. For students requiring a visa, the University will assess each Confirmation of Acceptance of Studies (CAS) request on its individual merit. 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 to produce a CAS;
- Failure to pay a CAS deposit for a course of study;
- The proposed course of study does not satisfy Tier 4 requirements;
- The student does not have valid leave to be in the UK at the time the CAS is requested;
- The University believes sponsorship will put the sponsor licence at risk, or has concerns about the student's intention to study;
- 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 or language ability.

30. 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.

31. 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.

Key Skills

32. Key Skills in literacy and numeracy are not a mandatory requirement but could be included within an offer of study. Evidence of wider key skills outcomes in personal statements are used by our Admissions Selectors when deciding whether an offer can be made.

33. For some courses, the achievement of Level 2 Numeracy and/or Literacy will be acceptable as an alternative measure of capability for candidates who do not have GCSE grade C/4 in Mathematics and/or English Language. Courses that accept equivalent qualifications note this in their published entry requirements.

English Language

34. 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 36 for further detail.

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

36. 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. The minimum International English Language Testing Service (IELTS) (Academic) score accepted by the University is 6.0 overall (minimum 5.5 in each component) for undergraduate courses and 6.5 or 7.0 overall (minimum 5.5 in each component) for postgraduate courses. Other recognised tests include: the Cambridge Proficiency Certificate (C), the Cambridge Certificate in Advanced English (B), and the University of Suffolk Password test. Undergraduate professional Health programmes normally require a minimum of grade 7.0 or above.

Recognition of Prior Learning

37. We recognise that experience counts and offer the Recognition of Prior Experiential Learning (RPEL) and Recognition of Certificated Prior Learning (RPCL) as processes that allow applicants to gain recognition for skills or qualifications gained 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

38. Applications can be considered for direct entry to the second or third year of an undergraduate programme. 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

39. The University of Suffolk welcomes applications from people over the age of 21 and 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

40. 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. 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

41. 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

42. 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.

43. Applicants to some courses, for example Health-related and Education programmes will be required to declare any relevant criminal convictions and may also be required to undergo an Enhanced Disclosure and Barring Service (DBS) check. The relevance of criminal convictions

depends upon the nature of the course, but offences against the person of a violent or sexual nature, offences concerning commercial drug dealing or trafficking, offences involving firearms or arson, and offences listed in the Terrorism Act 2006 will also be taken into consideration. Applicants are informed via the Prospectus, UCAS, the University of Suffolk website and other course related information where they are required to declare any 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.

44. 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.

45. 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.

46. 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.

47. 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.

48. 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.

49. 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 relevance of the offence(s) to the course of study;
- The seriousness of the offence(s);
- The length of time since the offences);
- 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.

50. 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 an offer.

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

52. 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

53. Applicants who meet the entry criteria for Art and Design courses may be invited to a portfolio review. Applicants to Professional Health courses (including Nursing, Midwifery,

Radiography, Radiotherapy and Operating Department Practice) and Social Work will be invited to attend a selection day. Applicants to Counselling, Engineering, Construction, and PGCE/CertEd will be invited to attend an interview.

54. 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.

55. Some courses will carry out informal interviews as part of the application process to ensure applicants completely understand the course. 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.

56. 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.

Offers of Study

57. 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).

58. 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.

59. 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.

60. 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.

61. 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.

62. 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 or 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).

63. The University of Suffolk may report any application it suspects to be fraudulent to the UCAS Verification Unit.

64. 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

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

66. 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) when assessing suitability for study.

67. 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. Individuals with outstanding tuition fee debts to the University will be unable to enrol until these debts have been cleared.

Pre-entry Study Skills

68. The University of Suffolk is committed to supporting students to enable them to succeed in their studies. Free Pre-entry Study Skills courses are offered to our applicants to assist them in preparing for study at the University of Suffolk.

Progression Agreements

69. 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 Infozone](#).

Additional Support Needs

70. 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 students with disabilities and/or additional needs are considered on their academic merits in line with applications from all students. We would encourage all applicants to view the [University of Suffolk Disability Statement](#) for more information.

71. 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

72. 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 to be given before action is taken.

Course Validation

73. 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.

74. *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.

75. *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

76. All University of Suffolk courses undergo a cycle of review, with a re-approval event held for each course usually every six 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.

77. 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.

78. 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.

79. 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

80. 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.

81. 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

82. 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 80, including after your enrolment and/or your course start date, for the reasons set out in section 80.

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

84. 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 Complaints Procedure](#).

85. 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.

86. Any change made to your course under this clause which falls outwith the reasons set out in section 80 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.

87. If you do not give consent to a change made within the circumstances set out in section 73, 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.

88. 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

89. 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.

90. 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.

91. 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

92. 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

93. Concerns that the University's admissions principles and procedures have been incorrectly implemented may be raised through the [University of Suffolk 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.

94. 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

95. 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.

96. 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.

97. 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

98. 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

99. Any questions about the admission of Postgraduate Research students should be directed to the Graduate School at 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 Tier 4 (General) 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 Tier 4 licence. The Consent Form requires parents/guardians to confirm:

- their relationship to the applicant
- that they consent to the application as a Tier 4 (General) 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 Tier 4 (General), 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.