



**HARTPURY**  
UNIVERSITY

**Hartpury University Admissions  
Policy  
2018 Entry**

## Contents

1	Admissions Statement and Principles.....	3
2	Roles and Responsibilities.....	5
3	The UCAS Tariff and Curriculum reform .....	5
3.1	GCSE and A Levels .....	6
3.2	BTEC, City and Guilds and other Level 3 Vocations Qualifications .....	6
3.3	AS and Extended Project (EPQ) and similar qualifications .....	6
3.4	Welsh Baccalaureate.....	7
3.5	Access.....	7
3.6	International baccalaureate (IB) .....	7
4	Information for Applicants and Entry Requirements .....	7
5	Full Time Undergraduate Process .....	8
5.1	Offers.....	11
5.2	Transferring from other Universities .....	11
5.3	Interview .....	11
5.4	Confirmation of your place .....	11
5.5	Mature Applicants.....	12
5.6	Part-time Application Process.....	12
5.7	Arrangements for Applicants who are Under 18.....	12
6	Postgraduate Application Process .....	13
6.1	Postgraduate Taught Degrees .....	13
6.2	Postgraduate Research Degrees .....	13
7	International Students .....	14
8	Deferred Applications .....	15
9	Programme Changes and Closures .....	15
10	Equality and Diversity Policy .....	16
11	Disability.....	16
12	Data Protection .....	17
13	Fraudulent Applications .....	18
14	Criminal Convictions .....	19

15	DBS Clearance .....	21
16	Complaints or Appeals .....	21
17	Feedback .....	22
18	Contact Details .....	23
	Admissions Contact details .....	23
	Other Useful contact details .....	23
	Document Control.....	24

## 1 Admissions Statement and Principles

Hartpury University is committed to making available relevant, effective, high quality education and training for land-based, sport and allied industries, locally, regionally, nationally and internationally; to increase participation in learning and skills transfer; to ensure accessibility of all college services and to ensure viability of the college and its programmes.

Our vision is to be an outstanding 21<sup>st</sup> century college – distinguished from others in its excellence with:

- Outstanding provision.
- Outstanding delivery.
- Outstanding benefits to learners.
- Outstanding performance.

We have five defined corporate values. These values inform the Hartpury organisation culture and underpin all our actions, communications and operations. These are:

- First choice, first class

We put the students at the heart of everything we do and are committed to providing a learning experience that is first class. Our philosophy is that ‘the learner comes first’ and we are student centred, treating each student as an individual with a unique set of needs.

- Striving for excellence

We are committed to doing the best we can in all we do, taking responsibility for setting and achieving high standards. We are committed to creating and operating a stimulating learning environment for our students through consistent, high quality delivery.

- Encouraging and challenging all

We will create an environment that encourages challenge, and where we are stimulated by being challenged in a constructive and positive fashion. Our aim is to be outstanding, in all our business activities, and we achieve this through improving our quality of service and encouraging all to be enterprising and innovative.

- Nurturing talent

We recognise that people are at the centre of everything we do. We derive value through investing in our people, supporting their development and encouraging them to achieve their potential. We tell our staff and students exactly what is expected of them and reward and promote solely on merit.

- Promoting respect for all

We create an inclusive and accessible environment that enables and promotes belonging and respect for staff, students and the wider community. We create an inclusive approach for both students and staff that promotes diversity, positive behaviours, builds effective relationships and enables all our students to develop and achieve the best possible outcomes. We value others for their contribution, irrespective of personal differences.

Our mission in Higher Education is to provide outstanding learning opportunities and develop employment ready graduates. Higher Education at Hartpury should free students to explore, to create, to challenge, and to lead.

To achieve our mission we offer vocationally relevant programmes informed by, and developed in partnership with vocational stakeholders, that are delivered by highly qualified staff using an extensive range of excellent facilities. Our students are at the heart of our institution and we fully support them to ensure that they become independent, creative and critical thinkers that will be successful in obtaining fulfilling employment in their chosen occupations.

Our HE Admissions Policy complies with relevant consumer, equality and diversity legislation affecting the admission of students and takes account of best practice, including the precepts of the QAA's Quality Code of Practice, Chapter B2: Admissions to Higher Education ([www.qaa.ac.uk](http://www.qaa.ac.uk)) and Supporting Professionalism in Admission's (SPA's) Good Practice guides.

Hartpury has put in place arrangements for regularly monitoring and reporting on the admissions process. This may include collecting and analysing reports, analysis of data and statistics on applications, offers and acceptances, where available, to ensure fair and consistent application of admissions policy across Hartpury; and reflection on how internal and external developments have impacted upon the admissions process. We will review our Admissions Policy annually in the light of experience, research and best practice.

## **2 Roles and Responsibilities**

Overall responsibility for HE admissions and recruitment activity lies with the Vice Principal of Higher Education. Day to day responsibility and management lies with the Head of Admissions and members of the Admissions Team. Programme Managers have designated responsibilities at programme level.

In order to ensure transparency, fairness and consistency the Admissions Team will manage the admissions process with support from Programme Managers. Programme Managers will be responsible for agreeing the specific criteria by which applications are assessed and admissions decisions will be made. In cases of applications from non-traditional routes or borderline applications the Admissions Team may choose to refer the application to the Programme Manager for consideration.

All staff involved in the admissions process will have been adequately trained to undertake their roles.

## **3 The UCAS Tariff and Curriculum reform**

We understand that potential applicants, as well as schools and colleges, are seeking advice and guidance from universities on the impact of the new tariff introduced in 2017 and the number of different qualification reforms that will take place over the coming years. The following statements are intended to assist by clarifying our current policy in relation to these and how they will impact on our decision making.

Hartpury will make offers holistically, based upon the academic and non-academic strengths of each applicant. We will consider all aspects of an application including qualifications, personal statement, academic reference and any additional relevant experience. We will continue to consider a wide range of qualifications for entry, so potential students can be assured of personalised, flexible and individual consideration of their application.

In doing this, where possible, we will endeavour to make our offer specific to the student and the qualifications they are taking. We will provide typical offer information for prospective applicants for the main qualification for UK main qualifications along with an indicative tariff score.

We welcome enquiries and applications from students with A Levels, vocational qualifications, the International Baccalaureate, Welsh Baccalaureate, Access to HE and a wide range of other Level 3 equivalents. We also welcome applicants with a combination of these and other non-traditional qualifications. Although we will not always use the UCAS Tariff for offer making, we may use it for assessing qualifications and as a mechanism for considering size and grade.

### **3.1 GCSE and A Levels**

We expect to receive applications from students with a mix of old and new style GCSEs. We have a standard entry requirement for our programmes of 5 GCSEs at grades A\* to C or 9 to 4 for those with numeric grades. This should include English Language, Mathematics and a science subject where applicable. For students applying from Wales we will accept either Mathematics or Mathematics Numeracy unless otherwise stated in our offer.

Where required we may accept equivalents to GCSEs, for example a pass in Numeracy or Communication in Functional Skills at Level 2. Applicants should check with the Admissions Team to see if their equivalent qualifications can be accepted.

Where a programme requires above a grade C or 4 in GCSE Mathematics we will consider the level 3 core Maths qualification as meeting these requirements.

If you are taking an A Level in a science subject and this is a requirement of our offer, we may expect you to have successfully passed any associated practical skills assessment. However, depending on the course applied for, applications may still be considered where the practical skill element has either not been taken or passed.

### **3.2 BTEC, City and Guilds and other Level 3 Vocational Qualifications**

We are aware of the changes in the assessment of Level 3 vocational qualifications, and will continue to welcome and accept students with relevant vocational qualifications as well as combinations of A Levels and vocational qualifications.

### **3.3 AS and Extended Project (EPQ) and similar qualifications**

We welcome students that are applying to us with AS qualifications, an EPQ qualification or similar independent learning opportunities alongside their level 3 qualifications. We will take additional AS/EPQ qualifications into account when making offers but they may not be part of the offer itself.

### **3.4 Welsh Baccalaureate**

We will continue to recognise the Welsh Baccalaureate qualification alongside the requirement for the Level 3 qualification. We will recognise the Welsh Baccalaureate Advanced Diploma awarded until 2016 and the new 'Welsh Baccalaureate – Advanced Skills Challenge Certificate awarded from 2017.

### **3.5 Access**

We welcome applications from students with an Access to HE qualification for most courses. We will consider some subject specific modules in lieu of GCSE Mathematics and English and will look at component elements of the qualification to ensure when considering suitability for our programmes.

### **3.6 International baccalaureate (IB)**

We welcome students with international baccalaureate qualifications. We will assess the constituent components of the award a student is studying and will continue to make specific offers personalised to the individual.

## **4 Information for Applicants and Entry Requirements**

When applicants are applying to study a higher education course or programme we want them to be sure that they make choices which will be right for them. We provide course information sheets on our website that are intended to provide clear, accurate and comprehensive information about our programmes and the services and facilities which we offer. If any of this information changes we will notify applicants of the change.

We welcome applications from all students from any part of the world, with wider experiences, non-traditional backgrounds and any group under-represented in further or higher education. We will endeavour to ensure that our information meets specific needs.

Through our prospectus, website, the UCAS Website and other documents, we intend to provide information about:

- the full-time and part-time higher education programmes that we offer;
- the aims, content and structure of individual programmes;
- entry criteria, skills requirements for individual programmes;
- clear guidance about how to apply for individual programmes;

- the expected fees and other costs of being a student and financial support available;
- likely additional costs or unusual requirements of specific programmes (e.g. relating to work or study placements, field trips, materials, or equipment; )
- the services and facilities which we offer to students.

We will hold regular careers events, open days and applicant events at which prospective students will:

- have the chance to visit our campus;
- learn about student life at Hartpury;
- learn about the admissions process for Hartpury programmes;
- learn about the services and facilities available on campus;
- be able to speak to staff and students about programmes and services.

Information about these events and how to attend will be provided on our website and invitations will be sent to prospective students.

All marketing materials will be accurate, kept up-to-date, be available at the correct point in the recruitment cycle and be available in formats accessible to all enquirers and applicants. The purpose of this material is to assist enquirers and applicants in their decision-making process. All information published in electronic or printed form will follow our Policy and Process for Approval of Public Information found on our Website.

## **5 Full Time Undergraduate Process**

When an application is made, we aim to process this efficiently and fairly.

Selection policies and procedures will be clear to enquirers/applicants and followed fairly, courteously, consistently and expeditiously.

All applications are acknowledged, to establish contact, inform the applicant of the process to be followed and invite the applicant to an open day. Applications that are received on time (in

accordance with the deadlines of the UCAS application cycle) are guaranteed equal consideration. Applications received after the equal consideration deadline will be considered as long as there are places available on the programme.

The Admissions Team assess applications in accordance with entry criteria. When assessing an application the Admissions Team will consider the following:

- Whether the applicant's academic potential is such that it is likely they would be successful on the programme
- Whether sufficient spaces are available on that programme (after the equal consideration deadline)
- Our priority target groups as listed in our OFFA Access Agreement.

The Admissions Team will first assess whether the applicant has met the minimum entry criteria for the programme. If this has been met we will then assess academic potential, taking into account a wide variety of factors which include, but are not limited to, actual academic performance to date and predicted results for qualifications currently being studied. Academic entry requirements for standard qualifications can be found on the Hartpury website. Other qualifications, including international qualifications, will be considered on their individual merits. We will use UCAS and NARIC as a source for information in equivalencies of qualification and where possible we give equal consideration to all qualifications.

We use the Personal Statement in assessing each applicant's motivation and suitability for the chosen programme of study. When looking at each applicant's Personal Statement, we will look for the following:

- Knowledge of, interest in and commitment to the subject;
- Non-academic achievement or experience;
- Positions of responsibility;
- Interests hobbies or pastimes;
- Work experience.

We look to the Reference to provide:

- Predictions of examination results and where the qualifications are unusual, to explain their meaning
- An overall assessment of the applicant, in particular their suitability for programme of study
- Extenuating circumstances if earlier exam results are considered as a poor guide to ability

The Admissions Officers may discuss applications with Programme Leaders and the Head of Admissions in cases where the application is considered to be borderline.

For applications received through UCAS we will use UCAS as a communication channel, supplemented by emails to applicants sent from a Hartpury email account and supporting literature sent through the post. In the case of non-UCAS applications we will communicate directly with the applicant. All correspondence will be sent, in the first instance, to applicants by email. If email is not suitable alternative methods may be found.

As soon as a decision is made, applicants will be notified if their application has been successful or unsuccessful, or to inform them that their application has been assessed, but that we will not be able to make a final decision until later in the cycle. In addition to communications about the individual application, three further publications to support the applicant by providing literature to help with decision making and improve their student experience will be provided at key points throughout the year.

All applicants who have been made an offer of a place will be invited to attend an applicant event. These days are held purely to help applicants decide which offer to accept and will play no role in the selection process.

If an applicant is unsuccessful, we will provide a reason why their application has been declined. There is no right of appeal in relation to the decision. However if applicants feel that the process has not been followed they may complain using the Customer Complaints Procedure, a copy of which is available on the Hartpury website.

If, when we review an application, we decide that we cannot make an offer of a place on the course for which an applicant has applied, we may be able to make an offer on an alternative programme that better suits your academic potential and achievements. If we make a changed course offer you

will receive notification of this via UCAS. If you wish to discuss the changed course offer, please contact us.

Applicants who have been unsuccessful are welcome to re-apply and will be considered in Clearing if there are places available that they feel are suitable.

### **5.1 Offers**

Typical offers are published on the Hartpury website. We may consider making lower offers based on whether an applicant is deemed to have experienced educational disadvantage or meets our priority target groups as listed in our OFFA Access Agreement.

We will write to all students confirming our offer. Offer letters are sent directly to the applicant's correspondence address.

### **5.2 Transferring from other Universities**

Undergraduate students wishing to transfer to Hartpury from another university should apply through UCAS. Consideration for entry into the second year or above will be dependent upon the content of, and achievement in, previous studies. Applicants will be asked to provide information on modules they have completed and achievement levels. The Programme Leader will review these and a panel will meet to review and assess the application. In most cases, applicants may be invited to interview to evidence their skills.

### **5.3 Interview**

The purpose of programme interviews is to provide the applicant with an opportunity to demonstrate evidence of skills and attributes that are appropriate. These will be undertaken in accordance with our policy on equal opportunities. Decisions will not be provided to the applicant at the interview. After a decision has been made and applicants informed, applicants may request feedback on the interview by contacting the Admissions Team.

### **5.4 Confirmation of your place**

We receive most UK qualification results from UCAS for applicants who have accepted conditional offers. Applicants who achieve the grades required by their conditional offer have their place confirmed. Applications from those students who have not quite met the required grades are reviewed and their places may be confirmed if there are places still available on their programme. Where possible we aim to make decisions on all applicants by the first day of Clearing.

### **5.5 Mature Applicants**

We welcome mature applicants. Applications will be considered on an individual basis. This consideration will take into account industry, non-academic and academic experience. Mature applicants may be invited to interview, or required to complete a written assessment to evidence their suitability for the programme.

### **5.6 Part-time Application Process**

Part-time applications are welcomed. Applicants who intend to apply for part-time study should submit their application on a part-time application form directly to Hartpury HE Admissions. The part-time application form can be found on the Hartpury website.

Applications should be received by the end of June prior to enrolment. The Admissions Team will review the application and check that it is complete, has the minimum requirements and includes the relevant references and qualification certificates if applicable. Programme Managers will review all completed part-time applications and interview shortlisted applicants. Decisions are made as quickly as possible and a written offer is sent to the applicant, including how to formally accept the offer.

### **5.7 Arrangements for Applicants who are Under 18**

Hartpury welcomes applications from people of all ages. No applicant shall be refused admission on the grounds of their age.

However, we have a duty of care towards all our students, employees and visitors and in the case of students joining before their 18th birthday this duty is enhanced, as such students are regarded as children under UK law.

Students who will be under the age of 18 at the time of enrolment will be required to get a parent, carer or guardian to sign a Registration Agreement to say they have read and understood Hartpury's safeguarding guidelines for under-18s. The Admissions Team will notify the Safeguarding and Welfare Team of under-18 HE students prior to enrolment so they can send out this document.

Principles, institutional responsibilities and procedures relating to the protection of under-18s and vulnerable adult students are set out in our Residential Rules and Regulations document, available on the Hartpury website. Our Child Protection and Safeguarding Policy can be found on the Hartpury Website.

## **6 Postgraduate Application Process**

### **6.1 Postgraduate Taught Degrees**

Taught programmes generally start in September or early October. Research students may begin in September, January, April or July, subject to departmental approval.

Information on programmes, including specific entry criteria can be found on the Hartpury website and in prospectuses. Entry to taught postgraduate programmes normally requires a first degree, but relevant experience, in some cases, can substitute for this requirement. General minimum entry requirements for a Post Graduate programme are a 2.2 degree; however we do consider each application on its individual merits and welcome applications from mature applicants with industry experience. Entry to programmes without a first degree is at Hartpury's discretion.

Our application form for postgraduate study can be found on the Hartpury website.

Paper copies can be sent by the Admissions Team on request.

When completed postgraduate applications are received the Admissions Team will review the application and check that it is complete, has the minimum requirements and includes the relevant references and qualification certificates if applicable. Programme Managers of postgraduate programmes will review all completed postgraduate applications and interview shortlisted applicants. Offer letters are sent directly to the applicant's correspondence address.

Postgraduate applications are accepted until the end of June. Applications received after that date will be reviewed if there are still places available.

### **6.2 Postgraduate Research Degrees**

Research students may begin on 1st October, 1st January or 1st April. Initial enquiries should be made with an academic staff member to discuss proposed research ideas. For a supervised PhD, DPhil or MPhil the normal expectation is that applicants will hold at least a 2:1 or Masters qualification.

Applications and admissions are through UWE Bristol's Graduate School. More details of how to apply, including guidance notes and application forms, are available on the UWE Postgraduate Research Study website.

## 7 International Students

International students for undergraduate programmes, where possible, should apply through UCAS. Specific information for international students on scholarships and bursaries where relevant can be found on the Hartpury website. Contact details of staff who can support and help with the application and visa process is also available on the website. The Admissions Team has trained staff that will support international students and make an assessment of fee paying status, where possible, using the information provided in the application and ensure this is consistent with UKCISA guidance. If your fee status is not made clear in your application, we will contact you to ask for more information.

Where required we will utilise UCAS information and NARIC guidance on qualification comparisons to ensure that programme entry requirements are satisfied.

International for whom English is not a first language, and who are seeking to join undergraduate programmes, are expected to hold an IELTS certificate with a score of 6.0, with the exception of Veterinary Nursing programmes where an IELTS score of 7.0 is required. Students applying from the EU will require at UK GCSE to grade C or above (or 4 if taking new qualifications) or a TOEFL certificate in English. Applicants to postgraduate programmes are required to hold an IELTS certificate with a minimum score of 6.5, with the exception of Veterinary Physiotherapy programmes where an IELTS score of 7.0 is required, or an equivalent qualification. Further guidance and regulations for international student entry requirements can be found on our website at: <http://www.hartpury.ac.uk/International>

Hartpury has signed agreements with selected Educational Agents in key recruitment countries. Signed agreements are initially in place for three years and are monitored against performance during this time. All appointed Educational Agents are briefed on Hartpury's expectations and are issued with a published guidebook outlining Hartpury's admissions procedures. We regularly monitor and review arrangements and where possible visit Educational Agents to discuss arrangements in their country. Agents are also invited to visit Hartpury in person.

The International Officer actively works with partner colleges in Canada and US for our top-up programmes. We have in place a formal recognition of a number of specific taught programmes in these countries that permit access to year 3 entry at Hartpury, upon successful completion of their Associated Subject Diploma. Applicants who wish to apply for a top-up programme will need to submit their application via UCAS.

When considering an application, we will take into account whether or not a student is able to meet the necessary UK visa requirements for the full duration of their programme. We reserve the right to reject an application in circumstances where these requirements cannot be met.

Applications from asylum seekers will be reviewed and managed on an individual basis.

## **8 Deferred Applications**

Applicants who wish to defer their entry by one year are welcomed provided they have met the conditions by 31<sup>st</sup> August of the year that they make their application. If applicants wish to defer by more than one year we may recommend reapplying and they are advised to contact the Admissions Team to discuss the best way to achieve this.

## **9 Programme Changes and Closures**

We will work to ensure that major changes or closures to programmes of study will be kept to a minimum but occasionally unforeseen events may arise which mean that we need to change programmes or modules. We will apply our admission principle to the management of these changes and at all time seek to ensure that we minimise the impact to potential and current students.

In particular:

- We will seek to always consult with the student body about the nature of the changes, the impact and best way to communicate the changes.
- Provide as much notice as possible to potential students in relation to the changes and provide a summary of the changes, including the reasons behind the changes.
- Where material changes are made to programmes or modules we will update associated information sources including course information sheets and make students with offers aware of the nature of the change and the options before them. In all communication we will contact student using the email address used on their application.
- In the very rare cases where a programme can no longer be offered we will seek to provide a suitable alternative to enable the student to achieve their learning outcomes. In doing so,

we will look firstly at our own provision. If that is not possible we will seek to work with other providers to find suitable alternatives and support the transfer to the new provider.

- We will always seek to minimise any material changes to programmes that impact students that are currently enrolled.

## **10 Equality and Diversity Policy**

We are committed to achieving universal acceptance and application of a working and learning environment free from harassment, intimidation and unlawful discrimination. We are also committed to taking positive action to promote such equality and diversity of opportunity in relation to recruitment, promotion, training, learning, benefits, procedures and all terms and conditions of employment and all requirements that govern student regulations.

At Hartpury we are committed to valuing diversity and promoting equality. One of our Corporate Values is promoting respect for all and this means we treat all people with courtesy and respect, involve and listen to others and show consideration and empathy for their well-being. We value others for their contribution irrespective of personal differences and actively encourage diversity and inclusion and a positive learning environment.

Applicants are not discriminated against on grounds of race, ethnicity, nationality, gender, sexuality, religion, pregnancy/maternity, disability or age. All staff are trained in equality and diversity and it is the obligation of all staff involved in Admissions to ensure that our Admissions Service respects and acts in accordance with the Equality and Diversity Policy and Single Equality Scheme.

## **11 Disability**

Hartpury encourages participation in its learning programmes by all sections of the community and the industries we serve. We will, as a matter of policy, try to ensure that students with specific learning differences, developmental disorders and/or disabilities are able to follow a programme of study most suitable to his or her needs, with appropriate support. This support will be monitored, reviewed and adapted as appropriate.

Information provided in relation to disability will not be used in the initial assessment of applications. Offers to study at Hartpury may be made prior to disability and learning support information being received.

We encourage applicants to declare their disability, learning difference or developmental disorder. On receiving this information applicants will be contacted by a member of the Learning Support Team. Opportunities to discuss appropriate arrangements and support at Hartpury will be offered to all students if requested.

All students who have declared specific needs will be offered an individual interview regarding their programme of study to identify areas where they may require additional support. During this process, assessment will take place to ensure that:

- The student's expectations are fully discussed and analysed, their needs understood and assessed.
- The proposed learning programme is considered to be in the student's best interests and that they would not be better provided for elsewhere.
- Our facilities and resources are sufficient to meet those needs.

Applicants who are aware they have specific needs are strongly recommended to outline them at this stage so that they can be advised as to how to collate appropriate evidence. Hartpury will provide comprehensive advice and information as to what evidence is required to gain support.

Students will be entitled to receive the commitment outlined in the Student Charter and an assessment of any further help and support needed which relates to disability.

Hartpury is committed, where reasonably possible, to meet the needs of all students in order that they can gain access to and make progress on, the course(s) of their choice. Where adjustments to the educational environment are required, we will make every effort to do so, provided this is achieved within resource constraints and deemed to be a reasonable adjustment under the Equality Act 2010. Where this is not possible, outside assistance may be sought to try and ensure barriers to entry are minimised.

## **12 Data Protection**

We will handle data and information in a manner that ensures that we safeguard individuals and personal data. Information will always be managed in a manner that complies with the Hartpury Data Protection Policy. All staff involved in admissions will have received training that enables them to discharge their responsibilities in relation to data protection.

We may share applicant data with programme delivery partners where the partner is directly involved in the admissions process. All such third parties are prohibited from using an applicant's personal information except for this purpose, and they are required to maintain the confidentiality of this information.

Further information on our Data Protection Policy can be found on the Hartpury website.

### **13 Fraudulent Applications**

We are not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised, and reserve the right to reject or cancel an application at any point under these circumstances.

We also reserve the right to:

- request additional information to verify an application;
- put the application process on hold whilst investigating the alleged fraudulent application and/or plagiarism;
- withdraw the application/place if it is proven, or we have reasonable belief, that the information provided is false, or if the applicant/student refuses to provide the requested information;
- terminate a student's registration if they are found at a later stage to have submitted a fraudulent application;
- notify UCAS of the action it has taken in respect to the application if relevant;

All students will be required to present original academic and personal documentation at enrolment prior to the start of the programme of study.

All documentation is verified by admissions staff. If any information relevant to the application is found to be fraudulent, inconsistent with the application, or missing, the application will be deemed void and the offer of a place may be rescinded.

## 14 Criminal Convictions

We will use the information declared relating to criminal convictions to ensure we fulfil our responsibilities and obligations for the safeguarding of children, young people and adults with whom staff and students are in contact.

We are registered with the Disclosure and Barring Services (DBS) and have in place a series of procedures to investigate students and prospective students with criminal records, and make appropriate decisions as to their suitability to study. We are committed to the fair treatment of students and potential students.

Undergraduate applicants are required to declare any “relevant” criminal convictions on the UCAS or direct application form, where “relevant” is defined as ‘unspent convictions for crimes involving drugs; and crimes against the person’. Postgraduate applicants are also asked on the paper and online application form if they have any “relevant” criminal convictions, with “relevant” as defined for UCAS applicants.

Applications are first given a preliminary check by the Admissions Team, to ensure that they meet entry requirements and other basic expectations for the programme. If the application is unsuccessful at this stage criminal conviction data is not considered.

If the applicant does meet the basic academic requirements for the programme but a criminal conviction has been declared, then the applicant is asked to provide written details of the nature of the offence(s), including dates, the sentence imposed and the name of the court, with a copy of any conviction notices, and any information about whether conviction(s) are ‘spent’ and the appropriate date. This information is sent directly to the Head of Admissions (or nominee). The applicant may also be asked to give details of their Probation Officer and to give their consent for the Head of Admissions (or nominee) to contact him/her in order to obtain the Probation Officer’s views as to the likely danger or otherwise of the applicant’s behaviour to other students and staff. The applicant will generally be required to provide this information electronically; however if the applicant is applying for a programme which requires the student to be interviewed in advance of an offer being made, they may be asked to bring the information to the interview.

When this information is received, the Head of Admissions (or nominee) will consider the information provided and will complete a risk assessment. In doing so, the Head of Admissions will refer to the Child Protection and Safeguarding Policy and Procedure. The Head of Admissions (or

nominee) will consider whether to offer a place or whether the conviction is of sufficient seriousness to warrant convening the Sensitive Admissions Sub-Group to consider the matter further.

The Sensitive Admissions Sub-Group will always be convened to consider the following convictions:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Offences listed in the Sex Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession or possession with intent to supply.
- Offences involving firearms, knives and weapons.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.

The Head of Admissions (or nominee) will have discretion to convene the group for reasons not covered by this list where they determines that there are possible grounds for withholding the offer of a place. In all cases the confidentiality of the applicant will be maintained and personal information will only be made available on a need to know basis.

When considering this matter, the opinion will be sought from the lead responsible for young person protection issues (or nominee) and the Programme Manager (or nominee) where the course is taught. The group shall consult with such other departments or persons as it may require (e.g. Accommodation Services/ Security/ Student Services) and will be convened to consider whether a place can be offered. The group will consider the information provided by the applicant and any further information made available by the applicant's Probation Officer. The group may at its absolute discretion request the applicant to meet with the group to make representations in person and present any further evidence (e.g. references). The group will take a reasonable view as to the risk which the applicant could pose to the institution, its members and visitors, and admission will only be refused if this risk is considered to be unacceptable.

The decision, whether made by the Head of Admissions or by a group, will be communicated to the applicant through the UCAS procedure or direct to the applicant if non-UCAS with an appropriate reason for rejection provided.

If an applicant is found to have a relevant offence which was not declared at the point of application or at any stage throughout the application process, the application will be considered fraudulent and this could give grounds for rejecting the application or, if the applicant has become a registered student, then excluding the student. Undergraduate applicants who submit fraudulent applications will be reported to UCAS and may have all applications withdrawn for the remainder of the academic year.

## **15 DBS Clearance**

Any student who will be left unsupervised with children and/or vulnerable adults on a regular and sustained basis, as part of their programme of study, will be required to gain an enhanced disclosure certificate from the Disclosure and Barring Service (DBS). Hartpury is committed to complying with the DBS Code of Practice. Programmes that require this are clearly identified in the relevant publications.

Further information can be found via the following link:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## **16 Complaints or Appeals**

Hartpury is firmly committed to the fair and professional handling of complaints. Applicants will be given the opportunity to gain feedback when decisions are made in relation to their application and have the right to complain about the way their application has been processed if they feel it has not been treated in accordance with our principles.

All reasonably practicable steps to resolve complaints informally are taken in the first instance. If the complaint remains unresolved, then a formal written complaint can be addressed to the Vice Principal Business and Finance. This may be either on a Confidential Complaint Form, by letter or by email (addressed to [graham.ledden@hartpury.ac.uk](mailto:graham.ledden@hartpury.ac.uk)).

The Customer Complaints Procedure, including timescales involved in making a complaint and the appeal process, can be found on the Hartpury website.

## **17 Feedback**

Hartpury is committed to listening to feedback. Comments on this policy can be sent via email to [admissions@hartpury.ac.uk](mailto:admissions@hartpury.ac.uk).

## 18 Contact Details

### Admissions Contact details

[admissions@hartpury.ac.uk](mailto:admissions@hartpury.ac.uk) or 01452 702244.

Admissions Team

Hartpury

University and

Hartpury College

Gloucester

GL19 3BE

### Other Useful contact details

International 01452-702344 [internationalenquiries@hartpury.ac.uk](mailto:internationalenquiries@hartpury.ac.uk)

Accommodation 01452-702352 [accommodation@hartpury.ac.uk](mailto:accommodation@hartpury.ac.uk)

Finance 01452 702148 [finance@hartpury.ac.uk](mailto:finance@hartpury.ac.uk)

Learning Support 01452 702447 [learningsupport@hartpury.ac.uk](mailto:learningsupport@hartpury.ac.uk)

## Document Control

<b>Date last approved</b>	<b>Previous version approved September 2014, 2015,2016. 2017</b>
<b>Policy Owner</b>	<b>Head of Admissions</b>
<b>Approving Committee</b>	<b>Associate Faculty Board June 2017</b>
<b>Status</b>	<b>Approved for 2018 entry</b>
<b>Related guidance and or codes of practice</b>	SPA Good Practice Guides  Quality Assurance Agency Code of Practice for the assurance of academic quality and standards in Higher Education: Admissions to Higher Education – October 2013 <a href="http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/B2.pdf">http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/B2.pdf</a>  Universities & Colleges Admissions Service (UCAS)