

Student Admissions Policy

Marketing and Communications Directorate

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1. Introduction

This policy details De Montfort University's (DMU) aims for the recruitment and admission of students at all levels of study. It also explains the guidelines that are used to select and admit new Home and International students to DMU courses.

Details of the management of recruitment, selection and admissions for collaborative partners, Transnational Education provision and De Montfort University International College (DMUIC) are set out on an individual contract basis.

2. Scope

This policy applies to all recruitment and admissions activities for undergraduate and postgraduate taught programmes, including Home, International, and students admitted via collaborative partnerships.

3. Glossary

- **UCAS:** Universities and Colleges Admissions Service
- **PSRBs:** Professional, Statutory and Regulatory Bodies
- **RPL:** Recognition of Prior Learning
- **CAS:** Confirmation of Acceptance for Studies
- **UKVI:** UK Visas and Immigration
- **QAA:** Quality Assurance Agency
- **CELL:** Centre for English Language Learning
- **SELT:** Secure English Language Test
- **UKCISA:** UK Council for International Student Affairs

4. Responsibilities

Board of Governors

- Oversees university policies and ensures alignment with institutional objectives.

Academic Board

- Maintains academic standards and ensures fair admissions procedures.

University Leadership Board

- Ensures admissions policies align with DMU's strategic objectives.

Vice-Chancellor

- Holds ultimate accountability for the university's admissions processes.

Senior managers

- Ensure compliance with legal and regulatory requirements.

Line managers

- Implement admissions processes and oversee operational efficiency.

Employees

- Ensure compliance with this policy in admissions activities.

Students

- Must adhere to application procedures and provide accurate information.

5. General principles

5.1 Recruitment and Admissions Aims

DMU's recruitment and admissions aims align with its institutional Mission, Vision, and Values ([The Empowering University Strategy](#)).

Our recruitment and admissions practices are an integral part of our strategic management and form the foundation of the excellent student experience we are committed to providing.

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. 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.

We are committed to the provision of a professional, transparent, consistent and fair admissions service which is in line with good practice as defined in the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education ([Quality Code \(qaa.ac.uk\)](#)).

We commit to recruiting students by:

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

5.2 Application Process

- Applications may only be submitted via the routes and within the timescales approved by DMU for Home and Overseas applicants as detailed on the DMU website. This will generally be, but not limited to, applications submitted via UCAS or via DMU online application portals.
- Applications submitted via UCAS may also be subject to key deadlines as advised by UCAS.
- DMU provides clear, detailed and accurate admissions and course information which is accessible for all our enquirers and applicants. Comprehensive course information is published in our Undergraduate and Postgraduate Taught print prospectuses and on our website [Study - De Montfort University \(dmu.ac.uk\)](#) It is recommended that applicants refer to the DMU website for the most accurate and up to date information.

5.3 Entry Requirements

- Every course has an academic entry requirement which is designed to ensure that all applicants are suitably experienced and prepared for their studies. These are reviewed annually. Please refer to the DMU website for the most up-to-date requirements.
- Some of our courses receive professional accreditation and require applicants to fulfil additional non-academic requirements and checks in accordance with professional, statutory and regulatory body requirements. A full list of the professional bodies our courses receive

recognition from can be found at [Professional, Statutory and Regulatory Bodies \(PSRBs\) \(www.dmu.ac.uk\)](http://www.dmu.ac.uk). Requirements can include Disclosure and Barring Service checks, Occupational Health check, Work Experience, Fitness to Practise, Character Suitability etc. Where this is relevant the details will be provided on the relevant course pages on the DMU website. Applicants will have to satisfy all non-academic requirements before securing a place on the course.

- The University welcomes applicants studying a wide range of UK and international qualifications. DMU considers applications from all countries.
- 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 4-5 or above or equivalent English qualification.
- If an Overseas applicant satisfies the academic entry requirements but has not achieved the required standard of English they will have the option to complete a pre-sessional English Language course at DMU's Centre for English Language Learning (CELL). Applicants joining our CELL courses must hold a UKVI approved Secure English Language Test (SELT) showing their ability at CEFR B1 level taken within the last 2 years and be aged 18 years or over to satisfy British Council accreditation requirements.
- Individual English Language requirements can be found on the appropriate course information page on the DMU website or on the [International Entry Requirements page \(www.dmu.ac.uk\)](http://www.dmu.ac.uk).

5.4 Methods of Assessment

- The selection process is intended to recruit motivated students who will benefit fully from the selected course of study by demonstrating the potential to fulfil the objectives of the programme and achieve the award applied for.
- We are keen to ensure that all applicants applying to the same programme have an equal 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.
- DMU will make appropriate reasonable adjustments to support individuals in making an application and through any assessment processes (such as interview/selection events) required by the course. Prospective students must alert the University that they may require reasonable adjustments as early as possible during the application process.
- In assessing the academic suitability and potential of applicants some or all of the following information is normally considered as appropriate:
 - Prior achievement in awarded qualifications
 - Predicted achievement in qualifications currently being studied
 - Personal statement or statement of purpose, for evidence of motivation and commitment to the chosen subject area(s)
 - Reference(s), for confirmation of academic potential and personal qualities
 - Details of time spent at any other education institution, including another university, even if the qualification was not completed/awarded.
 - 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.
 - Portfolio of work/Digital submissions
 - Interview (which may include tests)
 - Work experience, evidenced by a CV, personal statement or references
 - Set piece of work/task
 - Non-academic requirements, where this is a requirement of the course
- 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 mature applicants who will be 21 years of age or over for undergraduate courses and 25 years of age or over for postgraduate courses as of 1 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 conduct an interview with the applicant and consider informal, experiential learning such as:
 - Work related experience
 - Attendance at work-based training courses
 - Self-directed study
 - Work experience gained in the voluntary sector
 - Other leisure or voluntary activity/life experience.
- 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.
- DMU will endeavour to consider 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. 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. For guidance on the Recognition of Prior Learning (RPL) process please refer to the website: [The Recognition of Prior Learning \(RPL\) process \(dmu.ac.uk\)](https://www.dmu.ac.uk/rpl)

5.5 Time taken to consider an application

- DMU is committed to assessing applications and making decisions promptly. Applicants will receive an acknowledgement email to confirm receipt of their application and DMU will aim to process most applications within 10 working days. Processing times will vary throughout the year depending on the volume and range of applications currently pending a decision, and the quality of information provided by the applicant.
- Application processing may also take longer in cases where academic consultation, an interview/portfolio assessment, or special circumstances need to be taken into consideration. Applicants can help to ensure a quicker turnaround by providing all supporting documentation and information at the time of application or promptly on request

5.6 Application Outcomes

- Successful applicants will receive an offer of entry from the University. The offer of entry will usually be a conditional offer based on any outstanding academic or English qualifications and/or any relevant non-academic entry requirements. Alternatively, if all entry requirements have been attained and academic qualifications verified, applicants will normally receive an unconditional offer.
- If an applicant is not considered to be suitable for the course they have applied for, they might be given an offer (or the opportunity to interview for) an alternative course at DMU or they might be referred to one of our partner colleges. This alternative offer could be issued during the application cycle (prior to the receipt of results) or at confirmation once the actual results have been received by the university. If there is no suitable referral course, the application will be rejected.
- For courses with a high demand for places and where the number of places is restricted by third parties/placements etc, we may not communicate offer decisions until all applicants who have applied by the UCAS equal consideration deadline (29 January 2025/14 January 2026) have been assessed/interviewed. In this circumstance, the strongest candidates (based on application and interview) will be offered a place on the course up to its maximum capacity. Other candidates may be offered an alternative start date or alternative course of study.

- We may utilise waiting lists in instances of high demand for places on courses with external capacity limits to ensure numbers can be managed effectively.

5.7 Widening Participation and Extenuating Circumstances

- There may be circumstances in which the University issues an offer that is below the published entry criteria. These contextual offers will be issued in line with the University's stance on enhancing Widening Participation for individuals from backgrounds where traditionally progression to Higher Education is low. Where these offers are made, applicants might be asked to make DMU their Firm choice to be eligible for the reduced offer. This offer might be allocated at the point of offer or at confirmation following receipt of qualification results. More information about DMU's approach to Contextual Offers is on the website: (<https://www.dmu.ac.uk/study/applying/application-guidance.aspx>)
- Where an applicant feels that their studies have been affected by extenuating, mitigating or medical circumstances outside of their control, they should notify Admissions in writing at the earliest convenience so this can be taken into consideration during the assessment process. All submissions for extenuating circumstances will be considered in confidence.

5.8 Verification of Qualifications

- Applicants are required to provide documentary evidence to demonstrate that they have achieved the entry requirements of their chosen course and met the conditions of their offer. Scanned or photocopied documents may be accepted during the application process but all applicants must be able to provide original documents on request.
- 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.

5.9 Applicants who would be under 18 on registration

- The University's policy for managing students who are aged under 18 at the point of registration is available on the website [Policy-for-managing-students-who-are-under-18-on-enrolment \(www.dmu.ac.uk\)](http://www.dmu.ac.uk). There are additional steps in the application process for applicants who will be under the age of 18 at the point of registration, and in some cases it may be necessary to defer entry to a later intake. International applicants have further additional requirements to meet if they will be applying for a visa to study at the University.

5.10 Applicants with Additional Support Needs

- DMU welcomes applications from 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 conducted by DMU's Disability, Advice and Support Team: [Disability advice and support \(dmu.ac.uk\)](http://www.dmu.ac.uk).

5.11 Assessment of Tuition Fee Status

- 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 as a Home or Overseas tuition fee payer 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 registering 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 DMU Admissions office.
 - [UKCISA - international student advice and guidance - Studying in the UK?](#)
 - [Student Loans Company - GOV.UK \(www.gov.uk\)](#)
- If the University cannot make an accurate assessment of fee status from the information provided in the application, applicants will be assumed to be Overseas for fee paying purposes. If applicants believe they meet the requirements to be classed as a Home student they will be given the opportunity to provide further information to demonstrate this.
- Applicants will be notified of the fee status decision at the point of offer and the first-year fees will be quoted in the offer letter. Fee status can be amended up to the point of registration if the appropriate eligibility criteria are demonstrated.
- Fees are subject to an annual review. It is possible that tuition fees may increase during your course. DMU aims to keep fees as fair as possible but may increase them within the maximum fee levels authorised by the government to reflect rising costs and ensure a high-quality student experience. If any changes are made, they're usually (but not always) linked to inflation, based on a measure called RPIX (Retail Price Index excluding mortgage interest payments) but may be based on alternative measures in the future. We would let students know about any changes as early as we can depending on when future government announcements are made
- Any increase in PGT fees would be based upon a review of market assessment.

5.12 Confirmation of Acceptance of Studies (CAS)

- Applicants who require a visa to study in the UK are responsible for ensuring that all information provided to DMU for their CAS is accurate. Applicants commit to undertake all necessary steps to ensure they meet the requirements of their visa application.
- Applicants must meet all conditions of their offer, make the full required deposit payment, undertake relevant financial and credibility checks, and satisfy any UKVI immigration requirements by the deadline stated in the offer letter for their place on their chosen course to be confirmed and a CAS to be issued. An Unconditional Offer is not a guarantee of entry if the applicant is unable to meet UKVI requirements and obtain the relevant visa to enable them to study in the UK with DMU.

5.13 Occupational Health Check Clearance

- Some of our courses are professional and so require Occupational Health Check clearance 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.

5.14 Criminal Conviction Disclosure

- DMU is committed to provide a fair admissions process which is accessible to applicants from a wide range of backgrounds who have the potential to succeed in their chosen course of study. Therefore, for the majority of courses, we do not ask applicants to disclose information about criminal convictions as part of the application process.

- DMU will only ask about criminal convictions as part of the application process for courses which require an enhanced disclosure because they lead to a profession which is exempt from the Rehabilitation of Offenders Act (1974) such as Nursing or Social Work for example. This may also be required for work placements. If the course you are intending to study requires you to undertake an additional Self-Declaration and Disclosure and Barring Service (DBS) checks it will be clearly stated on the individual course pages on the DMU website [Study - De Montfort University \(dmu.ac.uk\)](http://Study - De Montfort University (dmu.ac.uk)) and you will be contacted by the admissions team as part of the application process.
- As part of the registration process all prospective students may be required to provide accurate and up-to-date details of any unspent criminal convictions. The university reserves the right to undertake a risk assessment to ensure the safety and wellbeing of all staff, students, the university community and the prospective student concerned, when considering the registration of any applicant who has previously committed a criminal offence which is currently 'unspent'. Any information provided by applicants will be processed in accordance with the Data protection Act 2018 and may be shared with third parties such as placement providers. In some circumstances the outcome of the risk assessment may determine that it is not possible for an applicant to register at the university at this point in time.
- Further information and guidance relating to the disclosure of criminal convictions process can be obtained from Admissions.

5.15 Deferred Entry

- DMU recognises the value of applicants taking a break in their studies and choosing to defer their entry to the University to the start of the next academic year. Requests for deferral can be made at the point of application and will be considered up to the point of registration. Applicants may only defer their application once and will need to reapply if they are unable to take up their place during this time.
- Deferred applications will be assessed using the entry criteria for the year of entry and not the year of application and applicants holding a deferred place must meet all conditions of their offer during the application cycle in which they are to register. 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. Eligibility for some scholarships may be impacted by an applicant's decision to defer their offer to the subsequent academic year.
- 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 to the Admissions Team and a decision will be made dependent on places still available on the given course.

5.16 Applicants who re-apply

- If an applicant has been unsuccessful in their application, they may wish to re-apply, either within the same or a subsequent academic cycle. DMU will normally consider new applications from previous applicants but there may be some circumstances where this will not be the case (please refer to fraud, omitted information and behaviour section).
- 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.

5.17 Previously Registered Students who re-apply

- DMU may consider applicants who have previously withdrawn, or had their studies terminated, for re-entry to the University on the same or an alternative course.
- Cases will be considered entirely on an individual basis but there should normally be a gap (normally 2 years for undergraduate and 1 year for postgraduate programmes) in- between being terminated and/or being awarded due to academic failure 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 and admissions team. The RPL process can be accessed at the following web address: [The Recognition of Prior Learning \(RPL\) process \(www.dmu.ac.uk\)](http://www.dmu.ac.uk)
- Decisions on re-admitting students who have previously withdrawn, or had their studies terminated, will usually be made at the discretion of the Faculty in which the course is based.

5.18 Fraud, Omitted/Misleading Information and Behavioural Standards

- DMU requires all application information provided by applicants to be accurate, true and with no pertinent information omitted. 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.
- Where an applicant has previously been withdrawn or terminated because of providing fraudulent, untrue or misleading information or omitting key information from the application, DMU reserves the right to decline any further applications from the applicant.
- DMU also reserves the right to withdraw any application where there is evidence of behaviour and/or communication that causes harm to another or harms their reputation, or causes them to feel harassed, alarmed, or distressed as part of the application and registration process.

5.19 Discontinued or Altered Courses

- Whilst DMU tries to ensure that all its courses run as advertised in the prospectus and on the website, it is sometimes necessary to make changes to the structure of courses or to discontinue a course entirely. This will sometimes happen between an offer being made and registration.
- Where changes are made, we will inform applicants as early as possible to outline their options and minimise the potential disruption to the application process. Where possible, we will offer a suitable alternative course. If an alternative course is unavailable or unsuitable, then applicants can substitute that choice with an application to another institution.

5.20 Feedback

- Feedback on interviews and for unsuccessful applications will be provided to applicants upon request in writing to the Admissions Team.

5.21 Appeals and Complaints

- DMU is committed to the provision of a professional admissions service which attracts, recruits, selects, admits and registers students using a clear, fair, effective, and consistent policy and procedure.
- Our Admissions complaints process is designed with a focus on early resolution. The University encourages students to engage with our Admissions service via email at admissions@dmu.ac.uk directly to help us hear your voice and to try and find an appropriate solution as speedily as possible.

- 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 via the DMU Complaints process (<https://www.dmu.ac.uk/current-students/student-support/academic-support/student-complaints/complaints.aspx>). Complaints and appeals should be made within the relevant recruitment period.
- Applicants wishing to make a complaint should write to the Head of Future Students (Admissions). The matter will be investigated and DMU will aim to respond directly to the complainant within 10 working days.
- 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.

5.22 Applicant Data

- In accordance with the General Data Protection Regulation (GDPR) May 2018, the University processes applicant data and 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. The basis for this collection is contract as it is necessary for the University to have a contract with students.
- 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.
- Application information and related data will form the basis of the student record for applicants who are admitted to DMU.

6. Monitoring and review

The Student Admissions Policy is reviewed annually to ensure alignment with university objectives and external regulations.

7. Equality, Diversity and Inclusion

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 [Equality for All](#) 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 and Participation Plan. Our equality related policies can be found at: [Equality and Diversity \(dmu.ac.uk\)](https://www.dmu.ac.uk/equality-and-diversity).

8. Sustainability

DMU's admissions process aligns with its sustainability commitments, promoting digital applications and reducing paper use.

9. Related policies and standards

This policy takes account of relevant legislation including the:

1. Consumer Rights Act 2015
2. Equality Act 2010
3. Freedom of Information Act 2000
4. Human Rights Act 1998
5. Data Protection Act 2018
6. General Data Protection Regulation (GDPR) May 2018
7. Bribery Act 2010
8. Rehabilitation of Offenders Act 1974
9. Police Act 1997
10. Sponsor guidance from the United Kingdom Visas and Immigration (UKVI) department which can be found on the Home Office website. [Student sponsor guidance - GOV.UK](https://www.gov.uk/government/guidance/student-sponsor-guidance) (www.gov.uk)

10. Document and version control information:

Version control information heading	Details
Policy number	PRAB01
Owner	Associate Director, Future Students Office
Author	Associate Director, Future Students Office
Approved by	Academic Board
Date of approval of this version	March 2025
Next review date	March 2026
Version number	1.0
Applicable statutory, legal, or national best practice requirements	<ol style="list-style-type: none"> 1. Consumer Rights Act 2015 2. Equality Act 2010 3. Freedom of Information Act 2000 4. Human Rights Act 1998 5. Data Protection Act 2018 6. General Data Protection Regulation (GDPR) May 2018 7. Bribery Act 2010 8. Rehabilitation of Offenders Act 1974 9. Police Act 1997 10. Sponsor guidance from the United Kingdom Visas and Immigration (UKVI) department which can be found on the Home Office website. Student sponsor guidance - GOV.UK (www.gov.uk)
Coverage	DMU Leicester and DMU London