

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 s5 Tf1 0 (o)-11-11(s)51(l)17(e-11(a)-11(si)-4(l).(h)-11()5(w)-4(24()5(su)m-107(a)-11kf)5()

7. Our 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](#).

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 DCR, the prospectus or on the University of Suffolk website.

21. It is normally expected that applicants will have had two 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. 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

45. 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

46. 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.

47. Applicants to certain courses¹ are required to inform the University of any relevant unspent criminal convictions during the application process. A relevant criminal conviction would usually include convictions, to

55. In addition to meeting the academic entry requirements, applicants for some

Recognition of Prior Learning Policy (RPL) and relevant assessment regulations) when assessing suitability for study.

70.

76. Applicants are strongly encouraged to discuss their likely additional support requirements

In this circumstance, the University will provide you with a list

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

89. If you do not agree that the change of which

- ◁ 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

94. 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.

95. In order to minimise disruption caused by course suspensions,

104. Any questions about the admission of Postgraduate Research students should be directed to the Graduate School at graduateschool@uos.ac.uk

If not, then both parents or legal guardians must give their consent and the form must be signed by both of them.

1.7. Minors over 16 years of age have the same rights under the General

Appendix 2

Safeguarding, Suitability and Criminal Convictions Procedure

2.1. The purpose of the procedure set out in this appendix is to ensure that applicants who have relevant criminal convictions to declare are treated consistently and equitably and in accordance with the Rehabilitation of Offenders Act 1974, the Human Rights Act 1998 and the Protection of Freedoms Act 2012. The procedure follows the SPA (Supporting Professionalism in Admissions) Criminal Convictions: Statement of Good Practice and seeks not to replace the role and responsibilities of the Criminal Justice Service to determine an individuals' suitability within the wider society.

2.2. Applicants who declare a conviction(s) in accordance with the policy will not be automatically excluded from the application process. Applicants must demonstrate that they meet both the academic requirements and the suitability requirements for a programme of study. This may involve a separate risk assessment of the applicant's ability to fulfil both requirements.

2.3. The relevance of any declared criminal convictions made by applicants will depend upon the nature of the course to which entry is sought. The University of Suffolk will consider any course and module content and professional placement requirements when determining if there is a specific need for an assessment of an applicant's criminal convictions declaration.

2.4. Applicants seeking advice on whether their convictions are spent or relevant are advised to contact Unlock (www.unlock.org.uk), who can provide specific advice in relation to HE applications and criminal convictions.

Professional courses which require undertaking regulated activity

2.5. Regulated activity refers to certain roles, professions and programmes of study subject to working with children or adults at risk. This would include but would not be exclusive to programmes in health, social work and teaching where such roles are exempt from the Rehabilitation of Offenders Act 1974. All applicants applying for professional courses that require undertaking regulated activity must declare all relevant criminal convictions prior to admission as part of the interview response online process via a confidential self-disclosure form. The content of any criminal conviction disclosure will be viewed only by trained Admissions staff and Safeguarding Leads if, as a result of interview, the University is considering making the applicant an offer.

2.6. Applicants are informed via the Prospectus, UCAS, the University of Suffolk website and other programme related information if they are required to declare any criminal convictions,

2.23. EU and international applicants to courses requiring a DBS check will be expected to undergo a criminal records check in their home country and supply the University with a Certificate of Good Conduct or equivalent. The University of Suffolk will also seek a DBS check for any time spent in the UK and will also run a formal DBS check soon after commencement of the course. If formal police or criminal records checks cannot be obtained, the University will seek advice from the relevant Professional, Statutory or Regulatory Body (PSRB) where applicable.

Process for applicants disclosing criminal convictions and suitability

2.24. Where an applicant indicates on their application/self-disclosure form that they have a relevant criminal conviction, the application will first be considered by the person responsible for making a decision on the application according to the normal stated entrance requirements i.e. that the candidate fulfils the academic entry requirements. If the application is unsuccessful, no further action is taken in connection with the criminal conviction issue and the decision is processed in the usual way and all records destroyed.

2.25.

and the applicant does not, in fact, have a relevant conviction, the Admissions Officer will seek the appropriate note on the Student Records System. The applicant will also be advised to contact UCAS.

2.26. Where the applicant meets the academic requirements for their chosen programme, the Admissions Officer will issue an offer to the applicant.

determine whether the appeal should be rejected or warrants further consideration by an appeals panel.

Rejection of Criminal Conviction Appeal

2.53. If the Director of Student Life/Academic Registrar or nominee determines that the appeal should be rejected, the matter shall be referred to a senior representative of the awarding institution for consideration. If the senior representative agrees that the appeal should be rejected, the Director of Student Life/Academic Registrar or nominee, via the Admissions Office, shall inform the appellant of the decision in writing, normally within ten working days of receipt of their appeal.

2.54. This decision is final and there is no further right of appeal within the University of Suffolk.

Consideration by the Safeguarding, Suitability and Criminal Convictions Appeals Panel

2.55. If the Director of Student Life/Academic Registrar or nominee, in consultation with a senior representative of the awarding institution, decides that the appeal warrants further consideration, they will appoint an Appeals Panel.

2.56. Membership will be of mixed gender where possible and shall comprise:

- ◁ Deputy Vice-Chancellor or nominee (Chair)
- ◁ One academic who has had no previous involvement in the case (and, for professional courses, is a registrant of the relevant PSRB)
- ◁ One academic from the relevant subject area from the awarding institution
- ◁ One representative from a relevant placement provider (for professional courses only).

2.57. A representative from the Admissions Office will be appointed as Secretary to the Appeals

2.58. The Appeals Panel shall carry out a review of all documents considered by the Safeguarding, Suitability and Criminal Convictions Panel, together with the written statement submitted by the applicant setting out the grounds for the appeal. The Appeals Panel shall not proceed by way of a hearing but shall have the power to require the presentation of such further evidence as it deems necessary. The applicant will be informed of when the Appeals Panel will meet but will not be present.

2.59. The Appeals Panel shall have the same powers as the Safeguarding, Suitability and Criminal Convictions Panel and may confirm the decision of the Safeguarding, Suitability and Criminal Convictions Panel or substitute such other decision as it considers appropriate.

