

# Admissions Policy

**Director, Future Students, Communications and  
Marketing**

**December 2022**



## 1.0 Introduction

The University of the West of England, Bristol is committed to ensuring that its admissions policies and procedures are transparent, followed fairly, courteously, consistently and expeditiously; that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped to make the required judgements.

The policy and associated procedures comply with the relevant equality and diversity legislation affecting the admissions of students and take account of sectoral best practice, including:

- QAA's UK Quality Code for Higher Education Chapter B2: Recruitment, selection and admission to higher education and Part C: Information about higher education provision of the quality code
- Universities UK Code of Practice
- UCAS Good Practice resources
- Professional, Statutory and Regulatory Body (PSRB) guidance
- Any other organisation referred to in this policy

## 2.0 Responsibility

The University of the West of England, Bristol's admissions policy relates to entry in the academic year 2023/24.

The Head of UK Recruitment and Admissions and Head of International Recruitment and Admissions will review the admissions policy annually and the Director, Future Students, Communications and Marketing will recommend any policy changes to Academic Board for approval.

The admissions policy is published on the University's website where all University staff have access to it. All staff are required to comply with the University's policies and procedures.

## 3.0 Admissions Policy

This policy covers all foundation, undergraduate, postgraduate taught (full and part time) and degree apprenticeship applications for study at the University. The policy is aimed at prospective students, applicants, higher education advisers and the University of the West of England, Bristol's admissions and academic staff.

The University of the West of England, Bristol welcomes applications from applicants who have the ability and motivation to succeed. The University is a strong advocate of lifelong learning and widening participation providing study opportunities for all applicants who have the potential to benefit from them. It also promotes the advantages of an inclusive national framework which recognises the value of both academic and vocational qualifications. Factors

such as work experience, vocational training and non-standard qualifications can be taken into account when considering an application. Admissions staff have discretionary powers to assess each case on individual merit. Qualifications, which are not acceptable on their own, may be considered where there are particular combinations that are seen to meet the specific requirements of an individual programme.

The University monitors changes in the curriculum to ensure that all new qualifications are recognised and understands the importance of timely and accurate pre-entry information to prospective students to enable them to make informed choices and decisions in their selection of programmes of study. The University's aim is to be proactive in the provision of information and advice to all applicants.

The entry criteria for each programme are reviewed annually by College Executives and Recruitment/Admissions Managers. The agreed criteria is used by the Admissions Office to make decisions and only where there may be some deviation will an application be referred to an Admissions Tutor for a final decision unless an interview or an e-portfolio review is a requirement of the selection process. University programmes that are accredited by a professional body, criteria for entry will also meet any requirements specified by the professional body.

Potential applicants should not be discouraged if they do not meet the precise criteria, and if for any reason the University is unable to offer an applicant a place on their chosen programme, the University will, where possible, make an alternative offer to a programme which the applicant may find suitable (i.e. such as an integrated foundation programme).

## **4.0 Training and Development**

The University ensures that staff involved with the admissions process are professional and receive appropriate training and development in admissions and related areas.

University staff participate in national student admission agenda through membership of various professional bodies, working parties and conferences. This facilitates the dissemination of good admissions practice across the University. Ongoing staff development is offered to staff involved in admissions in order to ensure compliance with regulations and consistency of procedures. For example these training sessions include workshops about recruitment strategy, qualifications, interviews and entry requirements as well as technical training for staff involved in recording offers. In addition, the University holds annual workshops for staff involved in Clearing and other specific events that occur during the applications cycle. External training, advice and best practice is provided via UCAS, UK ENIC and UKCISA.

## **5.0 Recruitment**

The University of the West of England, Bristol strives to ensure that promotional materials are relevant, accessible and accurate at the time of publication, are not misleading, and provide as much information as possible to enable applicants to make informed decisions about their options. The University's Marketing team and Academic Service are responsible for ensuring the accuracy of all programme information published by the University for the purposes of recruitment. Appropriate sections are checked in consultation with Colleges and other service

providers annually. Applicants will be provided with an online snapshot of their chosen programme at the point of offer and this will be in the form of a pdf document, sent via the Welcome website (applicant portal). The programmes, services and other matter covered by prospectuses are subject to change from time to time and no guarantee can be given that changes will not be made following publication and/or after applicants have been admitted to the University. The University will communicate these changes to applicants and current students via the most appropriate communication channels.

The Marketing team and International Recruitment and Admissions team plan and co-ordinate recruitment activities aimed at non-UK students, both overseas and in the UK and ensure that all staff attending such events are briefed on appropriate processes and procedures.

Representatives from the UK Recruitment and Admissions team are involved in highlighting the University's admissions procedures at schools and further education colleges and at higher education fairs across the UK.

The Recruitment and Admissions teams will also provide information relating to admissions process and procedure at the University wide open days and offer holder days.

## **6.0 Changes to the Programme**

Where material changes have been made to a published programme, those applicants with an offer on that programme will be informed of those changes as soon as possible. A refresher of the programme snapshot (mentioned above) will be sent at the end of August/start of September, before enrolment. Such changes may include:

- a change in the approval status of the programme;
- a programme gaining accreditation from a professional body;
- major variation to the programme fees;
- change of location of programme delivery;
- the closure or suspension of a programme.

Applicants will have the option of withdrawing their acceptance on the programme. Should they wish to be considered for an alternative programme their application will then be assessed against the entry criteria for that particular programme, provided there is sufficient space to accommodate them.

## **7.0 Entry requirements**

The University's minimum entry requirements are published on the University website: <http://www1.uwe.ac.uk/whatcanistudy/applyingtouwe/undergraduateapplications/entryrequirements.aspx>

The University accepts all nationally recognised advanced qualifications for entry to higher education, and gives equal consideration to academic and vocational qualifications for all programmes of study. The University may also take into consideration skills and expertise gained from work experience or vocational training.

Entry requirements for specific programmes of study are published in the university prospectuses, the university website (<http://www.uwe.ac.uk/>) and, for undergraduate programmes, on the UCAS (<https://www.ucas.com/>) entry profiles which are updated as required by admissions staff. The University offers places to undergraduate applicants using the UCAS tariff. More information on the UCAS tariff can be found on the UCAS website: <https://www.ucas.com/advisers/guides-and-resources/ucas-tariff>

In addition to academic qualifications we will also take into account information provided within the personal statements and reference.

Due to the limited number of places on each programme it must be noted that attainment of published indicative entry criteria does not guarantee an offer of a place.

Some programmes require applicants to attend selection tests such as interviews. In this case applicants will be informed about the rationale for and requirements of any selection measures.

Additional references may also be requested in order to inform the admissions process.

If an interview is required as part of the admissions process this will usually be conducted online or by telephone. If a course requires an in-person interview this will be stated on the relevant course page on the University website.

The University may recognise credit or credit equivalence achieved from successful study in other institutions as contributing to awards of the University. Students who have successfully completed University Foundation degree programmes, met the performance requirement for entry and who perform satisfactorily in any selection measures, will be eligible for entry and credit recognition on to named honours level programmes. Applicants undertaking a foundation degree at another institution are also eligible to apply. The Admissions Office will also receive applications for second and third year entry, which are referred to as 'Accredited Learning (AL)'. As part of the admissions process applicants will be asked to disclose their module breakdowns and statement of results from their previous study in other institutions. It is likely that the advanced level entry applications will be referred to a faculty panel for a decision. Further information on Accredited Learning can be found on the universities website:

<https://www.uwe.ac.uk/study/academic-information/suspend-transfer-or-withdraw/accredited-learning>

## **7.1 Contextual Admissions**

The University believes it is fair and appropriate to consider contextual factors as well as educational achievement, given the variation in learners opportunities and circumstances. For full-time and part-time home undergraduate applications for study at the University, we will consider contextual factors provided on the applicant's UCAS form as outlined in the University's [Contextual Admissions Policy](#). Applicants who meet the eligibility criteria as outlined in the policy will be offered a grade reduction.

The University regularly undertakes a review of the impact of the policy and the associated pre-entry activities to explore study at the University and transition to student life.

Information on contextual admissions, including who is eligible and the application process, is available on the University's website:

[Contextual offers - Undergraduate applications | UWE Bristol](#)

## 8.0 International Applicants

Applications are considered on individual merits. Qualifications are assessed by experienced admissions staff and when assessing an application, we take into consideration many factors which include work experience, study gaps, previous visa outcomes, previous study (including study already undertaken in the UK and suitability of previous course) and personal statement. Guidance for international qualifications is also taken from staff within our Regional Offices and UK NARIC (<http://www.ecctis.co.uk/naric/Default.aspx>).

The Admissions Office is responsible for compliance with the UK Home Office in the form of offer and visa letters to applicants from outside the European Union, logging of relevant data about all new applicants and doing all in its power to ensure that anyone admitted to a programme is a genuine student. Policy governing University sponsorship, for visa purposes, of international students is available on the University's website:

<http://www1.uwe.ac.uk/about/corporateinformation/policies.aspx>

## 8.1 English language requirements

Applicants whose first language is not English must have a sufficient command of the English language to complete their studies satisfactorily and have completed an English Language proficiency test that has been assessed as meeting the UK Home Office requirements equivalent to a minimum level B2. Please note that the programmes at the University of the West of England, Bristol require a minimum of International English Language Test (IELTS) band 6.0 or equivalent with a minimum of 5.5 in each component for undergraduate study and 6.5 or equivalent with a minimum of 5.5 in each component for postgraduate study, some programmes require a higher level, programme specific entry requirements are available on our website. Further information on English language requirements can be found here:

<https://www.uwe.ac.uk/courses/applying/international-applications/english-language-requirements>

## 8.2 Deposits and Visas

There is a compulsory deposit requirement for overseas applicants. Those applicants requiring entry clearance to enter/remain in the UK will be required to pay a deposit as a condition of the release of their Confirmation of Acceptance for Studies (CAS).

Information about Visas and coming to the UK is available on the University's website:

<http://www1.uwe.ac.uk/comingtouwewe/internationalstudents/visasandimmigration.aspx>

## 9.0 Admissions Process

Applications to full time undergraduate degree and foundation degrees programmes should be made via the Universities and Colleges Admissions Service (UCAS). All other programmes based at the University should be made directly using the University's online application form.

The University is committed to providing a professional admissions service in order to provide the best support to its applicants. We operate a centralised admissions process to achieve this. Applicants have a personal Welcome website (applicant portal) where communications and information about their admission is detailed.

The consideration of individual applications where there is no interview or e-portfolio requirement takes place in the Admissions Office, where specialist staff review the application on the basis of achieved and predicted qualifications. Agreed entry criteria are used by the Admissions Office to make decisions and only where there may be some deviation will an application be referred to an Admissions Tutor for a final decision. All undergraduate applications received by the January UCAS deadline are classed as being 'on-time' and given equal consideration. The University continues to consider 'late' applications received after this date until the course is at capacity.

### 9.1 Decisions

Decisions on undergraduate full-time applications will be transmitted to UCAS through the University's admissions system. Once a decision has been entered, it is available to be viewed by the applicant through UCAS Hub and the Welcome website.

Decisions for applications made directly to the University will be processed through the admissions system and will be available to view on the Welcome website and a communication will be sent to the applicant to confirm the outcome of their application.

All successful applicants who firmly accept the offer of a place will be sent key information on the University's fee policy, the complaints and appeals procedure, terms and conditions and the University's academic regulations. Arrangements for registration and induction for new students will also be communicated during the application cycle. This will be co-ordinated by the Student Registration Team.

### 9.2 Deferred entry and deferrals

Deferred entry is granted at the discretion of the admissions staff. Applicants should indicate that they wish to defer entry on their application form. Applications for deferred entry will be considered equally up until the point of confirmation. Normally deferred entry is granted for one year only.

Applicants who decide to defer after accepting a place at the University for the current cycle will be considered on an individual basis, but please note that not all programmes can accept deferral requests. Deferral is not available for offers made through Clearing.

### 9.3 Interviews and E-portfolios

Admission to some programmes may require additional stages to the selection process such as an interview or the requirement of an e-portfolio. In these cases any additional requirements will be clearly stated in the University prospectus and entry profiles. Some examples of programmes with additional requirements include:

- suitable applicants to pre-registration Nursing, Midwifery, Allied Health Professions and Social Work programmes may be required to attend an interview as part of the selection process.
- suitable applicants to Initial Teacher Education programmes will be required to attend an interview as part of the selection process.
- applicants to Creative Arts will be required to submit an e-portfolio and/or attend an interview as part of the selection process.

Applicant interviews may be introduced as part of the selection process for any course offered at the University provided it is communicated to applicants via pre-entry publicity (UCAS website, University website and prospectus, wherever possible). The outcome, including feedback for unsuccessful applicants will be returned to the Admissions Office along with the paperwork relating to the applicant.

Where there is an interview requirement applicants will be notified of the date, time and location through their Welcome website. It is important to notify the Admissions Office of any accessibility and support needs prior to visiting the University. Decisions on the applications for programmes where an interview is required will be made by an Admissions Tutor within the faculty, and these decisions will be processed by the Admissions Office.

If an e-portfolio is required as part of the selection process this will be communicated to the applicant via their Welcome website.

### 9.4 Feedback

The University does not currently provide automatic feedback to unsuccessful applicants but will provide feedback, where possible within seven working days, to those who submit a written request to [admissions@uwe.ac.uk](mailto:admissions@uwe.ac.uk). The request must include the applicant's full name, address and application ID number (where known). If applicants have additional information to submit in support of their application, this can be provided as part of the request for feedback.

### 9.5 Confirmation of results

'Confirmation' refers to the period in August each year when the University receives examination results for applicants who have accepted conditional offers on undergraduate programmes. Applicants who have achieved the grades required have their place confirmed. Applicants who have not met the required grades are reviewed and their place may be



confirmed if a place is available and it is felt they will still be able to succeed on the course, although no guarantee is made that this is possible.

The confirmation procedure includes receiving and processing electronic data from UCAS which in turn receives and processes electronic data from the examination boards. The University reserves the right to amend the offer in the light of an electronic error.

## **9.6 Extenuating Circumstances**

The University understands that an applicant's studies may be disrupted due to circumstances outside of their control which may impact on their studies or exams. The University will consider requests for extenuating circumstances and will use the information provided to help assess academic performance in light of these. Whilst we will carefully consider such information, we are not able to guarantee we will be able to offer or confirm a place if the conditions of an offer are not met.

Information on our extenuating circumstances policy, including what circumstances we will consider and how to submit a request, are available on the University's website:

[Admissions extenuating circumstances - Applying | UWE Bristol](#)

## **10.0 Disabled students (including students disclosing Specific Learning Difficulties such as Dyslexia)**

The University is dedicated to upholding equality of opportunity for disabled students. As part of this commitment, the University believes that admissions processes should be as equitable as possible for all applicants. All applications from candidates who have disclosed as disabled will be considered in the same way as any other application and a decision will be made that is based upon the candidate's academic merit and potential. The legislation with which the University's policy complies is the Equality Act 2010 (replacing provisions in the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001) and this applies to both disabled students and applicants.

Applicants are encouraged to disclose as disabled when they apply by completing the relevant section of their application form (Personal Details of the UCAS form, section 1 of the online postgraduate application form). Disclosure enables the University to collaborate with applicants to put support and adjustments in place.

The Admissions Office will issue a questionnaire through the Welcome website to all applicants who have disclosed as disabled. The Disability Service review the applicant's requirements, in collaboration with faculties and services as required, to address barriers which disabled students may encounter in the learning, teaching and assessment environment, and advise the applicant of the steps they need to take. Some adjustments and support can take time to work through so it is very important that applicants engage with any communications to ensure a smooth transition to University. With this engagement, the University is able to provide the required support in the overwhelming majority of cases.

Whilst the provisions of the Equality Act 2010 normally make it illegal to reject an application on the grounds of disability there are three instances in which a university may withdraw, defer or reject an application if they have the entry criteria necessary and these are:

- overriding health and safety concerns;
- barriers resulting from professional requirements;
- necessary reasonable adjustments cannot be made.

This procedure is only applicable in exceptional circumstances as above, further details are outlined on the University's website:

<https://www1.uwe.ac.uk/about/corporateinformation/policies.aspx>

## **11.0 Disclosure and Barring Service (DBS) and Occupational Health (OH)**

Programmes requiring a DBS and occupational health check will have this clearly stated in the Entry Profiles on the website. Some examples of programmes requiring DBS and OH checks include:

- successful applicants to pre-registration Nursing, Midwifery, Allied Health Professions, Social Work, and postgraduate Counselling and Psychology programmes will be required to complete an OH check demonstrating fitness to practise before being allowed to register.
- successful applicants to Initial Teacher Education, Early Childhood, and Education will be required to complete an OH check demonstrating fitness to teach before being allowed to register.

Successful applicants to all of the above programmes will be required to undergo police record checks, carried out by the DBS before being allowed to go on placement.

In addition to the above, successful applicants may be required to show evidence of an equivalent DBS from an overseas country.

Failure to successfully complete DBS and OH checks by University deadline may result in a student being withdrawn from their programme of study.

Further details of these procedures are outlined in the Criminal Conviction Policy and Procedure, these documents can be found on the University's website:

<https://www1.uwe.ac.uk/about/corporateinformation/policies.aspx>

## **12.0 Applicants with criminal convictions**

The University of the West of England understands that, for applicants with a criminal conviction, accessing education can be an important part of moving on and gaining the skills, knowledge and qualifications necessary to tackle the challenges of employment. Having a criminal conviction is not an automatic bar to enrolling on a programme of study at the University. To help the University reduce the risk of harm or injury to our students and staff caused by the criminal behaviour of other students, and provide a means of offering

appropriate levels of support once they become a student, offer holders are required to inform us of any relevant unspent criminal convictions. If you are under supervision or on licence, you should discuss your application with your supervising officer.

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

- Violent behaviour related offences including (but not limited to) threatening behaviour, offences 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, trafficking, possession with intent to supply.
- Offences involving firearms, knives and weapons.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless the offer holder has contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

Further details of these policy and procedure are outlined in Criminal Conviction Procedure and Policy <https://www1.uwe.ac.uk/about/corporateinformation/policies.aspx>

If an applicant to relevant programme has a relevant criminal conviction that is not spent, they must declare it. Please note that they do not need to include convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website (<https://www.gov.uk/government/collections/dbs-filtering-guidance>).

If a person does not re-offend during their rehabilitation period, their conviction becomes 'spent' (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

Please note for programmes in Teaching, Health, Social Work or programmes involving work with children and vulnerable adults, any criminal conviction including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders is exempt from the Rehabilitation of Offenders Act 1974 and must be disclosed.

Failure to declare a relevant criminal conviction may result in the offer being withdrawn or made unsuccessful. Continuing students will be expected to declare any relevant criminal

conviction immediately and will be required to confirm at re-enrolment that they understand this.

### **13.0 Safeguarding – Under 18 and vulnerable adults**

The University of the West of England, Bristol welcomes applications from people of all ages. No applicant shall be refused admission on grounds of age.

The University does, however, recognise its special duty of care towards students who are legally still children, and has established procedures for dealing with applications from people who as students will be under 18. Principles, institutional responsibilities and procedures relating to the protection of under 18s and vulnerable adult students are set out in the University's Policy and process for students under the age of 18 years, available at:

<https://www2.uwe.ac.uk/services/Marketing/about-us/pdf/Policies/Under-18-Policy.pdf>

Applicants under the age of 18 will be sent the University's Policy and process for students under the age of 18 years and asked to return a consent form from their parents or legal guardians who reside in the UK. Those applicants without parents or legal guardians in the UK are required to appoint a guardian through a recognised agency.

### **14.0 Fraudulent Applications**

The admissions decision will be based on the information supplied by the applicant. It is the applicant's responsibility to ensure that all pertinent information is supplied on the application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer or acceptance of a place.

Any fraudulent or incomplete application including those which have been detected through UCAS plagiarism software will be forwarded to the Head of Recruitment and Admissions for consideration which may result in the withdrawal of an offer or termination of a registration if a student has progressed to studying at the University.

### **15.0 Appeals**

An appeal is a request for reconsideration of an application decision and can only be requested after an applicant has received feedback on the reason for their original rejection. Appeals will not be permitted from parents, sponsors or employers of applicants. However in cases where an applicant is under the age of 18 or has a mental health issue or disability which might impinge on their ability to make an appeal, a third party may be nominated to progress the appeal for them.

Applicants do not have a right of appeal against the academic or professional judgement about the applicant's suitability for entry to a particular programme. However, if following receipt of feedback, an applicant feels an error has occurred, they can request a formal review of the selection decision on one of the following grounds:

- a. Pertinent information was missing from the original application;

- b. There has been a misinterpretation of information or data contained within the original application;
- c. There was a procedural anomaly in the handling of the application;
- d. That there is evidence of prejudice or bias on the part of University or Partner Institution staff.

The request for a review must be made in writing to the Head of Recruitment and Admissions, and should be received within 28 calendar days of the provision of feedback. On receipt of a request, the Head of Recruitment and Admissions or trained Admissions staff will review the application, referring to relevant admissions staff where appropriate, and will respond in writing within 28 calendar days. It is expected that these deadlines will be adhered to, however in exceptional circumstances the time periods may need to be extended, either for the applicant or the Admissions Office. In such cases the applicant will be notified.

The applicant will be informed in writing of the outcome of the appeal and given an explanation for the decision which has been reached. The decision of the Head of Recruitment and Admissions is final and there is no further right of appeal.

## 16.0 Complaints

Applicants may complain if they are dissatisfied with the service they have received regarding an application or any other aspect of the admission procedure. Complaints relating to admissions will be managed in accordance with the University's Complaints Procedure which can be found at: <http://www1.uwe.ac.uk/aboutus/contactuwe/complaints.aspx>, and Stage One will be co-ordinated by the Head of Recruitment and Admissions or trained Admissions staff.

The procedure cannot be used as a means to change a selection decision, however if the investigator believes there are grounds for an appeal against the selection decision, they may advise the applicant to submit a formal appeal. In the event that an applicant submits both an appeal and a complaint, the applicant's appeal will be addressed first, as satisfactory resolution can often remove the need for a complaint to be made. On conclusion of the appeal process the applicant will be asked if they still wish to make a complaint.

## 17.0 Fees

The University of the West of England, Bristol is committed to a fair and transparent policy in respect of all fee charges made to students, whether tuition fees or additional programme related costs. The University of the West of England reviews its fees and its fees policy annually. Tuition fees may be subject to change and are available on the university website at: <http://www1.uwe.ac.uk/students/feesandfunding>

The University's Access and Participation Plan is approved by the Office for Students. The Access and Participation Plan includes information about fees, bursaries and scholarships applicable to University of the West of England, Bristol and is available from OFS at: [www.officeforstudents.org.uk](http://www.officeforstudents.org.uk)

## 18.0 Scholarships

The University has a number of scholarships available. Please see:

<http://www1.uwe.ac.uk/students/feesandfunding/fundingandscholarships.aspx>

## 19.0 SMS messaging

All SMS texts will be targeted and relevant to the applicant. Only information essential to the progression of the application will be sent. For example, a notification they have been invited to interview or a reminder to complete any additional requirements such as Disclosure and Barring Service (DBS) and a Health Check.

All SMS text messages to applicants should be approved by an Recruitment and Admissions Manager.

Authorisation will be given for a message only if it is considered that it is essential to progress the application, the content is factually correct, the message is clear and indicates where to go for further information.

Applicants will be able to opt-in or opt-out of this service at any time via their Welcome Website.

## 20.0 Fee Status Assessments

It is the responsibility of the University to assess the fee status of potential students. In most cases, the fee status of applicants can be classified on the basis of information contained on their application form. However, where this is not possible a formal fee assessment process is carried out to determine their fee in line with the UK Governments Education (Fees and Awards) Regulations 1997 and the Education (Fees and Awards) (Amendment) Regulations 2007. Fee assessment decisions are made by Admissions Officers and Admissions Advisors who undertake regular training.

Appeals against fee status must be made within three months of the fee assessment having been carried out or at the point of enrolment whichever comes first and should be made to the Recruitment/Admissions Manager or Admissions Officer. An appeal will not be processed retrospectively after enrolment on a course. Any changes to fee status after enrolment are at the discretion of the Head of Recruitment and Admissions and Head of Student Administration and Advice and will only be applicable at the next billing point.

The University reserves the right to amend a fee status if further information comes to light and changes will take immediate effect.

## 21.0 Applicant Conduct

The University is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way. Applicants should note that the University will not tolerate inappropriate behaviour or language towards other applicants, current students, its employees or members of the wider University community during the admissions process or online/on campus events. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, and excessive levels of contact, will be

viewed seriously and may adversely affect the consideration of an application, appeal or complaint. The University will normally warn an applicant that his or her behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application. Conduct which constitutes a criminal offence will be referred to the relevant authorities.

Further details of this procedure are outlined in the Applicant Conduct Procedure:

<https://www1.uwe.ac.uk/about/corporateinformation/policies.aspx>

## **22.0 Data Protection**

All personal information processed in UCAS applications is subject to the terms of the [UCAS Declaration](#), as described in the 'How we may use your personal information' section.

In addition, all personal information contained in applications to the University of the West of England, Bristol are processed under the Data Protection legislation including but not limited to the General Data Protection Regulation as enacted and amended by UK legislation.

The information provided in applications will only be processed by UWE for admissions purposes and will form part of the student's record if they accept a place. The information will be confidential between the applicant, the University and any other parties the applicant has consented to as part of the application process (e.g. UCAS). However, the University of the West of England, Bristol may have to release information to authorised outside agencies, such as the police or the Home Office, to prevent or detect fraud.

For further information about how the University receives and uses personal data that you and/or third parties such UCAS provide to us please see our [Admissions Privacy Notice](#).

To exercise any of your rights please contact the Data Protection Officer by email at [dataprotection@uwe.ac.uk](mailto:dataprotection@uwe.ac.uk) or in writing to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY.

## How to contact us

For further information on entry requirements, general advice or the University Admissions Policy contact:

Admissions Office  
University of the West of England, Bristol  
Frenchay Campus  
Coldharbour Lane  
Bristol  
BS16 1QY

Tel: 0117 32 83333

Email: [admissions@uwe.ac.uk](mailto:admissions@uwe.ac.uk)

October 2022

Document name:	Admissions Policy
Version number:	
Equality Analysis:	
First approved by:	Academic Board
This version approved by:	Academic Board
Effective from:	December 2022
Next review date:	July 2023
Senior Policy Owner:	Director of Future Student, Communications and Marketing
Policy Author:	Head of UK/International Recruitment and Admissions
Overseeing committee:	[In line with scheme of delegation]
Compliance measures:	[How will assurances regarding compliance and effectiveness be received]
Related policies, procedures and codes of practice:	Criminal Convictions Safeguarding/Under 18's Tuition Fee Sponsoring of International Students for visa purposes Data Protection
Related legislative and/or regulatory requirements	