

Student and Academic Services Admissions Division

Student Admissions Policy 2016/17

(Further Education, Undergraduate, Postgraduate Taught and Postgraduate Research)

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

Masters 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 also 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/collaborative-provision-academic-partnerships-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 (OIEG). 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>

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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, Vision and Values statements and in the Strategic Framework 2015 – 2020. The Mission, Vision, Values and Strategic Framework can be viewed in full on the DMU website at <http://www.dmu.ac.uk/about-dmu/university-governance/executive-board/strategic-framework-2015-2020/strategic-framework-2015-2020.aspx>
2. We are a scholarly community that is committed to the public good and underpinned by an unrivalled ability to challenge convention and create impact. 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, as set out in DMU freedom <http://www.dmu.ac.uk/about-dmu/professional-services/equality-and-diversity/dmufreedom-equality-and-diversity-charter/dmufreedom.aspx>, 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 <https://www.offa.org.uk/access-agreements/searchresult/?prn=10001883> 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/documents/about-dmu-documents/university-governance/2016-17-de-montfort-university-almanac-v2.pdf>
9. This policy takes account of relevant legislation including the Consumer Rights Act 2015, 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. The Graduate School Office operates the admissions policy for postgraduate research students working in partnership with faculties and the International Admissions Office.
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 MyAppraisal programme. The Admissions team are currently working with Admissions Tutors to ensure the same level of support and training is available for everybody involved in application decision making.
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, this document will be published on the relevant section of the University website alongside the Students Admissions Policy.

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
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 nationality and 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 an applicant's fee status is deemed to be Home by one institution and Overseas by another. Third parties (e.g. the Student Loans Company) will undertake an independent assessment of 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. 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/>

22. Information on tuition fees, bursaries and scholarships for Home/EU students can be found on our website www.dmu.ac.uk/study under the relevant sections of Undergraduate and Postgraduate study and Graduate School (Research Degrees).
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 . For Undergraduate courses, information can also be found on the UCAS website.

26. Some of our courses receive recognition from professional bodies (e.g. Architects Registration Board (Royal Institute of British Architects), Solicitors Regulation Authority, General Pharmaceutical Council, Nursing and Midwifery Council, Institute of Engineering Designers, Chartered Institute of Management Accountants etc.) and the additional requirements in accordance with professional, statutory and regulatory body requirements must also be met, where appropriate. A full list of the professional bodies our courses receive recognition from can be found at www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/monitoring/monitoring-psrbs.aspx Please see our website for detailed entry requirements for individual programmes 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. The entry requirements for some non-UK applicants can be found on our website www.dmu.ac.uk/international/en/your-country/country-information.aspx
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 4-5 with the new GCSE grading system) 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). In order to integrate an offer of an academic programme with pre-sessional English language tuition the English language tuition should not start more than three months prior to the commencement of the academic programme and the gap between the 2 should not exceed 30 days. The applicant must also hold a UKVI approved Secure English Language Test (SELT) showing their ability at CEFR B1 level taken within the last 2 years if we are to sponsor an applicant within the Tier 4 regulations. Details of SELT can be found on the Home Office website. Details of DMU English Language courses can be found on the website at

www.dmu.ac.uk/international/en/after-you-apply-to-study-at-dmu/english-language-courses/centre-for-english-language-learning.aspx Applicants joining our CELL courses must be 18 years or over to satisfy British Council accreditation requirements.

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. The University has a list of acceptable English Language tests in addition to those approved by UKVI which may be used as evidence to accept students directly on to DMU and LIPC programmes at NQF level 6 or higher. The University has its own test of academic English called the De Montfort University Academic Test of English (DATE) which can be used for acceptance onto DMU and LIPC programmes that are at NQF Level 6 or above. Information about the DATE test can be found on the website www.dmu.ac.uk/international/en/english-language-courses/academic-courses/de-montfort-university-academic-test-of-english-date.aspx
33. There are also additional non-academic requirements and checks (e.g. Disclosure and Barring Service, Occupational Health Check, Work Experience, Fitness to Practise, 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 . Applicants are advised to contact the appropriate faculty based Admissions Team for further information about any non-academic entry requirements.

7) Assessing applicants

34. 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 that they have the potential to achieve the award.
35. 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.
36. 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.

37. 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) Research Proposal when applying for a postgraduate research degree.
 - g) In rare circumstances where an applicant is unable to provide a required 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.
38. 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/task
 - e) Non-academic requirements, where this is a requirement of the course
39. If an interview and /or portfolio review, audition, practical assignment 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.
40. 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.
41. Once an interview has been attended, or any requested accompanying work submitted for review, the Admissions team will contact the applicant via letter and email to confirm whether they have an offer to study on the course (See section 8.4).
42. 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 who will be 21 years of age or over for undergraduate courses and 25 years of age or over for postgraduate courses or over as of 1st September of the academic year they are applying for and who are wishing to return to education after a significant gap in their study. The University may consider 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/life experience

43. 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. Any courses that carry professional accreditation will not usually consider advanced entry.
44. 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. For guidance on the Recognition of Prior Learning (RPL) process please refer to the website <http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/scheme-regulations/guide-to-recognition-prior-learning.pdf>
45. 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
46. 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.
47. 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.
48. Applicants should check with the relevant Admissions Team whether they would be suitable for entry prior to making any formal application.
49. 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.
50. For entry in 2017, the University is considering a trial of MSAP UK (Mature Student Admissions Pathway). MSAP UK <https://msap-uk.acer.edu.au/> is a test which assesses generic reasoning and thinking skills that underpin studies in higher education and can be used as a mechanism for applicants who do not have the appropriate level of academic background to gain entry to the University. The exact scope of the trial is currently being agreed. Further information about MSAP UK, applicant eligibility and the courses included in the trial can be provided by the relevant admissions team on request.

8) Applying

8.1 Applicants who would be under 18 on enrolment

51. The University's policy for managing students who are aged under 18 on enrolment is available on the website <http://www.dmu.ac.uk/documents/dmu-students/academic-support-office/policy-for-managing-students-who-are-under-18-on-enrolment.pdf> All applicants who would be under 18 at the point of enrolment on to the course should read this policy as additional steps need to be undertaken as part of your application process, and in some cases you may be asked to defer your application. International applicants have further additional requirements to meet if they will be applying for a visa to study at the University. All students who fall in to this category should be sent the relevant information either before an offer is made or along with their offer letter. If this is not received applicants must contact the relevant admissions office to ask for this information.

8.2 How and when to apply

52. Applications for our full-time Undergraduate courses must 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 directly on the UCAS website at www.ucas.com
53. Applications for our Postgraduate Taught and Undergraduate part-time 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> alternatively; we can provide a direct application via email or in person for these types of courses. (Current Undergraduate applicants wishing to apply to Postgraduate programmes should complete an internal application form, instead of using the above methods. This can be requested from the relevant Admissions Team).
54. Applications for our Postgraduate Research programmes should be submitted via the Graduate School Office. Applicants should select the link to apply in the How to Apply Section of the Graduate School Office pages <http://www.dmu.ac.uk/research/graduate-school/enquiries-and-applications/how-to-apply.aspx>
55. 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> International applicants are also able to apply via direct application if the above is not possible.

8.3 Time taken to consider an application

56. 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.

8.4 Communicating with applicants

57. 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.
58. We may send a wide range of communications via email or letter throughout the admissions process. These will 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
59. 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.

8.5 Application outcome

60. 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 normally receive an unconditional offer.
61. The offer sent from the University acts as the first formal communication between the applicant and the University. Applicants who receive an offer should refer to the General Regulations and Procedures Affecting Students which can be found at www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-regulations.aspx for information about the commitments the University and applicants make when the applicant accepts an offer of entry. Postgraduate Research applicants who receive an offer should refer to the Research Degree Regulations

<http://www.dmu.ac.uk/research/graduate-school/current-research-students/code-of-practice/code-of-practice.aspx>

62. International applicants who require a visa to study are advised to refer to our student visa guidance for important information that should be read prior to accepting their offer of study. It includes information regarding an International student's responsibilities before arrival, whilst in attendance and after the programme of study has been completed <http://www.dmu.ac.uk/international/en/making-a-student-visa-application/visa-advice.aspx>

8.6 Feedback

63. 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.
64. 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.
65. Where an applicant can provide fresh and compelling evidence of their 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.
66. Any appeal or complaint at both application and interview stage which questions the academic grounds for rejection will not be considered.
67. 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).

8.7 Applicants with additional support needs

68. 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.
69. There may, in exceptional circumstances, be applicants who because of their disability, cannot be offered a place on the course due to being unable to meet the learning competencies.
70. 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 www.dmu.ac.uk/dmu-students/the-student-gateway/mental-health-and-wellbeing/mental-health-and-wellbeing.aspx

71. 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: www.gov.uk/disabled-students-allowances-dsas/overview or here for students on NHS funded courses: <https://www.gov.uk/nhs-bursaries/further-information>
72. 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 and there is insufficient time for reasonable adjustment to be put in place the applicant may be required to defer their place until the next available intake.

8.8 Applicants disclosing criminal convictions

73. As part of its duty of care to the University community and to the 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 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).
74. 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.
75. 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.
76. 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.
77. 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 and full information regarding this procedure can be requested from the Health and Life Sciences (HLS) Admissions Team hlsadmissions@dmu.ac.uk

78. 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. An applicant's continuance onto the course would be subject to DBS clearance prior to enrolment.
79. 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/organisations/disclosure-and-barring-service
80. 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.
81. 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.

8.9 Occupational Health Check Clearance

82. 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 and full information regarding this procedure can be requested from the Health and Life Sciences Admissions Team. Applicants continuance onto the course would be subject to Occupational Health Clearance prior to enrolment.

8.10 Verification of qualifications

83. Applicants are required to provide documentary evidence (e.g. certificates and transcripts etc.) to demonstrate that they have achieved the entry requirements of their chosen course and met the conditions of their offer.
84. 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. Applicants should not send original copies of documents through the post but should bring them to their enrolment/registration event.

85. 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.
86. 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.).
87. 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.

8.11 Fraud and omitted details

88. 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.
89. Any application suspected of containing fraudulent information will be fully investigated by the Admissions Management Team and, where appropriate, referred to UKNARIC the UCAS Verification Unit and/or the Home Office.
90. 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, it reserves the right to cancel an application, withdraw an offer or terminate a student from studying at DMU.

8.12 Extenuating, mitigating or medical circumstances

91. 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 are informed prior to the award being made. The University 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.

8.13 Deferred entry

92. 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. Applicants may defer their application once and will need to reapply if they are unable to take up their place during this time.

93. 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. Funding support is offered according to the year of entry to the course and not the year of application. Tuition fees will be charged according to the year of entry to the course and not the year of application.
94. 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.

8.14 Applicants re-applying

95. 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.

8.15 Re-applications from previously registered students

96. 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 might be via the Recognition of Prior Learning (RPL) process (appropriate to the level of study and course) and will be at the discretion of the relevant faculty's Head of Studies and admissions team. The RPL process can be accessed at the following web address.
<http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/scheme-regulations/guide-to-recognition-prior-learning.pdf>
97. 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.
98. 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.
99. If an applicant has been registered as a previous DMU student and is carrying outstanding academic debt, re-enrolment will not take place until all academic 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 an academic debt to the University.

8.16 Consumer Regulations/Material Information

100. Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) apply to the tuition contract and any contract for ancillary services (but not accommodation).
101. They require that the University provides certain information to applicants **before they commit themselves** to a place on a course so that applicants can make informed choices before they enter into the contract.
102. The information to be provided to applicants includes:
 - the total price (i.e. tuition fees).
 - any additional charges/costs. Where the charges/costs cannot be calculated in advance, the fact that charges will be made should be stated.
 - the identity and contact details for the university
 - payment arrangements
 - arrangements for “performance” by the university and the minimum obligations of the student
 - the right to cancel and the circumstances for exercising it (in the form prescribed by the regulations)
 - liability to pay a proportion of the fees if the course begins during the cancellation period and the student cancels
 - details of the university’s complaints procedures and operation of the OIA regime
 - details of any other “codes of conduct” to which the university is subject

103. The information to be provided to applicants includes:

The information must also be confirmed in a durable medium **after the contract has been entered into**.

The information cannot be changed before the offer is accepted or afterwards unless agreed with the applicant/student.

8.17 Right to cancel

104. The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) provide students **with a 14 day cancellation period** after the day on which the offer of a place is accepted.
105. If the University fails to provide information about the applicant’s cancellation rights on or before the place is accepted but does so within 12 months, the cancellation period ends 14 days after the day on which information is provided. Otherwise, the right to cancel is exercisable within 12 months after the day on which the place is accepted by the applicant.
106. The student does not have to inform the University of their decision to cancel in writing. If the student decides to cancel they can do so verbally by a clear statement.

107. The university must reimburse all payments made by the applicant without delay and in any event within 14 days after notice of cancellation is given, using the same means of payment that the applicant used, unless otherwise agreed.
108. Where students have been accepted via clearing the cancellation period may overlap with the beginning of term. In that instance the university cannot begin to provide the course to the student until the normal cancellation period has expired, unless the applicant makes an express request. If the student then cancels during the cancellation period they will be liable for payment of the apportioned fees for the course provided up to the cancellation date.

9) Discontinued/Changed Programmes

109. Whilst DMU tries to ensure that all of our programmes run as advertised in our prospectuses and website it is sometimes necessary for us to make changes to the structure of our programmes or to discontinue a programme entirely. This will sometimes happen between an offer being made and enrolment.
110. 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.
111. 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

112. 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.
113. Application information and related data will form the basis of the student record for applicants who are admitted to DMU.
114. 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>

Feedback, Appeals and Complaints

115. DMU is committed to the provision of a professional admissions service which attracts, recruits, selects, admits and enrolls students using a clear, fair, effective, and consistent policy and procedure.
116. At the bottom of each email correspondence from the Admissions Division is a link to a customer satisfaction survey. We really appreciate feedback from enquirers and applicants to ensure that our service is the best it can be. Alternatively, feedback can be provided directly to the Head of Admissions hmercado@dmu.ac.uk
117. If there is a circumstance in which an applicant feels that their application has not been dealt with in accordance with DMU's Student Admissions Policy, applicants can request that their application be reviewed via an appeal, or they may make a complaint.
118. Applicants wishing to make a complaint should, in the first instance, write to the Head of Admissions. The Head of Admissions (or her nominee) will investigate the matter and respond directly to the complainant.
119. If the applicant remains dissatisfied with the outcome of the complaint they may request a review of the matter by the University's Student Appeals & Conduct Officer who can be contacted at: registrarsoffice@dmu.ac.uk . The decision of the Student Appeals & Conduct Officer shall be final and is not subject to review by any other University body.
120. 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.

11) Enrolment

121. Once you have met all the conditions of your offer you will receive a confirmation letter. You will then be sent separate information about how to enrol on your programme of study. Most students will be expected to complete their enrolment online but all will still have to register their attendance and provide formal identification on arrival. You will receive information about where you need to go to provide your identification as part of the enrolment process. If you are required to bring an original copy of your qualification documents before you will be able to enrol this will be requested in your confirmation letter.

12) Further information

122. For further information about De Montfort University, please visit our website at:
www.dmu.ac.uk

123. 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 or as below:

Admissions Team	Email contact	Telephone number
Art, Design and Humanities	adhadmissions@dmu.ac.uk	+44 (0) 116 257 7555
Business and Law	bal@dmu.ac.uk	+44 (0) 116 257 7458
Health and Life Sciences	hlsadmissions@dmu.ac.uk	+44 (0) 116 257 7700
Technology	techadmissions@dmu.ac.uk	+44 (0) 116 257 7456
International Admissions	iao@dmu.ac.uk	+44 (0) 116 257 7713
Graduate School Office	researchstudents@dmu.ac.uk	+44 (0) 116 2506070

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/university-governance/executive-board/strategic-framework-2015-2020/strategic-framework-2015-2020.aspx>

DMU Freedom

<http://www.dmu.ac.uk/about-dmu/professional-services/equality-and-diversity/dmufreedom-equality-and-diversity-charter/dmufreedom.aspx>

Access Agreement and Widening Participation

<https://www.offa.org.uk/access-agreements/searchresult/?prn=10001883>

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/>

University Governance

<http://www.dmu.ac.uk/about-dmu/university-governance/university-governance.aspx>

De Montfort University Academic Board Committee Structure

<http://www.dmu.ac.uk/documents/about-dmu-documents/university-governance/2016-17-de-montfort-university-almanac-v2.pdf>

UKVI Sponsor Guidance

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

Undergraduate Entry and Admissions Requirements

<http://www.dmu.ac.uk/study/undergraduate-study/entry-and-admissions-criteria/entry-requirements.aspx>

How to Apply

<http://www.dmu.ac.uk/study/undergraduate-study/entry-and-admissions-criteria/entry-and-admissions-criteria.aspx>

Postgraduate Entry Criteria and how to apply

<http://www.dmu.ac.uk/study/postgraduate-study/entry-criteria-and-how-to-apply/entry-criteria-and-how-to-apply.aspx>

Graduate School Office

<http://www.dmu.ac.uk/research/graduate-school/enquiries-and-applications/how-to-apply.aspx>

International – How to Apply

<http://www.dmu.ac.uk/international/en/before-you-apply-to-study-at-dmu/how-to-apply/how-to-apply.aspx>

Student Regulations

<http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-regulations.aspx>

Research Degree Regulations

<http://www.dmu.ac.uk/research/graduate-school/current-research-students/code-of-practice/code-of-practice.aspx>

UKCISA website

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

General Regulations and Procedures

www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-regulations.aspx

Disability Advice and Support

<http://www.dmu.ac.uk/dmu-students/the-student-gateway/disability-advice-and-support/disability-advice-and-support.aspx>

Mental Health and Wellbeing

www.dmu.ac.uk/dmu-students/the-student-gateway/mental-health-and-wellbeing/mental-health-and-wellbeing.aspx

Disabled Students' Allowances (DSAs)

www.gov.uk/disabled-students-allowances-dsas/overview

NHS Bursaries

<https://www.gov.uk/nhs-bursaries/further-information>

Ex-offenders and Employment

www.gov.uk/exoffenders-and-employment

Disclosure and Barring Service

www.gov.uk/government/organisations/disclosure-and-barring-service

Student Loans Company website

<http://www.slc.co.uk/>

Disability procedure (please contact hmercado@dmu.ac.uk)

Criminal convictions procedure (please contact hmercado@dmu.ac.uk)

Data Protection Policy (please contact hmercado@dmu.ac.uk)

Records Management

<http://dmu.ac.uk/about-dmu/quality-management-and-policy/records-management/records-management.aspx>

Interview/Audition Policy (please contact hmercado@dmu.ac.uk)

Under 18 policy (including international) (please contact hmercado@dmu.ac.uk)

<http://www.dmu.ac.uk/documents/dmu-students/academic-support-office/policy-for-managing-students-who-are-under-18-on-enrolment.pdf>

UK Visa Advice, Tier 4 Visa

<http://www.dmu.ac.uk/international/en/making-a-student-visa-application/tier-4-visas.aspx>

Recognition of Prior Learning Policy

<http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/scheme-regulations/guide-to-recognition-prior-learning.pdf>

List of Professional Bodies

www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/monitoring/monitoring-psrbs.aspx

De Montfort University Academic Test of English (DATE) test

www.dmu.ac.uk/international/en/english-language-courses/academic-courses/de-montfort-university-academic-test-of-english-date.aspx

DMU Collaborative Contract

<http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/collaborative-provision/collaborative-provision-academic-partnerships-homepage.aspx>

DMU Leicester International Pathway College Admissions Policy

<http://www.dmu.ac.uk/dmu-leicester-international-pathway-college/dmu-leicester-international-pathway-college.aspx>

DMU Research Student Code of Practice

<http://www.dmu.ac.uk/research/graduate-school/current-research-students/code-of-practice/code-of-practice.aspx>

DMU Collaborative Contract

<http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/collaborative-provision/collaborative-provision-academic-partnerships-homepage.aspx>

DMU International Fees and Scholarships

<http://www.dmu.ac.uk/international/en/before-you-apply-to-study-at-dmu/fees-and-scholarships/tuition-fee-payment-policies-and-discounts.aspx>

DMU International Your Country Information

www.dmu.ac.uk/international/en/your-country/country-information.aspx

Centre for English Language Learning

www.dmu.ac.uk/international/en/after-you-apply-to-study-at-dmu/english-language-courses/centre-for-english-language-learning.aspx

UKVI Tier 4 Student Visa

<https://www.gov.uk/tier-4-general-visa>

Your Student Visa

<https://www.dmu.ac.uk/documents/international-documents/visa-information-for-students/your-student-visa-guidance-from-dmu-pre-enrolment.pdf>

14) Glossary of terms

Acronyms	
ADH	Art, Design and Humanities
BAL	Business and Law
CELL	Centre for English Language Learning
CV	Curriculum Vitae
DATE	De Montfort University Academic Test of English
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
RPL	Recognition of Prior Learning
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
WPSA	Widening Participation Strategic Assessment

