

Student and Academic Services Admissions Division

Student Admissions Policy 2023 Entry

(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 refer to The Guidelines for Good Research Practice which are available from the Doctoral College or online at [Ethics \(dmu.ac.uk\)](https://www.dmu.ac.uk/ethics)

Collaborative Provision

Collaborative provision at DMU is managed by two teams:

Educational Partnerships (UK Provision)

Global Partnerships Unit (International Provision)

Arrangements for the management of recruitment, selection and admissions processes with partners are set out in individual contracts. Where a partner is responsible for their recruitment, they 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. More information about collaborative provision is available on the website at [Collaborative provision: academic partnerships \(dmu.ac.uk\)](https://www.dmu.ac.uk/collaborative-provision-academic-partnerships)

De Montfort University, International College (DMU IC)

The recruitment and admission aims, guidelines, principles and processes of our international pathway provider, DMU IC, have been established using the DMU Student Admissions Policy. DMU retains oversight of DMU IC admissions and recruitment through agreed processes which require the verification of 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 IC students.

More information about DMU IC is available online at [DMU International College](https://www.dmu.ac.uk/dmu-international-college)

De Montfort University, Transnational Education (TNE) provision

The TNE providers are required to apply the DMU Student Admissions Policy as per terms of their contract.

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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 'Strategy on a Page'. During this recruitment year the Strategy on a Page blueprint will be used as the foundation for developing Key Performance Indicators (KPIs), delivery plans and supporting strategies. [The Empowering University \(dmu.ac.uk\)](https://www.dmu.ac.uk)
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 are an integral part of our strategic management process and form 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 [DMUfreedom](https://www.dmu.ac.uk) 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 can be found at [access-participation-plan-2020-2025 \(dmu.ac.uk\)](https://www.dmu.ac.uk) Our equality related policies can be found at: [Equality and Diversity \(dmu.ac.uk\)](https://www.dmu.ac.uk)
6. We are committed to the provision of a professional admissions service which attracts, recruits, selects, admits and registers 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 the chapter regarding Admissions, Recruitment and Widening Access.

[Quality Code \(qaa.ac.uk\)](https://www.qaa.ac.uk)
7. Our policy and practice is also developed using the (now disbanded) 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). It is also written with consideration of the UUK Fair Admissions review published in November 2020.

[Good practice resources | Undergraduate, Postgraduate, Conservatoires, Teacher Training | UCAS](#)

[Fair Admissions Review \(universitiesuk.ac.uk\)](http://universitiesuk.ac.uk)

8. 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

9. The Student Admissions Policy and its implementation is the responsibility of 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 Quality Committee (AQC) 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 [De Montfort University Almanac \(dmu.ac.uk\)](http://dmu.ac.uk)
10. 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 2018, General Data Protection Regulation (GDPR) May 2018, 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.
[Student sponsor guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

3) Responsibility for admissions operations

11. The Head of Admissions has responsibility for shaping and managing the Student Admissions Policy and its operation across the Admissions Division.
12. The Division is made up of five teams (see below) which are physically located centrally and report centrally to the Head of Admissions.
 - Enquiry and Pre-Application Team
 - UG Admissions Team

- PGT Admissions Team
- Projects and Training Team
- Events and Conversion Team

13. 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.
14. The Doctoral College operates the admissions policy for postgraduate research students working in partnership with faculties and the Admissions Division.
15. 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.
16. 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 are 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.
17. 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.
18. 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.
19. The Recruitment, Fees and Scholarships Committee (RAFS) has oversight of entry requirements and the university offer and confirmation strategies. RAFS also has oversight of Fee setting across the university and approves scholarship packages.
[De Montfort University Almanac \(dmu.ac.uk\)](http://dmu.ac.uk)

4) Course information for enquirers and applicants

20. DMU is dedicated to providing clear, detailed and accurate admissions and course information which is accessible for all our enquirers and applicants.
21. 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 [Study - De Montfort University \(dmu.ac.uk\)](http://Study - De Montfort University (dmu.ac.uk))
22. Our print prospectuses and course related marketing materials are published up to 18 months in advance of course commencement. This means that some of the details may have changed since publication; it is recommended that applicants refer to the DMU website for the most accurate and up to date information.
23. Alternative formats of admissions and course information are available on request.

5) Financial information including assessment of tuition fee status

24. As part of the application process, DMU requires applicants to indicate their nationality, country of residence, home address 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, 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.
25. Applicants from the EU will be required to provide evidence of their EU Share Code to demonstrate they have a settled or pre-settled status and can be classed as a Home student for fee paying purposes.
26. The applicant will be notified of the fee status 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 registration on the course.
27. 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 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 relevant Admissions office.

Link to UKCISA website: [UKCISA - international student advice and guidance - Studying in the UK?](#)

Link to Student Loans Company website: [Student Loans Company - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

28. Information on tuition fees, bursaries and scholarships for Home/EU students can be found on our website [Study - De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk) under the relevant sections of Undergraduate and Postgraduate study and Doctoral College (Research Degrees).
29. Financial information for international students (applicants classed as Overseas for fee payment purposes) can be found in the international section of our website. [Tuition fees \(dmu.ac.uk\)](https://www.dmu.ac.uk)
30. The fees an applicant will have to pay in the first year are quoted in the offer letter. Please note that fees are subject to an annual review. Any increase in UG fees would be based upon a review of our provision and in line with the fee cap set by the government. Any increase in PGT fees would be based upon a review of market assessment. Please visit the tuition fees pages of our website for further information: [University fees and funding \(dmu.ac.uk\)](https://www.dmu.ac.uk)
31. In addition to the tuition fee, applicants may have to pay certain additional costs like course materials or uniforms or equipment costs depending on the course that is undertaken. Details of these amounts will be found on the individual course pages on: [Courses - De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk)
32. DMU will also capture evidence of the right to be in the UK from all applicants who have declared they are not from the UK on their application form. This will be captured as part of the admission process and students in this category will not be allowed to register on their programme until we have this evidence on file.

6) Entry requirements

33. 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.
34. 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. An overview of standard entry requirements can be found on our website at: [Applying to study at De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk)
35. Course specific entry requirements can be found in our Undergraduate and Postgraduate prospectuses as well as our website [Study - De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk) For

Undergraduate courses, information can also be found on the UCAS website. Please refer to the DMU website for the most up-to-date requirements.

36. 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 [Professional, Statutory and Regulatory Bodies \(PSRBs\) \(dmu.ac.uk\)](#) Please see our website for detailed entry requirements for individual programmes [Study - De Montfort University \(dmu.ac.uk\)](#)
37. 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 Information Centre (UK ENIC) [Home Page \(enic.org.uk\)](#) and UCAS alongside internal guidance developed by DMU's international specialists. DMU considers applications from all countries. The entry requirements for some EU and international countries can be found on our website [Regions \(dmu.ac.uk\)](#)
38. 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 C with the old GCSE grading system) or above or equivalent English qualification. Details of accepted English Language GCSE equivalencies can be provided by the Admissions team on request.
39. 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 is due to commence.
40. 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 satisfactory 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 courses 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 in this way within the Student Route visa regulations.
41. Details of SELTs can be found on the Home Office website [Prove your English language abilities with a secure English language test \(SELT\) - GOV.UK \(www.gov.uk\)](#) Details of DMU English Language courses can be found on the website at [Centre for English](#)

[Language Learning \(dmu.ac.uk\)](https://www.dmu.ac.uk) Applicants joining our CELL courses must be 18 years or over to satisfy British Council accreditation requirements.

42. In addition to achieving the required standard of English as determined by the University, visa nationals will also need to satisfy any UKVI English Language requirements. For the most up-to-date information please refer to the latest guidance on the Home Office website [Student visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
43. 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 DMUIC programme 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 DMUIC programmes that are at NQF Level 6 or above. Information about the DATE test can be found on the website. This may be referred to as the Password English online test as this replaced the online DATE for entry in 2021.

[DMU Academic Test of English \(DATE\)](#)

44. 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 [Study - De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk) Applicants are advised to contact the Admissions Team for further information about any non-academic entry requirements.

7) Assessing applicants

45. 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.
46. 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. The fairness and consistency of offer making for each course is managed by the appropriate Admissions Tutor/Selector or Admissions Administrator and monitored by the relevant Admissions Managers.
47. 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.

48. 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.
49. Admissions Tutors/Selectors may also use the following methods to assess the suitability of the applicant:
- a) Portfolio of work/Digital submission
 - 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
50. If a portfolio review, audition or practical assignment is part of the entry requirement of the course, this should be provided to the Admissions team as part of the application process. The relevant submission will be requested from applicants if it has not been provided at the point of application.
51. If an interview is part of the entry requirement of the course, the Admissions team will issue an invitation to select an interview date and time. Applicants will only be invited to an interview if the initial review of the application demonstrates the potential to meet the academic entry criteria. Interviews could be scheduled on campus or via MS Teams. This information will be provided to you as part of the invitation to attend the interview.
52. The exact format of an interview and any associated events varies by course. Applicants will be provided information about the interview at the point of invitation.
53. 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 sections 8.4 and 8.5). Where the course has a capacity limitation and the course is full, a deferred offer may be issued to applicants who have applied after the UCAS deadline of 25 January 2023.
54. 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 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
55. 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.
56. 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. For guidance on the Recognition of Prior Learning (RPL) process please refer to the website.
[The Recognition of Prior Learning \(RPL\) process \(dmu.ac.uk\)](http://dmu.ac.uk)
57. 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
58. 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.
59. 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.
60. Applicants should check with the relevant Admissions Team whether they would be suitable for entry prior to making any formal application.
61. Those entering in level 6 (Year 3) of our programmes should be aware that their final degree classification will be calculated solely on the modules that they study in level 6 and that none of their accredited prior experiential learning will be counted.

8) Applying

8.1 Applicants who would be under 18 on registration

62. 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 \(dmu.ac.uk\)](http://dmu.ac.uk). All applicants who would be under 18 at the point of registration on to the course should read this policy as additional steps need to be undertaken as part of the application process, and in some cases they may be asked to defer their 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 team to request this information.

8.2 How and when to apply

63. 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 [How to apply to undergraduate study at De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk/undergraduate/how-to-apply) or directly on the UCAS website at [UCAS | At the heart of connecting people to higher education](https://www.ucas.ac.uk)
64. Some of our EU and International applicants who apply via agents can apply for UG courses directly to the University. Applicants who do apply via this route should be aware that their data will be shared with UCAS in line with statutory regulations and as covered in our Data Privacy Impact Notice.
65. 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 [How to apply to postgraduate study at De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk/postgraduate/how-to-apply) 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 Admissions Team).
66. Applications for our Postgraduate Research programmes should be submitted via the Doctoral College. Applicants should select the link to apply in the How to Apply Section of the Doctoral College pages [Entry criteria and How to apply \(dmu.ac.uk\)](https://www.dmu.ac.uk/doctoral-college/entry-criteria-and-how-to-apply)
67. 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 please refer to the international pages on our website [International applications to study at De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk/international-applications-to-study-at-de-montfort-university) International applicants are also able to apply via hard copy application if the above is not possible.
68. Applications for our Workforce Development Funding (WDF) (formerly known as Learning Beyond Registration) courses should be submitted using the following link on the website [Online Application Forms and Guidance Information \(dmu.ac.uk\)](https://www.dmu.ac.uk/workforce-development-funding/online-application-forms-and-guidance-information)

8.3 Time taken to consider an application

69. DMU is committed to assessing applications and making decisions promptly. Applicants will receive an acknowledgement email to confirm receipt of their offer. DMU aim to process applications within 10 working days. Processing times will vary throughout the year dependent on the volume and range of applications currently pending a decision.
70. Applicants can help to ensure a quicker turnaround by providing all 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.

71. If an applicants predicted/achieved grades are below the entry criteria DMU might hold their application to see if there is any way a place can be offered. Applicants who are put on hold will receive confirmation of this in writing. As soon as a decision can be made the outcome will be communicated (please see section 8.5 Application Outcome).
72. For courses that have a high demand for places and places are restricted by third parties/placements etc. DMU might hold applicants and operate a Partial Gathered Field (PGF). This means that DMU will wait until all applicants who have applied by the equal consideration deadline (26 January) have had the opportunity to be assessed/interviewed before any outcomes are communicated. In this circumstance, DMU will then choose the strongest candidates (based on application and interview) and will offer them a place on the course. Other candidates may be offered an alternative start date or alternative course of study.
73. There might also be some circumstances that applicants for courses that have third party capacity constraints are required to defer their place to the next intake. This will be communicated to applicants at the earliest opportunity.

8.4 Communicating with applicants

74. 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. We may also contact applicants via telephone, so if at any point the applicant's email address or contact number changes, they should notify both UCAS (if relevant) and the Admissions Team as soon as possible.
75. 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/registration information
76. 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

77. Successful applicants will receive an offer of entry from the University. The offer of entry will 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.

78. 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.
79. Some courses at DMU have more than one start date within the same academic session. Applicants can apply for either session but DMU will confirm which session has been allocated to an applicant. This is normally confirmed as part of the offer but can also be allocated after confirmation when an applicant's results are received.
80. Where candidates undertake an interview or portfolio submission as part of the application process, they might receive an unconditional offer even if they have not received their results yet. Where an applicant has applied for a course that requires non-academic conditions to be fulfilled (e.g. DBS Clearance/Occupational Health Checks) they might be issued an offer that is academically unconditional. The university makes clear to applicants that graduate employers will also consider level 3 qualifications as a means of selecting the very best candidates and that it is critical all level 3 qualifications (or equivalent) being taken at the time of application (or equivalent) completed, and the university strongly advise the students to complete their level 3 qualifications to the best of their ability.
81. There may be circumstances in which the University issues an offer that is below the published entry criteria. For example, in relation to the Care Leaver Covenant and/or where there is evidence of disrupted studies or contextual circumstances. Contextual offers will be given to applicants who live in Polar 4 quintiles 1 and 2, for example, to encourage participation in Higher Education from young people within those postcodes, where traditionally the uptake is especially low. Where these offers are made, applicants might be asked to make DMU their Firm choice in order 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.
82. 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 Student Contract which can be found at [Student contract \(dmu.ac.uk\)](http://Student_contract.dmu.ac.uk) and the General Regulations and Procedures Affecting Students [Student regulations and policies \(dmu.ac.uk\)](http://Student_regulations_and_policies.dmu.ac.uk) 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 in the Code of Practice [Ethics \(dmu.ac.uk\)](http://Ethics.dmu.ac.uk)
83. EU and International applicants who require a visa to study are advised to read our pre-registration student visa guide within the visa advice section on our website. The visa guide provides important information that should be read prior to accepting an offer of study. It includes information regarding a student's responsibilities before arrival, whilst in attendance and after the programme of study has been completed [Visa Advice \(dmu.ac.uk\)](http://Visa_Advice.dmu.ac.uk)

84. The University 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.

8.6 Applicants that require a Confirmation of Acceptance of Studies (CAS)

85. Applicants must meet the conditions of their offer, make a payment of 50% of the first-year tuition fees, and satisfied any further immigration requirements by the deadline stated in the offer letter in order for their place on the course to be confirmed and a CAS to be issued.
86. Applicants will not be able to register until they have paid 50% of the total tuition fee charged for the first year of the course. Applicants must ensure this payment value has been met well before the registration deadline. 50% of the fees is calculated as total fees minus any eligible discount or scholarship divisibly by 2.
87. Applicants may be required to undertake financial and credibility checks before a CAS can be issued. Any credibility check should normally be listed as a condition on the offer letter.
88. The following documents need to be provided for a CAS to be issued:
- Completed application form signed and dated
 - Academic certificate and transcripts used to make offer
 - Personal statements/Enhanced personal statement
 - Latest evidence for English
 - Payment receipts where possible
 - Financial guarantee letter if the student is sponsored
 - Previous CAS and BRP card if previous UK study
 - A passport that must be valid for a minimum of 6 months after the start of the course
89. When a CAS is issued, applicants will also be given important information about the visa application process and what they need to be aware of. Student visa guidance can be found at dmu.ac.uk/visaadvice

8.7 Feedback

90. 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.
91. Requests for feedback should be made in writing (by letter or email) by the applicant and should be addressed to the Admissions Team. We aim to provide full and constructive feedback within 10 working days of the request being received.
92. 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 Admissions Team, which may include academic

staff.

93. Any appeal or complaint at both application and interview stage which questions the academic grounds for rejection will not be considered.
94. 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).

8.8 Applicants with additional support needs

95. 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.
96. 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.
97. 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 support or adjustment needs of the individual applicant. Further information about disability and dyslexia support at DMU can be found at [Disability advice and support \(dmu.ac.uk\)](http://dmu.ac.uk) Further information on mental health support can be found at [Mental health support \(dmu.ac.uk\)](http://dmu.ac.uk)
98. 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: [Help if you're a student with a learning difficulty, health problem or disability - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
99. 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.

8.9 Applicants disclosing criminal convictions

100. As part of the registration process all prospective students are required to provide accurate and up-to-date details of any unspent criminal convictions.
101. The university reserves the right to undertake a risk assessment for the safety of all staff, students, the university community and the prospective student concerned, when considering the admission of any student who has previously committed a criminal offence which is currently 'unspent'. Further information about spent and unspent

convictions can be found in the relevant section of the gov.uk website [Check if you need to tell someone about your criminal record: When you need to tell someone about your criminal record - GOV.UK \(www.gov.uk\)](#) If you are uncertain as to whether your conviction is spent, please seek independent advice. Further advice can be obtained from Unlock, an independent charity who will provide advice for people with criminal convictions.

102. Convictions that are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) do not normally need to be declared, but for certain courses, 'spent' convictions may prevent you from completing your course of study and/or pursuing certain career opportunities. If the course you are intending to study requires you to undertake an additional Self-Declaration and Disclosure and Barring Service (DBS) check it will be clearly stated on the individual course pages on the DMU website [Study - De Montfort University \(dmu.ac.uk\)](#) and you will be contacted by the admissions team as part of the application process.
103. 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 registration.
104. 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: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](#)
105. 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 considered by the University when considering applications.
106. If applicants have applied for multiple courses in one admissions cycle, the University will share any information provided within the admissions division (as appropriate) to ensure that the application(s) are dealt with in a timely manner and applicants do not receive multiple requests for the same information.
107. For prospective students applying for **all other courses** the university is only concerned in hearing about unspent criminal convictions.
108. If you believe you have a unspent criminal conviction, it is recommended that you notify DMU at the earliest opportunity. This will enable us to conduct a risk assessment and prevent possible delays to your registration.
109. It is your responsibility to provide this information and to notify DMU if your circumstances change after application and before registration. After registration, you continue to have an obligation to report new criminal convictions to the university. Failure to disclose could result in the withdrawal of your registration.
110. In some circumstances the outcome of the risk assessment may determine that applicants may not be able to register at the university at this point in time. During the risk assessment the following factors will be considered:
 - Date of the offense (to determine the relative risk based on the time lapsed)

- The sanction applied
- Any pattern of offenses
- Any references in support of the application
- Mitigating circumstances and/or aggravating factors

111. For prospective students whose habitual residence is outside of England and Wales, we would suggest that you seek advice from your Embassy. Due to the difference in the legal system of England and Wales and legal systems in other countries, extra care should be taken. We would suggest that if you are in doubt about whether you need to disclose or not, you should disclose.
112. The information that you provide will be processed in accordance with the Data Protection Act 2018. Please note that the information you provide will be used to ensure the safety and well-being of staff, students, visitors using our services and facilities. The information provided could be shared with placement providers.

8.10 Occupational Health Check Clearance

113. 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.
114. Sharing of data may also include the third party providing the university with further information were necessary if adjustments have been identified.
115. The Occupation Health clearance requirement will be detailed on the relevant Entry & Admissions Criteria section of our prospectus and on our website [Study - De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk/study) and full information regarding this procedure can be requested from the Admissions Team. An applicant's continuance onto the course would be subject to Occupational Health Clearance prior to registration.

8.11 Verification of qualifications

116. 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.
117. Scanned or photocopied documents may be accepted during the application process but all applicants must be able to provide original documents on request. Applicants should not send original copies of documents through the post but should bring them at the point of registration if they are requested to do so.
118. 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 registration.
119. 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.).

120. 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.

8.12 Fraud and omitted details

121. 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 registering students are required to sign declarations to this effect.
122. Any application suspected of containing fraudulent information will be fully investigated by the Admissions Management Team and, where appropriate, referred to UKENIC the UCAS Verification Unit and/or the Home Office.
123. 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.
124. Where an applicant has previously been withdrawn or terminated as a result 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.

8.13 Extenuating, mitigating or medical circumstances

125. Where an applicant feels that their studies have been affected by extenuating, mitigating or medical circumstances they should notify the University at the earliest convenience so this can be taken into consideration during the assessment process.

8.14 Deferred entry

126. 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 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.
127. 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.

128. 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) to the Admissions Team and a decision will be made dependent on places still available on the given course.

8.15 Applicants re-applying

129. 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.

8.16 Re-applications from previously registered students

130. 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/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 \(dmu.ac.uk\)](http://dmu.ac.uk)
131. If an applicant has previously been registered onto one of our programmes the applicant must contact the relevant Programme Leader to discuss the situation further.
132. It is not always necessary for previously registered students to make a fresh application so applicants are advised to contact us before doing this. All applicants must be aware that all previous registrations should be declared on any application that is submitted.
133. If an applicant has been registered as a previous DMU student and is carrying outstanding academic debt, re-registration 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.
134. DMU reserves the right to withdraw an application from a previously registered student if it believed to be in the best interests of either the applicant and/or the university.

8.17 Consumer Regulations/Material Information

135. Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) apply to the tuition contract and any contract for ancillary services (but not accommodation).
136. 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.

137. 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

138. 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.

8.18 Right to cancel

139. The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) provide applicants **with a 14-day cancellation period** after the day on which the offer of a place is accepted.

140. 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.

141. The applicant does not have to inform the University of their decision to cancel in writing.

142. 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.

143. Where applicants have been accepted as a late applicant and/or 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 applicant 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.

8.19 Applicant Name Changes

144. In an attempt to eliminate fraudulent applications and registrations, we require every applicant, whether applying via UCAS or directly, online or on paper, to apply using the name shown on their passport or birth certificate. This name will be logged onto the University’s database and must be used throughout their academic career, unless a formal change of name is requested later. The name will be used on any acceptance and visa letter that the university issues before registration. We must be notified of any minor

misspelling we may have made for correction immediately before any further issue of correspondence.

145. This name will be used throughout an applicant's academic career, unless a formal change of name is requested and approved by the university.
146. Any request to change a name on the university database during the application process or a student's academic career must be submitted in writing and accompanied by at least one form satisfactory evidence detailed below, either in its original form or as a certified, true copy of the original. All name change requests must be made by the applicant themselves. The appropriate evidence required for an applicant's name to be changed on the university record will depend on their citizenship:
147. Appropriate evidence for name changes for a British citizen:
 - a) A current passport showing the name to be changed to; or
 - b) An enrolled deed poll; or
 - c) A marriage certificate / civil partnership certificate and decree absolute / final order (for name changes following marriage / civil partnership or divorce / ending a civil partnership); or
 - d) A statutory declaration of change of name; or
 - e) A police report or solicitor's letter: if an applicant has had to adopt a pseudonym for personal reasons (including personal safety).
148. The university will only accept a deed poll as evidence of a name change where the deed poll has been enrolled. Information on enrolling a deed poll is available here [Change your name by deed poll: Enrol a deed poll with the courts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/change-your-name-by-deed-poll)
149. Non-British citizens must provide an original passport showing their new name. They will also need to provide any new, original immigration documentation showing the name change for University records.
150. The university may not change any student record where the evidence supplied cannot be satisfactorily verified.
151. Trans, Gender Fluid and Non-Binary applicants please note the following if they intend to change their name:
 - a) Applicants: If the entry qualifications are in another name, a satisfactory declaration of name change will need to be provided.
 - b) Current students should write to the university stating their intention to make the transition, at which point a meeting will be arranged with relevant staff only. Records will be changed to reflect their chosen name at the agreed time. Students will need to provide a statutory declaration of name change only if they originally registered under another name and wish to obtain a degree/diploma certificate in their new name.
152. Further information regarding our policy on student names can be found at: [Policy on student names \(dmu.ac.uk\)](https://www.dmu.ac.uk/policy-on-student-names) and our policy on Support and Procedures for Trans, Gender Fluid and Non-Binary Students can be found on our Equality and Diversity pages [Guidance, documents and policies \(dmu.ac.uk\)](https://www.dmu.ac.uk/guidance-documents-and-policies)

8.20 Death of an applicant

153. In the event that we are notified that one of our applicants has died, DMU will follow our internal processes to ensure that the application is withdrawn and the student record

system is updated as quickly as possible. Key stakeholders will be notified (as appropriate) to try and ensure that no further application related communications are sent.

9) Discontinued/Changed Programmes

154. 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 registration.
155. 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 applicants can substitute that particular choice with an application to another institution.
156. In cases where programmes are changed or discontinued we will send a communication to applicants electronically and/or by hard copy outlining their options.

10) Applicant Data

157. 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.
158. Application information and related data will form the basis of the student record for applicants who are admitted to DMU.
159. DMU complies with the Data Protection Act 2018 and the General Data Protection Regulations 2018 in its use of applicant data. Further information about data protection and how data is used at the University can be found at: [Your privacy, your rights – data protection at DMU](#) and information about records management can be found at: [Records management \(dmu.ac.uk\)](#)

11) Feedback, Appeals and Complaints

160. 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.
161. 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
162. 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. Complaints and appeals should be made within the relevant recruitment period.

163. Applicants wishing to make a complaint should write to the Head of Admissions. The Head of Admissions (or her nominee) will investigate the matter and will aim to respond directly to the complainant within 10 working days.
164. 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: acasupportoffice@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.
165. Please be aware that, due to data protection issues, we may be unable to enter into communication with any third party with respect to an applicant's individual circumstances or application.

12) Registration

166. Once applicants have met all the conditions of their offer they will receive a confirmation letter. They will then be sent separate information regarding how to register on their programme of study. Most applicants will be expected to complete their registration online, but all students will still have to register their attendance and provide formal identification upon arrival. Applicants will receive information about where they need to go to provide their identification as part of the registration process. If applicants are required to bring original copies of their qualification documents before they will be able to register this will be requested in the confirmation letter.
167. As detailed in section 8.8 (Applicants disclosing criminal convictions) the registration process will require the response to a question about criminal convictions. This question will be asked regardless of if you have completed an enhanced disclosure (DBS check) as part of the applications process. If, as part of the application process you have already declared a conviction and it has been considered by DMU and cleared for registration, this will be picked up by the admissions team as part of registration and any hold on your record will be cleared as quickly as possible.
168. As part of the registration process, and our requirement to make statutory returns (such as the HESA return) to governing bodies, students will be requested to provide information about, and evidence to demonstrate any additional qualifications that they have completed that have a UCAS Tariff point value [Tariff tables | UCAS](#). Students may also be asked to provide and evidence their highest qualification on entry if it is different to the qualification used as part of meeting their course entry criteria.

13) Further information

169. For further information about De Montfort University, please visit our website at: [De Montfort University \(dmu.ac.uk\)](http://DeMontfortUniversity.dmu.ac.uk)
170. If applicants wish to contact our Admissions Teams directly, details are included in the course information pages of the website [Study - De Montfort University \(dmu.ac.uk\)](#) or as below:

Email contact	Telephone number
admissions@dmu.ac.uk	0116 207 8443

14) Links to other relevant policies and documents

University Governance

[University governance \(dmu.ac.uk\)](https://www.dmu.ac.uk/university-governance)

De Montfort University Academic Board Committee Structure

[De Montfort University Almanac \(dmu.ac.uk\)](https://www.dmu.ac.uk/almanac)

De Montfort University Mission, Vision and Strategy on a Page

[Shape Our Future \(dmu.ac.uk\)](https://www.dmu.ac.uk/shape-our-future)

DMU Course information

[Study - De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk/study)

[Undergraduate courses at De Montfort University \(dmu.ac.uk\)](https://www.dmu.ac.uk/undergraduate-courses)

DMU Equality related policies and information

[Equality and Diversity \(dmu.ac.uk\)](https://www.dmu.ac.uk/equality-diversity)

Trans, Gender Fluid and Non-Binary Student Policy

[Guidance, documents and policies \(dmu.ac.uk\)](https://www.dmu.ac.uk/guidance-documents-policies)

Name Change information

[Change your name by deed poll - GOV.UK \(www.gov.uk\)](https://www.gov.uk/change-your-name-by-deed-poll)

DMUFreedom

[Guidance, documents and policies \(dmu.ac.uk\)](https://www.dmu.ac.uk/guidance-documents-policies)

Access Agreement and Widening Participation

[access-participation-plan-2020-2025 \(dmu.ac.uk\)](https://www.dmu.ac.uk/access-participation-plan-2020-2025)

Quality Assurance Agency UK Quality Code for Higher Education

[Quality Code \(qaa.ac.uk\)](https://www.qaa.ac.uk/quality-code)

Supporting Professionalism in Admissions/Good Practice Guides

[Good practice resources | Undergraduate, Postgraduate, Conservatoires, Teacher Training | UCAS](https://www.dmu.ac.uk/good-practice-resources)

UUK Fair Admissions Review

[Fair Admissions Review \(universitiesuk.ac.uk\)](https://www.universitiesuk.ac.uk/fair-admissions-review)

Undergraduate Entry and Admissions Requirements

[Study - De Montfort University \(dmu.ac.uk\)](http://dmu.ac.uk)

How to Apply - UCAS

[How to apply to undergraduate study at De Montfort University \(dmu.ac.uk\)](http://dmu.ac.uk) or directly on the UCAS website at [UCAS | At the heart of connecting people to higher education](http://ucas.ac.uk)

Postgraduate Entry Criteria and how to apply

[How to apply to postgraduate study at De Montfort University \(dmu.ac.uk\)](http://dmu.ac.uk)

Doctoral College

[Entry criteria and How to apply \(dmu.ac.uk\)](http://dmu.ac.uk)

WDF previously known as Learning Beyond Registration (LBR)

[Learning Beyond Registration \(dmu.ac.uk\)](http://dmu.ac.uk)

International – How to Apply

[International applications to study at De Montfort University \(dmu.ac.uk\)](http://dmu.ac.uk)

Research Degree Regulations

[Ethics \(dmu.ac.uk\)](http://dmu.ac.uk)

UKCISA website

[UKCISA - international student advice and guidance - Studying in the UK?](http://ukcisa.ac.uk)

General Regulations and Procedures

[Student regulations and policies \(dmu.ac.uk\)](http://dmu.ac.uk)

General Data Protection Regulation, EU Directive which came in to effect in May 2018

[Government to strengthen UK data protection law - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

DMU Data Protection Act 2018

[Your privacy, your rights – data protection at DMU](http://dmu.ac.uk)

Records Management

[Records management \(dmu.ac.uk\)](http://dmu.ac.uk)

Disability Advice and Support

[Disability advice and support \(dmu.ac.uk\)](http://dmu.ac.uk)

Disabled Students' Allowances (DSAs)

[Help if you're a student with a learning difficulty, health problem or disability - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Mental Health and Wellbeing

[Mental health support \(dmu.ac.uk\)](http://dmu.ac.uk)

NHS Bursaries

[NHS bursaries: Extra financial help - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Ex-offenders and Employment

[Telling an employer, university or college about your criminal record - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Disclosure and Barring Service

[Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

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

Student Loans Company website

[Student Loans Company - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

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

Under 18 policy (including international)

[Policy-for-managing-students-who-are-under-18-on-enrolment \(dmu.ac.uk\)](https://dmu.ac.uk)

List of Professional Bodies

[Professional, Statutory and Regulatory Bodies \(PSRBs\) \(dmu.ac.uk\)](https://dmu.ac.uk)

SELT Information (Home Office)

[Prove your English language abilities with a secure English language test \(SELT\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

DMU Academic Test of English (DATE) test

[DMU Academic Test of English \(DATE\)](https://dmu.ac.uk)

DMU Collaborative Provision

[Collaborative provision: academic partnerships \(dmu.ac.uk\)](https://dmu.ac.uk)

DMU International College Admissions

[DMU International College](https://dmu.ac.uk)

DMU Guidelines for Good Research Practice

[Ethics \(dmu.ac.uk\)](https://dmu.ac.uk)

DMU International Fees and Scholarships

[International tuition fees \(dmu.ac.uk\)](https://dmu.ac.uk)

[International Scholarships \(dmu.ac.uk\)](https://dmu.ac.uk)

DMU International Your Country Information

[Regions \(dmu.ac.uk\)](https://dmu.ac.uk)

DMU Centre for English Language Learning

[Centre for English Language Learning \(dmu.ac.uk\)](https://dmu.ac.uk)

UKVI Tier 4 Student Visa

[Student visa - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Certificate of Acceptance of Studies (CAS) and Your Student Visa
[Visa Advice \(dmu.ac.uk\)](http://dmu.ac.uk)

UKVI Sponsor Guidance

[Sponsorship: guidance for employers and educators - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

UK Visa Advice

[Visa Advice \(dmu.ac.uk\)](http://dmu.ac.uk)

DMU Recognition of Prior Learning

[The Recognition of Prior Learning \(RPL\) process \(dmu.ac.uk\)](http://dmu.ac.uk)

DMU Student Contract

[Student contract \(dmu.ac.uk\)](http://dmu.ac.uk)

15) Glossary of terms

Acronyms	
ADH	Arts, Design and Humanities
APP	Access and Participation Plan
AQC	Academic Quality Committee
BAL	Business and Law
CAS	Confirmation of Acceptance of Studies
CEFR	Common European Framework of Reference for Languages
CELL	Centre for English Language Learning
CEM	Faculty of Computing, Engineering and Media
CV	Curriculum Vitae
DATE	De Montfort University Academic Test of English
DBS	Disclosure and Barring Service
DC	Doctoral College
DMU	De Montfort University
DMU IC	De Montfort University International College
DPA	Data Protection Act
ENIC	UK National Information Centre
EU	European Union
FE	Further Education
GCSE	General Certificate of Secondary Education
GDPR	General Data Protection Regulation
HE	Higher Education
HLS	Health and Life Sciences
IELTS	International English Language Testing System

IOA	Improving Outcomes Assessment
LBR	Learning Beyond Registration
MA	Master of Arts
MPhil	Master of Philosophy
MRes	Master's in Research
MSc	Master of Science
NHS	National Health Service
NQF	National Qualifications Framework
OIEG	Oxford International Education Group
PGF	Partial Gathered Field
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
SELT	Secure English Language Test
SLC	Student Loans Company
SPA	Supporting Professionalism in Admissions
TNE	Transnational Education
UCAS	Universities and Colleges Admissions Service
UG	Undergraduate
UK	United Kingdom
UKCISA	UK Council for International Student Affairs
UKVI	UK Visas and Immigration
WDF	Workforce Development Fund (replacing LBR)