



## **Student and Academic Services Admissions Division**

### **Student Admissions Policy**

#### **(Further Education, Undergraduate & Postgraduate Taught)**

This policy details De Montfort University's (DMU) aims for the recruitment and admission of Further Education (FE), Undergraduate (UG) and Postgraduate Taught (PGT) students. It also explains the guidelines, principles and processes which are used to select and admit new home, EU and international students to UG and PGT courses.

Master's in Research (MRes) courses are taught and are therefore included in this policy. All other Research Degree applicants (MA/MSc by Research/MPhil/PhD) should refer to the Research Code of Practice which is available from the Graduate School Office or online at <http://www.dmu.ac.uk/research/graduate-school/current-research-students/code-of-practice/code-of-practice.aspx>

#### **Collaborative Provision**

Arrangements for the management of recruitment, selection and admissions processes with partners are set out in the collaborative contract, and partners review all applications on an individual basis in line with local admissions policy. Entry criteria are developed in consultation with, and approved by, the university, and selection is managed by partners with support from the university where necessary. The collaborative contract is available on the website at <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/collaborative-provision/collab-prov-forms-homepage.aspx>

#### **De Montfort University, Leicester International Pathway College (LIPC)**

The recruitment and admission aims, guidelines, principles and processes of our international pathway provider, DMU LIPC, have been established using the DMU Student Admissions Policy. Responsibility for adhering to the DMU LIPC Policy is held locally with our partner, Oxford International Education Group (formerly known as ISIS Education Group). However, DMU retains oversight of LIPC admissions and recruitment through agreed processes which require unconditional offers and Confirmation of Acceptance for Studies (CAS) to be produced by DMU admissions staff following the DMU process. DMU are the Tier 4 sponsors of the DMU LIPC students.

The DMU LIPC Student Admissions Policy is available online <http://www.dmu.ac.uk/dmu-leicester-international-pathway-college/dmu-leicester-international-pathway-college.aspx>

## Contents

| Section | Content  | Page | Paragraph |
|---------|--|------|-----------|
| 1       | DMU's recruitment and admissions aims                            | 3    | 1-7       |
| 2       | Responsibility, monitoring and review                            | 4    | 8-9       |
| 3       | Responsibility for admissions operations                         | 4    | 10-15     |
| 4       | Course information for enquirers and applicants                  | 5    | 16-19     |
| 5       | Financial information including assessment of tuition fee status | 5    | 20-23     |
| 6       | Entry requirements   | 6    | 24-32     |
| 7       | Assessing applicants   | 8    | 33-48     |
| 8       | Applying   |      |           |
|         | 8.1 How and when to apply  | 10   | 49-51     |
|         | 8.2 Time taken to consider an application                        | 10   | 52        |
|         | 8.3 Communicating with applicants                                | 10   | 53-55     |
|         | 8.4 Application outcome  | 11   | 56-58     |
|         | 8.5 Feedback   | 11   | 59-63     |
|         | 8.6 Applicants with additional support needs                     | 12   | 64-67     |
|         | 8.7 Applicants disclosing criminal convictions                   | 12   | 68-76     |
|         | 8.8 Occupational Health Check Clearance                          | 13   | 77        |
|         | 8.9 Verification of qualifications                               | 14   | 78-82     |
|         | 8.10 Fraud and omitted details                                   | 14   | 83-85     |
|         | 8.11 Extenuating, mitigating or medical circumstances            | 15   | 86        |
|         | 8.12 Deferred entry  | 15   | 87-89     |
|         | 8.13 Applicants re-applying                                      | 15   | 90        |
|         | 8.14 Re-applications from previously registered students         | 15   | 91-93     |
| 9       | Discontinued/changed programmes                                  | 16   | 94-96     |
| 10      | Applicant data   | 16   | 97-99     |
| 11      | Appeals and complaints   | 17   | 100-104   |
| 12      | Further information  | 17   | 105-106   |
| 13      | Links to other relevant policies and documents                   | 17   |           |
| 14      | Glossary of terms  | 19   |           |

## 1) De Montfort University's recruitment and admissions aims

1. DMU's recruitment and admissions aims are fully aligned with the overarching institutional goals and objectives as defined in its Mission and Vision statements and in the Strategic Plan 2011-2015. The Mission, Vision and Strategic Plan can be viewed in full on the DMU website at <http://www.dmu.ac.uk/about-dmu/mission-and-vision/mission-and-vision.aspx>
2. We are a University of quality and distinctiveness and our recruitment and admissions process is an integral part of our strategic management process and forms the foundation of the excellent student experience we are committed to providing.
3. DMU aims to provide an inspiring and supportive learning environment which fosters the ambition to achieve, and transforms our students to become highly sought after graduates who are fully equipped with skills for employment and for life, enabling them to make a real difference in society.
4. We aim to recruit and retain students who will fully engage with, and demonstrate the necessary motivation, quality and ability to benefit from their chosen programme of study.
5. We aim to recruit a balanced and diverse community in which the student experience is enriched by learning from and about the experiences and background of others. We are proud of our core beliefs in equality, diversity and inclusion, and are strongly committed to widening access to higher education and to supporting students from diverse backgrounds to enable them to fulfil their potential. Our strategy for widening participation and ensuring fair access and our Access Agreement can be found at <http://www.offa.org.uk/agreements/De%20Montfort%20University.pdf>. Our equality related policies can be found at <http://dmu.ac.uk/about-dmu/professional-services/equality-and-diversity/equality-information.aspx>
6. We are committed to the provision of a professional admissions service which attracts, recruits, selects, admits and enrolls students using clear, fair, effective, and consistent policy and procedure which is in line with good practice as defined in the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education with specific referral to Chapter B2: Recruitment, selection and admission to Higher Education, and SPA's (Supporting Professionalism in Admissions) interpretation of the Fair admissions to higher education: recommendations for good practice ('The Schwartz Report' 2004) and Schwartz report review principles three years on ('The Schwartz Report Review' 2008) which can be found respectively at the following websites:  
  
<http://www.qaa.ac.uk/en/Publications/>  
  
<http://www.qaa.ac.uk/en/Publications/Documents/quality-code-B2.pdf>  
  
<http://www.spa.ac.uk/information/fairadmissions/>
7. We commit to recruiting students by:

- a) providing simple, clear and transparent admissions information to help prospective applicants with the recruitment process
- b) ensuring a fair and consistent application of the Student Admissions Policy and related process across the University
- c) minimising barriers for all applicants
- d) ensuring our recruitment assessment methods are appropriate and reliable
- e) keeping equality, diversity and inclusion at the core of our values by encouraging applications from a wide range of educational, social and cultural backgrounds

## **2) Responsibility, monitoring and review**

- 8. The Student Admissions Policy and its implementation is the responsibility of the Pro Vice-Chancellor (PVC) Teaching and Learning with full support from the Executive Director of Student and Academic Services and the Head of Admissions. The Academic Board is responsible for the monitoring and annual review of the implementation of the policy for Postgraduate Taught, Undergraduate and Further Education programmes through the Academic Admissions Committee and the Collaborative Provision Committee. The Academic Board committee structure and a full list of the University's formal committees is available in the University Almanac <http://www.dmu.ac.uk/dmu-staff/hot-topics/october-2014/university-almanac-a-new-reference-document-for-staff.aspx>
- 9. This policy takes account of relevant legislation including the Equality Act 2010, the Freedom of Information Act 2000, the Human Rights Act 1998, the Data Protection Act 1998, Bribery Act 2010, the Rehabilitation of Offenders Act 1974 and the Police Act 1997 and the sponsor guidance from the United Kingdom Visas and Immigration (UKVI) department which can be found on the Home Office website. The sponsor guidance is updated by the Home Office to reflect policy changes. Any changes will be monitored by the University's Immigration Compliance Manager and will be updated in the Student Admissions Policy as appropriate. <https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators>

## **3) Responsibility for admissions operations**

- 10. The Head of Admissions has responsibility for shaping and managing the Student Admissions Policy and its operation across the Admissions Division. The Division is made up of faculty focused teams which are physically located in the faculty buildings and an international team who all report centrally to the Head of Admissions. The Division works in partnership with the faculties and other areas of DMU to provide an effective admissions service which delivers our recruitment and admissions aims.
- 11. The Admissions Division is responsible for operational implementation of the Student Admissions Policy and procedures; providing timely and accurate advice and support for enquirers and applicants, academic colleagues, agents, collaborative partnerships, other DMU departments and external bodies as appropriate; assessing applications against agreed entry criteria and making applicant entry decisions on behalf of DMU and academic colleagues; developing and managing effective systems for enquiries and admissions with high levels of accuracy and attention to detail.

12. All employees recruited to the Admissions Division undertake a comprehensive and compulsory training programme as part of their induction to the University. Training and development is ongoing and supported through DMU's annual performance review programme.
13. The Admissions Division is also committed to provide training for all staff involved in admissions activities (including Admissions Tutors/Selectors and support staff) and is developing a training programme for all support staff and academics involved in decision making to ensure the Student Admissions Policy and underpinning procedures are consistently applied across the University.
14. Admissions Tutors and Programme Leaders are responsible for providing detailed information about current course content and determining entry requirements and assessment processes for each of their courses. An equality assessment is undertaken for each course as part of the validation process. Entry criteria are reviewed by the Admissions Managers on an annual basis in consultation with academic staff from within the faculty. Some courses across the University's portfolio also require academic input for shortlisting and assessing applications, involvement in interviews/auditions and/or portfolio reviews and decision making.
15. Admissions Equality Impact Assessments (EIAs) are being undertaken to ensure that the University course offering and related selection processes support our core beliefs of equality, diversity and inclusion. Once completed, these documents will be published on the relevant section of the University website <http://dmu.ac.uk/about-dmu/professional-services/equality-and-diversity/equality-impact-assessmentequality-analysis.aspx>

#### **4) Course information for enquirers and applicants**

16. DMU is dedicated to providing clear, detailed and accurate admissions and course information which is accessible for all our enquirers and applicants.
17. Admissions and comprehensive course information including key facts, entry criteria and contact information are published in our Undergraduate and Postgraduate Taught print prospectuses and on our website [www.dmu.ac.uk/study](http://www.dmu.ac.uk/study)
18. Our print prospectuses and course related marketing materials are published up to 18 months in advance of the course start. This means that some of the details may have changed since publication and so it is recommended that applicants refer to the DMU website for the most accurate and up to date information.
19. Alternative formats of admissions and course information are available on request.

#### **5) Financial information including assessment of tuition fee status**

20. As part of the application process, DMU requires applicants to indicate their residency status for fee paying purposes. DMU uses this information to determine whether the

applicant is eligible to pay Home, EU or Overseas fees. If the University cannot make this assessment from the information in the application form, further information will be requested. If the applicant does not reply to repeated requests for further information, the applicant will be classified as an overseas fee payer. The applicant will be notified of this decision at the point of offer. If the applicant decides to accept the offer on the basis of the assessed fee this can be amended back to a Home fee status if the applicant is able to demonstrate meeting the appropriate eligibility criteria prior to enrolment on the course.

21. Tuition fee status is determined by the University using guidelines provided by the UK Council for International Students Affairs (UKCISA). An applicant's tuition fee status is allocated at the discretion of each individual University and there may be occasions when your fee status is deemed to be Home by one institution and Overseas by another. Third parties (e.g. the Student Loans Company or the National Health Service) will undertake an independent assessment of your fee status for eligibility for their loan or funding etc. and this may differ from the status determined by the University. Applicants are advised to check with any relevant third parties prior to enrolling at the institution to ensure that they are eligible for funding etc. for their chosen course. To demonstrate this point, if you are a nursing applicant who has Limited Leave to Remain the University may class you as a Home student for tuition fee purposes but the NHS may not deem you to be eligible for funding. Further information can be found using the links below or by contacting the relevant Admissions office.

Link to UKCISA website: <http://www.ukcisa.org.uk/>

Link to Student Loans Company website: <http://www.slc.co.uk/>

Link to NHS bursaries website <https://www.gov.uk/nhs-bursaries>

22. Information on tuition fees, bursaries and scholarships for Home/EU students can be found on our website [www.dmu.ac.uk/study](http://www.dmu.ac.uk/study) under the relevant sections of Undergraduate and Postgraduate study.
23. Financial information for international students (applicants classed as Overseas for fee payment purposes) can be found in the international section of our website <http://www.dmu.ac.uk/international/en/before-you-apply-to-study-at-dmu/fees-and-scholarships/tuition-fee-payment-policies-and-discounts.aspx>

## 6) Entry requirements

24. The aim of the selection process is to recruit applicants who will be able to benefit fully from the selected course of study, by demonstrating the potential to fulfil the objectives of the programme and achieve the standard required for the award.
25. To ensure that all applicants are prepared for their studies, each course has an academic entry requirement. Entry requirements are normally reviewed annually (in preparation for the start of a new admissions cycle) and the levels of attainment required are identified by individual programme teams according to the nature of the course of

study. The entry requirements for each course can be found in our Undergraduate and Postgraduate prospectuses as well as our website [www.dmu.ac.uk/study](http://www.dmu.ac.uk/study). For Undergraduate courses, information can also be found on the UCAS website.

26. Some of our courses receive recognition from professional bodies (e.g. Solicitors Regulation Authority, General Pharmaceutical Council, Health and Care Professions Council, Nursing and Midwifery Council, etc.) and the additional requirements of these bodies must also be met, where appropriate. Please see our website for detailed entry requirements for individual programmes [www.dmu.ac.uk/study](http://www.dmu.ac.uk/study)
27. The University welcomes applicants studying a wide range of UK, EU and international qualifications. To help determine the equivalence of non-UK qualifications, the Admissions team will refer to advice provided by the UK National Academic Recognition and Information Centre (UKNARIC) and UCAS alongside internal guidance developed by DMU's international specialists.
28. In addition to academic entry requirements, DMU requires all applicants to demonstrate their level of English is sufficient to allow successful completion of their chosen course of study. The level of attainment required is normally a GCSE English qualification at grade C or above or equivalent English qualification. Details of accepted English Language GCSE equivalencies can be provided by the Admissions teams on request.
29. Some English qualifications have a limited validity period (e.g. an International English Language Testing System (IELTS) score is only considered to be valid for two years after the test has been taken). Applicants must ensure that their English qualification is still within the validity period at the point their course of choice is due to commence.
30. If an international applicant satisfies all of the academic entry requirements but has not achieved the required standard of English, an 'integrated' offer may be made subject to completion of a suitable English language course at the University's Centre for English Language Learning (CELL). Details of these courses can be found on the website at <http://dmu.ac.uk/international/en/after-you-apply-to-study-at-dmu/english-language-courses/centre-for-english-language-learning.aspx>
31. In addition to achieving the required standard of English as determined by the University, international applicants who will require a visa to study will also need to satisfy the level of English as regulated by the UKVI. For the most up-to-date information please refer to the latest guidance on the Home Office website <https://www.gov.uk/tier-4-general-visa>
32. There are also additional non-academic requirements and checks (e.g. Disclosure and Barring Service, Occupational Health Check, Work Experience, Fitness to Practice, Character Suitability etc.) applicants will have to satisfy before securing a place on some of our courses. If these are part of the entry requirement for a particular course it will normally be detailed alongside the course information on our website [www.dmu.ac.uk/study](http://www.dmu.ac.uk/study). Applicants are advised to contact the appropriate faculty based Admissions Team for further information about any non-academic entry requirements.

## 7) Assessing applicants

33. DMU looks for motivated individuals with the necessary academic (and non-academic) profile as detailed in the entry requirements for each course, who will benefit from DMU's learning environment and who are able to demonstrate they have the potential to achieve the award.
34. We are keen to ensure that all applicants applying to the same programme have equality of opportunity to demonstrate their skills, potential and achievements. DMU's methods of assessment are fair, valid, and free from discrimination and prejudice, applied consistently for each course and regularly reviewed. The fairness and consistency of offer making for each course is managed by the appropriate Admissions Tutor/Selector or Admissions Administrator and monitored by relevant faculty based Admissions Managers.
35. DMU will make appropriate reasonable adjustments to support individuals in making an application and through assessment processes such as interview/selection events where this is part of the admissions process. Prospective students must alert the University that they may require reasonable adjustments as early as possible during the application process.
36. In assessing the academic suitability and potential of applicants the following information is normally considered:
  - a) Prior achievement in awarded qualifications
  - b) Predicted achievement in qualifications currently being studied
  - c) Personal statement or statement of purpose, for evidence of motivation and commitment to the chosen subject area(s)
  - d) Reference(s), for confirmation of academic potential and personal qualities
  - e) Details of time spent at any other education institution, including another university, even if the qualification was not completed/awarded.
  - f) In rare circumstances where an applicant is unable to provide a reference through no fault of their own, an interview may be used in lieu of the reference. This should only be undertaken with prior agreement from the Head of Admissions. A detailed transcript of the interview should be taken and should include confirmation of academic potential, personal qualities and an indication of the intent of the applicant with regard to their studies.
37. Admissions Tutors/Selectors may also use the following methods to assess the suitability of the applicant:
  - a) Portfolio of work
  - b) Interview (which may include tests)
  - c) Work experience, evidenced by a CV, personal statement or references
  - d) Set piece of work
  - e) Non-academic requirements, where this is a requirement of the course
38. If an interview and /or portfolio review is part of the entry requirement of the course, the Admissions team will issue an invitation to attend an interview. Applicants will only be invited to an interview if the initial review of the application demonstrates the potential to meet the academic entry criteria.

39. The exact format of an interview and any associated events varies by course. Applicants will be provided information about the interview and event itinerary at the point of invitation.
40. Once an interview has been attended, or a portfolio submitted for review, the Admissions team will contact the applicant to confirm whether they have an offer to study on the course (See section 8.4).
41. DMU welcomes applications from a wide range of individuals, including those who wish to have non-standard qualifications or work/life experience to be considered as evidence of academic suitability. This is normally expected to only apply to those applicants wishing to return to education after a significant gap in their study and such things may include informal, experiential learning such as:
  - a) Work related experience
  - b) Attendance at work based training courses
  - c) Self-directed study
  - d) Work experience gained in the voluntary sector
  - e) Other leisure or voluntary activity
42. We may also allow direct or advanced entry onto some, but not all, of our programmes. This will usually take the form of transfer of credits or marks for exemption from individual modules. This is always by exception and any such requests would be considered by academic teams on an individual basis.
43. DMU will endeavour to take into account previously accredited prior experiential learning in determining whether to allow advanced entry on to a course and will sometimes consider exemption from study from a proportion of that programme.
44. Where previously accredited prior learning is being considered, it is the responsibility of the applicant to demonstrate that the work is:
  - a) Entirely their own
  - b) Meets a level and volume equivalent to the standard entry requirement
  - c) Recent enough to imply current knowledge and capability in the subject area
45. An applicant's prior learning at another institution may be considered to allow for direct entry to level 5 or 6 (Year 2 or 3) of many, but not all, of our Undergraduate programmes. The maximum permitted amount of credit is normally not more than two thirds of the taught part of a programme. Applicants must also have been awarded the requisite number of Higher Education credits, usually 120 per level of academic study.
46. Applicants must demonstrate that they have successfully completed material at an equivalent level which covers sufficiently similar subject material to that outlined in the syllabus of the programme to which they intend to apply.
47. Applicants should check with the relevant Admissions Team whether they would be suitable for entry prior to making any formal application.

48. Those entering in level 6 (Year 3) of our programmes should be aware that their final degree classification will be calculated solely on the modules that they study in level 6 and that none of their accredited prior experiential learning will be counted.

## **8) Applying**

### **8.1 How and when to apply**

49. Applications for our Undergraduate courses should be submitted via UCAS. Detailed information about how and when to apply can be found on the University website at <http://www.dmu.ac.uk/study/undergraduate-study/entry-and-admissions-criteria/entry-and-admissions-criteria.aspx> or at [www.ucas.com](http://www.ucas.com)
50. Applications for our Postgraduate Taught courses should be submitted via our online application portal. Applicants should select the link to apply online in the How to Apply section of their chosen course profile or on the Postgraduate study pages <http://www.dmu.ac.uk/study/postgraduate-study/entry-criteria-and-how-to-apply/entry-criteria-and-how-to-apply.aspx> (Current Undergraduate applicants wishing to apply to Postgraduate programmes are able to do so on an internal application form. This can be requested from the relevant Admissions Team).
51. International applicants should submit their application via our online application portal. For full details on how and when to submit an application for both Undergraduate and Postgraduate Taught courses they should refer to the international pages on our website <http://www.dmu.ac.uk/international/en/before-you-apply-to-study-at-dmu/how-to-apply/how-to-apply.aspx>

### **8.2 Time taken to consider an application**

52. DMU is committed to assessing applications and making decisions promptly. However, processing times will vary throughout the year dependent on the volume and range of applications currently pending a decision. Applicants can help to ensure a quicker turnaround by providing supporting documentation and information at the time of application. This should include a fully completed and signed application form, along with the information and documents listed in section 7 in order to demonstrate achievement of the course specific entry requirements (see section 6) and details of any relevant pending qualifications.

### **8.3 Communicating with applicants**

53. DMU aims to keep each applicant informed about the progress of their application and provide useful updates at key points during the admissions process. We will normally communicate with applicants via email and it is advised that applicants check email spam filters regularly to ensure receipt of all communications. If, at any point the applicant's email address changes, they should notify both UCAS (if relevant) and the appropriate Admissions Team as soon as possible.

54. We may send a wide range of communications via email or letter throughout the admissions process which include the following:
- a) Acknowledgement of receipt of application
  - b) Request for additional information to support an application as detailed in section 7
  - c) Invitation to an interview/audition
  - d) Confirmation of application outcome
  - e) Confirmation of meeting the conditions of any offer
  - f) How to access Induction/enrolment information
55. Throughout the application cycle the DMU's marketing department will also use email to deliver relevant information about open days, in-country visits and any scheduled events to support applicants during the decision making process.

#### **8.4 Application outcome**

56. Successful applicants will receive an offer of entry from the University. The offer of entry will either be a conditional offer based on any outstanding academic or English qualifications and/or any relevant non-academic entry requirements. Alternatively, if all of the entry requirements have been satisfied and academic qualifications verified, applicants will receive an unconditional offer.
57. Applicants who receive an offer should refer to the General Regulations and Procedures Affecting Students which can be found at <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/students/general-regulations-and-procedures-affecting-students.aspx> for information about the commitments the University and applicants make when the applicant accepts an offer of entry.
58. International applicants who require a visa to study are advised to refer to our UKVI compliance guidance for important information that should be read prior to accepting their offer of study. <http://www.dmu.ac.uk/international/en/preparing-for-your-arrival-at-dmu/visas-and-immigration.aspx>

#### **8.5 Feedback**

59. At times it is necessary for us to reject applications that we feel do not or cannot meet our entry requirements; either academic or non-academic.
60. Requests for feedback should be made in writing (by letter or email) by the applicant and should be addressed to the relevant Admissions Team. We aim to provide full and constructive feedback within 10 working days of the request being received.
61. Where an applicant can provide fresh and compelling evidence of their academic competence in the relevant subject area the original decision may be reviewed. Decisions will be reconsidered at the discretion of the relevant Admissions Team, which may include academic staff for professional courses.

62. Any appeal or complaint at both application and interview stage which questions the academic grounds for rejection will not be considered.
63. Following feedback, if an applicant feels they have grounds for a formal review, they should refer to the Appeals and Complaints procedure (see section 11).

### **8.6 Applicants with additional support needs**

64. DMU welcomes applications from prospective disabled students (within the meaning of the Equality Act 2010) which includes: physical and sensory impairments, mental health conditions, long term health conditions, autistic spectrum conditions, and learning differences such as dyslexia and dyspraxia. Application decisions are based on academic merit and potential relevant to the course applied for, determined by published entry criteria and assessment as per the standard admissions process. Consideration of any support requirements will remain an entirely separate process.
65. Applicants who have declared a disability and are considered academically suitable for their chosen course of study will be referred to DMU's Disability, Advice and Support Division and / or the Mental Health Inclusion Team, who will assess the needs of the individual applicant. Further information about disability and dyslexia support at DMU can be found at <http://www.dmu.ac.uk/dmu-students/the-student-gateway/disability-advice-and-support/disability-advice-and-support.aspx> Further information on mental health support can be found at <https://www.dmu.ac.uk/dmu-students/the-student-gateway/counselling-mental-health-and-wellbeing/mental-health.aspx>
66. Support will be provided where appropriate in applying for the Disabled Student Allowance (DSA), but this is a fund which is awarded by the student finance bodies to the individual student and so it is important that eligible applicants engage with the process as soon as practicable to avoid any delay. Information can be found here: <https://www.gov.uk/disabled-students-allowances-dsas/overview> or here for students on NHS funded courses: <https://www.gov.uk/nhs-bursaries/further-information>
67. If an individual student's requirements are complex it is important to ensure that there is adequate time for any adjustments or support to be put in place. Applications made late in the cycle may result in delays. If the application is received by DMU after 31st July in the year of entry and the support needs identified are such that there is insufficient time for these to be in place prior to enrolment, the applicant may be required to defer their place until the next available intake.

### **8.7 Applicants disclosing criminal convictions**

68. As part of its duty of care to the University community, staff and student population, DMU asks applicants to disclose information about any relevant unspent criminal convictions. Convictions with a sentence of 4 years or less will become spent after a certain period of time. This period is known as a 'rehabilitation period'. Its length depends on how severe the penalty was. Further information about spent and unspent convictions can be found in the relevant section of the gov.uk website <https://www.gov.uk/exoffenders-and-employment> . (As these time limits may be subject

to change applicants should satisfy themselves that they are complying with current requirements).

69. Applicants are required to inform DMU immediately of any unspent convictions and this requirement applies to any new convictions that occur at any point during the application process, including once they are in receipt of an offer. This requirement also applies once enrolled at the University.
70. All applicants including those who have declared a criminal conviction are considered entirely on an individual basis. When a criminal conviction is declared as part of the application process, an assessment of risk to the safety and/or reputation of DMU and its community is carried out by the relevant Admissions Manager alongside our security department and a small panel of experienced staff (which may include representatives from external bodies if required for professional courses). Further information may be requested from the applicant to support this process.
71. Having a criminal record will not automatically prevent an applicant being offered a place at DMU and the decision made by the panel will depend on the nature of the course applied for and the circumstances and background of offences.
72. The courses at DMU which require an additional Self-Declaration form and DBS check will be detailed on the relevant Entry & Admissions Criteria section of our prospectus and on our website [www.dmu.ac.uk/study](http://www.dmu.ac.uk/study) and full information regarding this procedure can be requested from the Health and Life Sciences (HLS) Admissions Team [hlsadmissions@dmu.ac.uk](mailto:hlsadmissions@dmu.ac.uk)
73. Applicants for courses which require an enhanced disclosure should disclose all spent and unspent criminal convictions, cautions, reprimands and warnings which would be displayed on an enhanced criminal record certificate which are not protected and would not therefore be filtered.
74. It is very important that applicants read guidance on and criteria for the definition of 'protected' convictions and cautions and the filtering of these convictions and cautions, which can be found on the DBS website at: [www.gov.uk/government/disclosure-and-barring-service](http://www.gov.uk/government/disclosure-and-barring-service).
75. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 has been amended. The consequence of the amendment is that certain spent convictions and cautions are 'protected' and are not disclosed to employers and others entitled to conduct DBS checks. Spent convictions and cautions that are protected therefore, should not be disclosed or taken into account by the University when considering your application.
76. If applicants have applied for multiple courses in one admissions cycle, the University will share any information you provide within the admissions division (as appropriate) to ensure that your application(s) are dealt with in a timely manner and you do not receive multiple requests for the same information.

## **8.8 Occupational Health Check Clearance**

77. Some of our courses are professional and so require Occupational Health Check clearance from the University Hospitals of Leicester prior to the start of the course. All

applicants including those who have declared a health condition are considered entirely on an individual basis. When a health condition is declared as part of the application process, an assessment of risk to the safety of the individual, University and/or reputation of the University and its community is carried out by a small panel of experienced staff. An applicant's information may be shared with a third party in order for an assessment to be carried out to establish their fitness to practise. This requirement will be detailed on the relevant Entry & Admissions Criteria section of our prospectus and on our website [www.dmu.ac.uk/study](http://www.dmu.ac.uk/study) and full information regarding this procedure can be requested from the Health and Life Sciences Admissions Team.

## **8.9 Verification of qualifications**

78. Applicants are required to provide documentary evidence (e.g. certificates and transcripts etc.) to demonstrate they have achieved the entry requirements of their chosen course and met the conditions of their offer.
79. Scanned or photocopied documents may be accepted during the application process but all applicants must provide original documents before they will be eligible to enrol on their course.
80. Some English qualifications can be verified online using unique score codes. DMU will accept the unique code to verify a test score as part of the application process but will require a copy of the certificate to match the code, score and photograph prior to enrolment.
81. Qualifications completed and certified under an alternative name to the applicant's details as stipulated on the application form will need to be supported with documentation to demonstrate a legal name change (e.g. marriage certificate etc.).
82. If an applicant is unable to provide the requested documentary evidence to demonstrate they meet the entry requirements of the course and the conditions of their offer, we reserve the right to cancel the application and withdraw the offer of a place at DMU.

## **8.10 Fraud and omitted details**

83. DMU requires all information presented in the form of an application or registration form to be accurate, true and with no pertinent information omitted. Applicants and enrolling students are required to sign declarations to this effect.
84. Any application suspected of containing fraudulent information will be fully investigated by the Admissions Management Team and, where appropriate, referred to the UCAS Verification Unit and/or the Home Office.
85. Should the University discover, however belatedly, that an offer has been made on the basis of an application which is later found to contain statements or refer to documents which are fraudulent, untrue or misleading, or if key information has been omitted from the application, we reserve the right to cancel an application, withdraw an offer or terminate a student from studying at DMU.

### **8.11 Extenuating, mitigating or medical circumstances**

86. Where an applicant feels that their studies have been affected by extenuating, mitigating or medical circumstances they should ensure that the relevant examination board or awarding body be informed prior to the award being made. We will assume that any such information will have been taken into consideration by the examining board or awarding body and that the appropriate grades have been issued.

### **8.12 Deferred entry**

87. DMU recognises the value of applicants taking a break in their studies for a “gap year” and choosing to defer their entry into University to the start of the next academic year. Applicants may indicate their wish to defer their entry at the point of application or by informing the relevant Admissions Team, in writing (by email or letter), of their wish to do so later on in the application cycle. Requests for deferral will be considered up to the point of enrolment.
88. Deferred applications will be assessed using the same academic criteria as for non – deferred applications and applicants holding a deferred place must meet all academic conditions of their offer during the current application cycle.
89. If an applicant makes their application for deferred entry and then wishes to bring their entry forward to the current academic cycle such requests should also be put in writing (by email or letter) and a decision will be made dependent on places still available on the given course.

### **8.13 Applicants re-applying**

90. DMU normally allows individuals who have previously applied to re-apply. When reviewing the new application we will apply the current entry criteria and would expect applicants to indicate any additional evidence or updated academic qualifications on the new application. We may refer to any information gathered from previous applications such as the application form, correspondence and interview notes as necessary.

### **8.14 Re-applications from previously registered students**

91. DMU may consider applicants that have previously withdrawn, or had their studies terminated, for re-entry to the University on the same or an alternative programme. Cases will be considered entirely on an individual basis but there must be a gap (normally 2 years for undergraduate and 1 year for postgraduate programmes) in-between being terminated and applying for re-entry to the University. Re-entry will be via the Recognition of Prior Learning process (appropriate to the level of study) and will be at the discretion of the admissions team.
92. If an applicant has previously been enrolled onto one of our programmes the applicant must contact the relevant Head of Studies or Programme Leader to discuss the situation further.

93. It is not always necessary for previously enrolled students to make a fresh application so applicants are advised to contact us before doing this. All applicants must be aware that all previous enrolments should be declared on any application that is submitted. If an applicant has been registered as a previous DMU student and is considered a debtor, re-enrolment will not be able to take place until all debts are cleared. In the case of Overseas students we may not be able to issue a CAS to previous DMU students who still owe a debt to the University.

## **9) Discontinued/Changed Programmes**

94. Whilst DMU tries to ensure that all of our programmes run as advertised in our prospectuses it is sometimes necessary for us to make significant changes to the structure of our programmes or to discontinue a programme entirely. This will sometimes happen between an offer being made and enrolment.
95. Where changes are made we will endeavour to inform applicants as early as possible to minimise the potential disruption to the application process. Where possible, we will offer an alternative programme in a similar subject area. If an alternative programme is unavailable or unsuitable then Undergraduate applicants can substitute that particular choice with an application to another institution via UCAS.
96. In cases where programmes are changed or discontinued we will send a communication to you electronically and/or by hard copy outlining your options.

## **10) Applicant Data**

97. The information submitted as part of each application to the University is used to assess the suitability of the applicant for study at the University. Anonymised data including information on diversity: age, disability, gender status, race and ethnicity, religion or belief, sex, sexual orientation will also be used by DMU for statistical and reporting processes.
98. Application information and related data will form the basis of the student record for applicants who are admitted to DMU.
99. DMU complies with the Data Protection Act 1998 in its use of applicant data. Further information about data protection at the University can be found at: <http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/information-security/policies/dpa-policy-web-v1-0.pdf> and information about records management can be found at: <http://dmu.ac.uk/about-dmu/quality-management-and-policy/records-management/records-management.aspx>

## 11) Appeals and Complaints

100. DMU is committed to the provision of a professional admissions service which attracts, recruits, selects, admits and enrolls students using clear, fair, effective, and consistent policy and procedure.
101. If there is a circumstance in which an applicant feels that their application has not been dealt with in accordance with the DMU's Student Admissions Policy, applicants can request that their application be reviewed via an appeal, or they may make a formal complaint.
102. Applicants wishing to make a formal complaint should refer to the Complaints Procedure which can be found on the DMU website at: <http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-complaints/student-complaints-procedure.aspx>.
103. Stage 1 of DMU's complaints procedure outlines that attempts should be made to resolve the issue locally. You should contact the relevant Admissions Manager in the first instance. The complaint will then be reviewed with the Head of Admissions.
104. Please be aware that, due to data protection issues, we may be unable to enter into communication with any third party with respect to an applicant's individual circumstances or application.

## 12) Further information

105. For further information about De Montfort University, please visit our website at: [www.dmu.ac.uk](http://www.dmu.ac.uk)
106. If you wish to contact our Admissions Teams directly, details are included in the course information pages of the website [www.dmu.ac.uk/study](http://www.dmu.ac.uk/study) or as below:

| Admissions Team            | Email contact  | Telephone number    |
|----------------------------|--|---------------------|
| Art, Design and Humanities | <a href="mailto:adhadmissions@dmu.ac.uk">adhadmissions@dmu.ac.uk</a>   | +44 (0) 116 2577555 |
| Business and Law           | <a href="mailto:bal@dmu.ac.uk">bal@dmu.ac.uk</a>                       | +44 (0) 116 2577458 |
| Health and Life Sciences   | <a href="mailto:hlsadmissions@dmu.ac.uk">hlsadmissions@dmu.ac.uk</a>   | +44 (0) 116 2577700 |
| Technology                 | <a href="mailto:techadmissions@dmu.ac.uk">techadmissions@dmu.ac.uk</a> | +44 (0) 116 2577456 |
| International Admissions   | <a href="mailto:iao@dmu.ac.uk">iao@dmu.ac.uk</a>                       | +44 (0) 116 2577713 |

## 13) Links to other relevant policies and documents

DMU Equality related policies and information: <http://dmu.ac.uk/about-dmu/professional-services/equality-and-diversity/equality-information.aspx>

De Montfort University Mission, Vision and Strategic Plan: <http://www.dmu.ac.uk/about-dmu/mission-and-vision/mission-and-vision.aspx>

Access Agreement and Widening Participation:  
<http://www.offa.org.uk/agreements/De%20Montfort%20University.pdf>

Quality Assurance Agency UK Quality Code for Higher Education  
<http://www.qaa.ac.uk/en/Publications/>

<http://www.qaa.ac.uk/en/Publications/Documents/quality-code-B2.pdf>

Supporting Professionalism in Admissions: <http://www.spa.ac.uk/information/fairadmissions/>

De Montfort University Academic Board Committee Structure: <http://www.dmu.ac.uk/dmu-staff/hot-topics/october-2014/university-almanac-a-new-reference-document-for-staff.aspx>

UKVI Sponsor Guidance: <https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators>

Undergraduate Entry and Admissions Criteria: <http://www.dmu.ac.uk/study/undergraduate-study/entry-and-admissions-criteria/2014-entry-requirements.aspx>

General Regulations and Procedures Affecting Students: <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/students/general-regulations-and-procedures-affecting-students.aspx>

UKCISA website: <http://www.ukcisa.org.uk/>

Student Loans Company website: <http://www.slc.co.uk/>

NHS bursaries website <https://www.gov.uk/nhs-bursaries>

Disability procedure (please contact [hmercado@dmu.ac.uk](mailto:hmercado@dmu.ac.uk))

Criminal convictions procedure (please contact [hmercado@dmu.ac.uk](mailto:hmercado@dmu.ac.uk))

Data Protection Policy (please contact [hmercado@dmu.ac.uk](mailto:hmercado@dmu.ac.uk))

Interview/Audition Policy (please contact [hmercado@dmu.ac.uk](mailto:hmercado@dmu.ac.uk))

Under 18 policy (including international) (please contact [hmercado@dmu.ac.uk](mailto:hmercado@dmu.ac.uk))

UKVI Compliance Guidance <http://www.dmu.ac.uk/international/en/preparing-for-your-arrival-at-dmu/visas-and-immigration.aspx>

## 14) Glossary of terms

| Acronyms |   |
|----------|---|
| ADH      | Art, Design and Humanities                        |
| APEL     | Accreditation of Prior Experiential Learning      |
| BAL      | Business and Law                                  |
| CELL     | Centre for English Language Learning              |
| CV       | Curriculum Vitae                                  |
| DBS      | Disclosure and Barring Service                    |
| DMU      | De Montfort University                            |
| DPA      | Data Protection Act                               |
| EU       | European Union                                    |
| FE       | Further Education                                 |
| FOT      | Faculty of Technology                             |
| GCSE     | General Certificate of Secondary Education        |
| GSO      | Graduate School Office                            |
| HE       | Higher Education                                  |
| HLS      | Health and Life Sciences                          |
| IELTS    | International English Language Testing System     |
| MA       | Master of Arts                                    |
| MPhil    | Master of Philosophy                              |
| MRes     | Master's in Research                              |
| MSc      | Master of Science                                 |
| NARIC    | National Academic Recognition Information Centre  |
| NHS      | National Health Service                           |
| PGT      | Postgraduate Taught                               |
| PhD      | Doctor of Philosophy                              |
| PVC      | Pro Vice-Chancellor                               |
| QAA      | Quality Assurance Agency                          |
| SAAS     | Student and Academic Services                     |
| SAP      | Student Admissions Policy                         |
| SLC      | Student Loans Company                             |
| SPA      | Supporting Professionalism in Admissions          |
| UCAS     | Universities and Colleges Admissions Service      |
| UG       | Undergraduate                                     |
| UK       | United Kingdom                                    |
| UKCISA   | UK Council for International Student Affairs      |
| UKVI     | UK Visas and Immigration                          |
| UKPASS   | UK Postgraduate Applications (online application) |
| WPSA     | Widening Participation Strategic Assessment       |

