



Hartpury University

Admissions Policy 2027 Entry

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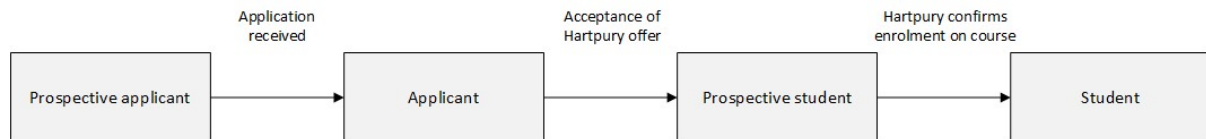
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Introduction

For the purposes of this document Hartpury refers to Hartpury University, Hartpury House, Hartpury, Gloucestershire, GL19 3BE. The contact point for any queries about this document and process is admissions@hartpury.ac.uk.

The applicant journey is shown below from the point of initial enquiry to enrolment of a student:



1 Approach to Admissions

- 1.1 The Hartpury admissions process aims to follow the principles of transparency, fairness and consistency. Efforts are made to ensure that it is accessible, clear, inclusive, equitable and encourages applicants from all backgrounds.
- 1.2 In recruiting, selecting and admitting students, Hartpury is mindful of its legal obligations including those in respect of equality and consumer protection. Hartpury is committed to valuing diversity and promoting equality in accordance with the Equality, Diversity and Inclusivity Policy (www.hartpury.ac.uk). Hartpury strives to treat all applicants with courtesy and respect and show consideration and empathy for their well-being. Diversity and inclusion are actively encouraged in a positive learning environment.
- 1.3 This policy explains how the selection of applicants for admission is managed. It should be read in conjunction with the following policies that can be found on the website at www.hartpury.ac.uk and are also available in other formats on request from admissions@hartpury.ac.uk:

- The course information and documents on our website
 - Hartpury University Terms and Conditions
 - Hartpury University Tuition Fee Policy
- Hartpury University Academic Regulations
 - Hartpury University Student Engagement Policy
 - Hartpury University Student Protection Plan
 - Hartpury University Intellectual Property Policy
 - Hartpury Student Charter
 - Hartpury Student Disciplinary Policy
 - Hartpury Complaints Policy
 - Hartpury Equality, Diversity and Inclusion Policy

- Child Protection and Safeguarding Policy
- Hartpurv General Privacy Policy

2 Before you apply

2.1 In order to assist prospective applicants in making the right choices, information on courses and entry requirements is provided in the following places:

Hartpurv Undergraduate and Postgraduate prospectus

- Course information pages on our website
- Course information documents available on our website
- The Universities and Colleges Admissions Service (UCAS) course search

2.2 These information sources provide the following information:

- the full-time and part-time courses offered at Hartpurv University
- the aims, content and structure of individual courses
- entry criteria for individual courses. These show academic requirements and additional skills and/or experience where necessary
- clear guidance about how to apply for individual courses
- the expected fees and other costs of being a student and financial support available
- likely additional costs or unusual requirements of specific courses (e.g. relating to work or study placements, field trips, materials, or equipment)
- the services and facilities offered to students.

2.3 Hartpurv holds regular open day events as well as offer holder events where prospective students:

- are able to speak to staff and students about courses and services
- have the chance to see our campus and learn about the services and facilities available
- learn about student life at Hartpurv
- learn about the admissions process for Hartpurv courses

2.4 Information about these events and how to attend will be provided on our website and invitations will be sent to those who have registered an interest in Hartpurv.

3 Our Entry Requirements and Selection Criteria

3.1 Enquiries and applications are welcomed from applicants with A Levels, vocational qualifications, the International Baccalaureate, Welsh Baccalaureate, Access to Higher Education and a wide range of other Level 3 equivalents and international equivalents. Applicants with a combination of these and other qualifications are also welcome. If a qualification attracts UCAS tariff points these will be used as a mechanism for considering size and grade.

GCSE requirement

- 3.2 Hartpury has a standard entry requirement for all courses of five GCSEs at grades 9 to 4 (A* to C). This should include English, Mathematics and a Science subject where applicable.

For most courses Mathematics Numeracy may be accepted for applicants applying from Wales. The Level 3 core Maths qualification may be considered as meeting these requirements. Functional Skills Level 2 in English or Maths will be accepted for some courses, but not all. Applicants studying Functional Skills qualifications or alternative Mathematics or English qualifications are advised to check with the Admissions Team to ensure their qualification it is accepted on the course they are considering.

A level

- 3.3 For those studying A Levels, the entry requirements provide a summary of the subjects and grades required for course entry. For science subjects, applicants will be required to have successfully passed any associated practical skills assessment if this is an offer requirement.

BTEC, City and Guilds and other Level 3 and Vocational Qualifications

- 3.4 For those studying level 3 vocational qualifications, the entry requirements provide a summary of the subjects and grades required for course entry. Hartpury will continue to welcome and accept applicants with relevant vocational qualifications as well as combinations of A Levels and vocational qualifications.

T Levels

- 3.5 Hartpury welcomes students that have studied T Levels in relevant subjects.

AS and Extended Project (EPQ) and similar qualifications

- 3.6 When assessing applicant suitability, Hartpury will consider AS and EPQ qualifications or similar independent learning opportunities alongside their Level 3 qualifications.

Welsh Baccalaureate

- 3.7 Hartpury recognises the Welsh Baccalaureate qualification alongside the requirement for the Level 3 qualification. The Welsh Baccalaureate Advanced Diploma, awarded until 2016, and the new Advanced Skills Challenge Certificate awarded from 2017 will both be recognised and considered alongside other Level 3 qualifications.

Scottish Highers/Advanced Highers

- 3.8 We welcome applicants studying Scottish Highers and Advanced Highers. We normally require applicants to have studied two years at a Higher Level and to have achieved Highers in a minimum of two subjects; we may require these to be in specific subjects. For example, courses requiring specific subject knowledge, such as Biology, the offer conditions will request Biology is passed at higher level.

Access to HE

- 3.9 Applicants with an Access to HE qualification are welcomed. Where courses require specific subject knowledge, for example Biology, the offer conditions will specify the requirement for certain modules to be passed at level 3.

International Baccalaureate Diploma (IB)

- 3.10 For International Baccalaureate qualifications the constituent modules of the award will be assessed to determine the UCAS tariff and to ensure that the applicant has the specific skills required. For example, where courses require specific subject knowledge, for example Biology, the offer conditions will request certain modules are passed at higher level.

Other International Qualifications

- 3.11 We welcome applicants studying other international qualifications, and our Admissions Team will review these on an individual basis.

Higher Education Qualification

- 3.12 For degree qualifications the subject of the award will be assessed to ensure that the applicant has the specific skills and subject knowledge required. The differential award achieved (for example 'merit' or 'upper second-class honours degree') will also be used as an indicator of academic ability and potential.

4 Undergraduate Application Process

- 4.1 Applications for full-time undergraduate courses are normally made through UCAS. Applications that are submitted before the UCAS 'equal consideration date' are guaranteed equal consideration. Applications received after this deadline will be considered if there are places available on the course.
- 4.2 Applicants who are not studying at Hartpury and wish to apply for Level 6 entry and top-up course should submit their application via UCAS or on our website.
- 4.3 Applicants who intend to apply for part-time undergraduate study should submit their application through the UCAS scheme or contact the Hartpury Admissions Team. Part-time applications open in September 2026 and should be received by the end of June 2027.
- 4.4 When a course becomes full, it will be marked as closed on the Hartpury website and the UCAS course search.
- 4.5. In the circumstances that an applicant is unable to submit an application through the UCAS system, a method of direct application will be provided. If successful, their acceptance will be registered with UCAS.

Considering the application

- 4.6 On submission, Hartpury aims to process an application efficiently and fairly.

All information provided in an application will be considered including qualifications, personal statement, reference and any additional relevant experience. Applicants can be assured of personalised and individual consideration of their application.

- 4.7 The Admissions Team will first assess whether the applicant has met the minimum entry criteria for the course. If this has been met, academic potential is assessed, considering various factors including, but not limited to, actual academic performance to date and predicted results for qualifications currently being studied. UCAS and ECCTIS/UK ENIC will be used as a source of information for qualifications without published entry requirements or UCAS tariff points.

- 4.8 Personal statements are used in assessing each applicant's motivation and suitability for the chosen course of study. Hartpury will use the applicant's personal statement to investigate:
- evidence of knowledge of, interest in and commitment to the subject
 - non-academic achievement or experience in areas that align to the subject
 - interest, work experience and/or positions of responsibility in areas aligned to the subject

- 4.9 The 'reference' (written recommendation from a teacher, adviser, or professional who knows the prospective applicant academically or professionally) is used to provide:
- verification of the student identity
 - predictions of examination results where appropriate and, where the qualifications are non-standard, to explain their meaning
 - an overall assessment of the applicant, in particular their suitability for the course of study
 - extenuating circumstances if earlier exam results are considered as a poor guide to ability

- 4.10 Part-time applications are reviewed to confirm that minimum requirements are met and that it includes the reference from a person qualified to comment on the applicant's suitability to study on the course. Programme Managers may review part-time applications and may interview applicants.

Interview or Assessment

- 4.11 Information relating to which courses we hold interviews or assessments for can be found on the Hartpury website and UCAS course search. Interviews and assessments will only be required where it is not possible for applicants to demonstrate evidence of appropriate skills and attributes via their application. These provide the applicant with an opportunity to

demonstrate evidence of appropriate skills and attributes and will be held before an offer is made. Decisions will not be provided to the applicant at the interview.

Replying to your application

- 4.12 Hartpury will use UCAS as the communication channel for all UCAS applications. In addition, we will send a personalised communication to the email account listed on the application. Emails will be sent from a Hartpury email account and supporting literature sent electronically and through the post. Hartpury will communicate directly with the applicant in the case of UCAS and non-UCAS applications. Correspondence will be sent, in the first instance, to applicants by email. If email is not suitable, alternative methods may be found.
- 4.13 Applicants will be notified if their application has been successful or unsuccessful and will be informed in cases where a final decision cannot be made until later in the cycle. In addition to communications about the application, further information will be sent to help with decision making and support the transition into the student body at Hartpury.
- 4.14 All applicants who apply by the UCAS equal consideration date and have been made an offer will be invited to attend an Offer Holder event where they will be provided with information about student life at Hartpury University. Applications applying after this point who receive an offer will receive an invitation providing it is before the last offer holder date.

Rejections

- 4.15 Applicants will be informed if their application has been unsuccessful and will be given the reason for the rejection.
- 4.16 Where an offer of a place on the course applied for cannot be made, an offer on an alternative course, which better suits the applicant's academic abilities, may be made. In such cases, Hartpury aims to contact the applicant to discuss this before making a changed course offer. Notification of any course change will be made through UCAS and/or via a personalised offer.
- 4.17 Applicants who have been unsuccessful are welcome to re-apply in future years.

Offers

- 4.18 Where offers are conditional Hartpury will provide a clear summary of the entry conditions. Applicants that have applied through UCAS will also be able to see details of their offer in the UCAS system in addition to their personalised offer communication.

For applicants who are deemed to have experienced educational disadvantage or meet our priority target groups (published in our Access and Participation Plan) Hartpury operates a contextual admissions service and may consider making offers based on lower entry

requirements. Information in relation to our Contextual Admissions process is available on our website.

Fitness for Practise and Practical Competence

- 4.19 If a course includes study towards or leads to professional statutory or regulatory body accreditation or validation then we may also assess the student's fitness for professional practise.

Courses that require practical competences may require evidence of these to satisfy offer conditions.

Confirming that conditions have been met

- 4.20 For applicants who have accepted conditional offers, most UK qualification results are received from the awarding bodies through UCAS. For results not received through UCAS, students will be asked to send results when they receive them. Applicants who achieve the grades required by their conditional offer and have met any additional conditions will have their place confirmed. Applications from those who have not quite met the required grades are reviewed by the Admissions Officers and their places may be confirmed if there are places still available on their course. When we are unable to confirm a place on the original course, we will consider contacting students to offer a place on an alternative course if places are still available.

5 Postgraduate Application Process

Postgraduate Taught Degrees

- 5.1 Taught courses generally start in September or early October. Postgraduate applications for September 2027 intake can be submitted from September 2026 until the end of August 2027. Applications received after that date will be considered if there are still places available. Applications for January 2028 intake can be submitted from September 2026 until 15th December 2027.
- 5.2 Information on courses, including specific entry criteria can be found on course pages on the Hartpury website and in the postgraduate prospectus. The application for postgraduate study can be found on the Hartpury website at www.hartpury.ac.uk and paper copies can be sent to applicants on request.
- 5.3 All postgraduate applications are reviewed to confirm that minimum requirements are met and that they include details of a referee that is a person qualified to comment on the applicant's suitability to study on the course. Programme Managers of postgraduate courses may review postgraduate applications and interview applicants if they consider this necessary.

- 5.4 Hartpury will write to all prospective students confirming our offer and providing clear entry conditions. Offer letters include instructions on how to accept the offer and are sent directly to the applicant's correspondence address. Applicants will be informed in writing if their application is unsuccessful, and will be given the reason for the rejection.

Postgraduate Research Degrees

- 5.5 Research degrees may begin on 1st October, 1st January or 1st April, subject to departmental approval. Initial enquiries should be made to the Admissions Team and an appointment will be made with an academic staff member to discuss proposed research ideas.
- 5.6 Applications should be made through the Hartpury website. More details of how to apply, including guidance notes and application forms are available on University of the West of England (UWE) Website.

6 Mature Applicants

- 6.1 A mature applicant is defined as anyone aged 21 or over at the start of their studies. Mature applicants may not have the academic requirements for a course but may have experience that is relevant to their ability to study on the course. Industry experience, experiential learning, work-based qualifications and non-academic experience are taken into account when considering applications from mature applicants. Mature applicants may be invited to interview and/or set a written exercise to assess academic ability if they do not meet the academic entry criteria or if they haven't provided sufficient information to evidence their suitability for the course.

7 Arrangements for Applicants who are Under 18

- 7.1 Hartpury welcomes applications from people of all ages provided they are suitable to study. No applicant will be refused admission on the grounds of their age, however, Hartpury has a duty of care towards all our students, employees and visitors. In the case of students joining before their 18th birthday this duty may be enhanced since they are regarded as children under UK law.
- 7.2 Students who are under the age of 18 at the time of enrolment will be required to obtain a parent, carer or guardian signature on a Registration Agreement, sent by the Safeguarding and Welfare team, to confirm they have read and understood Hartpury's safeguarding guidelines for under-18s.
- 7.3 Principles, institutional responsibilities and procedures relating to the protection of under-18s and vulnerable adult students are set out in our Child Protection and Safeguarding Policy available on our website.

8 Transferring from other Higher Education Providers

- 8.1 Students wishing to transfer to Hartpury from another HE provider should apply through UCAS or via our website prior to the end of July 2027.

Admission to a programme beyond the initial entry point is termed advanced entry. Consideration for entry into the second stage or above will be dependent upon the content of, and achievement in, previous studies. On receipt of the application, applicants will be asked to provide information on qualifications (including individuals higher education modules) they have completed they have completed, the associated learning outcomes and achievement levels. These will be reviewed to establish if the applicant has achieved the learning outcomes specified for any part of the programme not undertaken under Hartpury assessment regulations. Advanced entry may be achieved through a successful application for Recognition of Prior Learning or by using credit and marks achieved from modules passed before previous withdrawal from a Hartpury programme. In all cases the applicant must be able to demonstrate the learning for which the credit was awarded is valid and relevant for the intended programme. If required applicants may be invited to interview to evidence their skills.

9 International Students

- 9.1 Information on how to apply, fees, deposits, scholarships and bursaries (where relevant) can be found in the International Students section of our website and the Tuition Fee Policy on our website. The Admissions Team will support international applicants and make an assessment of fee-paying status, where possible, using the information provided in the application and ensure this is consistent with government and the UK Council for International Student Affairs (UKCISA) and Department of Education guidance. Fee paying status will be indicated in the offer letter.
- 9.2 UCAS information and ECCTIS/UK ENIC guidance on qualification comparisons will be used to ensure that course entry requirements are satisfied. In the case of international applications to our Veterinary Nursing courses, the student will be required to provide a NARIC equivalency qualification certificate for their qualification at enrolment.
- 9.3 International applicants for whom English is not a first language, and who are seeking to join undergraduate courses, are required to hold an IELTS Academic or approved, equivalent Secured English Language Test (SELT) with a score of 6.0 or equivalent (except for Veterinary Nursing, Veterinary Physiotherapy and Sports Therapy courses where a score of 7.0 is required). Where IELTS assessments are not available to students, alternative equivalent assessments will be considered. Applicants to postgraduate courses are required to hold an IELTS Academic or approved, equivalent Secured English Language Test (SELT) with a minimum score of 6.5 or equivalent (except for Veterinary Physiotherapy and Sports

Therapy courses where score of 7.0 is required) or an equivalent qualification. Further guidance and regulations for international applicant entry requirements can be found on our website at www.hartpury.ac.uk

9.4 If a Student visa is required to study in the UK the requirements of the UK Visa and Immigration service (UKVI) must be met. When considering an application, Hartpury takes into account whether or not the applicant is able to meet the necessary UK visa requirements for the full duration of their course and reserves the right to reject an application where these requirements cannot be met.

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

10 Deferred Applications

10.1 Applicants who request to start in 2028 at the point of application will be considered. Applicants who request to defer their entry after they have applied will be considered on a case-by-case basis and may be asked to re-apply the following year.

10.2 In all cases where a 12-month deferral has been agreed, applicants must meet all the conditions of their offer by 31st August of the year of their application.

10.3 Applicants who wish to defer by more than one year will be requested to re-apply.

11 Disability Information

11.1 Hartpury aims to ensure that students with specific learning differences, developmental disorders and/or disabilities are able to follow a course of study most suitable to their needs, with appropriate support. This support will be monitored, reviewed and adapted as appropriate.

11.2 Applicants are encouraged to declare their disability, learning difference or developmental disorder at application stage to enable Hartpury to discuss their support needs with them and look to put timely and reasonable support in place. Opportunities to discuss appropriate arrangements and support will be offered to all applicants.

11.3 Information provided by the applicant in relation to disability will not be used in the initial assessment of applications.

11.4 A member of the Learning Support Team will be available for applicants who declare a disability, learning difference or development disorder and offered individual advice and guidance to identify additional support requirements. During this process:

- the student's expectations are fully discussed and analysed, their needs understood and assessed.

- reasonable adjustments to meet those needs can be made.

11.5 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 of their choice. Hartpury's duties under the Equality Act 2010 will be met where adjustments to the educational environment are required.

12 Data Protection and GDPR

12.1 Data and information will be handled in a compliance with the Data Protection Act 2018 and the procedures detailed in the Hartpury General Privacy Policy at www.hartpury.ac.uk.

13 Accurate and Complete Information

13.1 Applicants will not be admitted on the strength of information believed to be either false or plagiarised, and Hartpury reserve the right to reject or withdraw an application at any point under these circumstances.

13.2 Hartpury reserves the right to:

- request additional information to verify an application;
- put the application process on hold whilst investigating alleged false or plagiarised information;
- withdraw the application/offer if it contains information proven false (on the balance of probability) or if the applicant refuses to provide the requested information.

13.3 All applicants will be required to present original academic and personal documentation prior to satisfactory enrolment. All documentation is verified by admissions staff. If any information relevant to the application is found to be false, misrepresented or inaccurate the application will be deemed void, and the offer of a place may be rescinded.

14 Disclosure and Barring Service (DBS) Clearance

14.1 Any applicant who will be left unsupervised with children and/or vulnerable adults on a regular and sustained basis, as a compulsory part of their course, will be required to gain an enhanced disclosure certificate from the DBS. Hartpury is committed to complying with the DBS Code of Practice. Courses that require this are clearly identified in relevant publications.

14.2 For courses that require DBS clearance Hartpury has in place a series of procedures to review applicants with criminal convictions and make appropriate decisions as to their suitability to study and where appropriate reside in Hartpury accommodation. Further information can be found via the following link: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

15 Criminal Conviction Information

- 15.1 Hartpury is committed to the fair treatment of students and potential students. For prospective students applying to courses requiring enhanced DBS clearance or that lead to a profession requiring DBS clearance, information on unspent criminal convictions will be collected through the UCAS application. It will be used to ensure that prospective students can progress onto their chosen course and career path. These courses are identified on the Hartpury website and in the UCAS course search.

For prospective students applying to courses not requiring DBS clearance, information on unspent criminal convictions will be collected at enrolment. It will be used to ensure that Hartpury fulfils its responsibilities and obligations for the safeguarding of children, young people and adults with whom staff and students are in contact.

- 15.2 When criminal conviction information is received at application stage, the application is given a preliminary check by the Admissions Team to ensure that the applicant meets entry requirements and other basic expectations for the course. If the application is unsuccessful at this stage, criminal conviction data is not considered.

- 15.3 For courses not requiring a DBS clearance, information will be requested as part of the enrolment process from students on unspent criminal conviction for crimes relating to:
- 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 involving hate crimes
 - Offences listed in the Terrorism Act 2006

The information provided will only be used for safeguarding purposes and to ensure appropriate support systems are in place for prospective students entering HE with criminal convictions.

- 15.4 Criminal conviction information is sent directly to the Head of Admissions (or nominee) who will treat criminal convictions data as confidential. If a criminal conviction has been declared, the applicant may be asked to provide details of the nature of the offence(s), including dates, the sentence imposed and the name of the court.

The applicant may also be asked to give details of, and permission for the Head of Admissions (or nominee) to contact their Probation Officer in order to obtain their view on the risk of the applicant to other students and staff.

- 15.5 When this information is received, the Head of Admissions (or nominee) will consider the information provided and complete a risk assessment. They will also consider whether the conviction is of sufficient seriousness to warrant convening the Sensitive Admissions Sub-Group to consider the matter further. The sub-group will seek opinion from the lead responsible for safeguarding and protection issues (or nominee), the Programme Manager (or nominee) of the course applied for and consult with other departments or persons as it may require (e.g. Accommodation Services/ Security/ Student Support/Student Services). 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.

The group will consider all the information and evidence and assess the risk that the applicant could pose to themselves and/or fellow students, its members and visitors. Admission will only be refused if this risk is considered one that cannot be reasonably mitigated.

- 15.6 The group will consider if the offer of the place should:
- remain with no restrictions
 - remain with restrictions (for example the prospective student may not be provided with a place in Hartpury managed accommodation)
 - be withdrawn
- 15.7 The decision will be communicated to the prospective student in writing along with an explanation of the reasons for the decision.

Where an offer remains, the outcome and any appropriate additional support arrangements will be discussed with the applicant.

- 15.8 If an applicant is found to have failed to declare a relevant offence at any stage throughout the acceptance to enrolment process, this could give grounds for rejecting the application or, if the applicant has become a registered student, exclusion from Hartpury.

16 Complaints or Appeals

- 16.1 Hartpury is firmly committed to the fair and professional handling of complaints. Applicants will be given 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. The Complaints Policy, including timescales involved in making a complaint and the appeal process, can be found at www.hartpury.ac.uk.

17 Review and Feedback

- 17.1 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, to ensure fair and consistent application of the admissions policy across Hartpury; and reflection on how internal and external developments have impacted upon the admissions process. The Admissions Policy will be reviewed annually in the light of experience, research and best practice.
- 17.2 Hartpury is committed to listening to feedback. Comments on this policy can be sent via email to admissions@hartpury.ac.uk.

18 Admissions Contact Details

admissions@hartpury.ac.uk or 01452 702333.

Admissions Team

Hartpury University

Hartpury House

Gloucester

GL19 3BE

Other Useful contact details

International 01452 702344 international@hartpury.ac.uk

Accommodation 01452 702352 accommodation@hartpury.ac.uk

Finance 01452 702697 studentfinance@hartpury.ac.uk

Learning Support 01452 702416 asc@hartpury.ac.uk

Document Control

Date last approved	February 2026
Policy Owner	Head of Admissions
Approving Committee	Academic Board
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