Admissions Policy

Version Control

Owner:	**Associate Director, Outreach, Recruitment and Admissions**
Author:	Admissions Manager (Systems), Admissions Office
Approved by:	
Date of Approval of this Version:	
Next Review Date:	May 2027
Version Number:	V1.0
Applicable Statutory, Legal or National Best Practice Requirements:	In line with UCAS admissions guidance
Equality Impact Assessment Completion	
Data Protection Impact Assessment Completion	

This document can only be considered valid when viewed via the University website. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one on the University website. Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Contents

1 Introduction 4
2 Scope 4
3 Entry Criteria 5
4 English Language Requirements 6
5 Selection Process 6
6 Widening Participation and Contextual Data 7
7 Important Information 8
8 Applicant Data 9
9 Communication with Applicants 9
10 Applicants with Disabilities or Long Term Health Conditions 10
11 Occupational Health Screening 11
12 Exceptional Circumstances 11
13 Criminal Convictions 12
14 Fraud 13
15 Admissions of Minors 13
16 Fee Status Assessment 14
17 Deferred Entry 14
18 Re-admittance of students 14
19 Feedback 15
20 Appeals and Complaints 15
21 Monitoring and review 16
22 Related policies and standards 16
23 Appendices 11

1 Introduction

1. The University of Bradford is committed to excellence in the delivery of its recruitment and admissions practices and procedures.

2. The University is committed to ensuring that:

   - its selection policies and procedures are transparent; followed fairly, consistently and expeditiously;
   - information concerning applicants remains confidential between designated parties;
   - decisions are made by those capable and authorised to make the required judgements.
   - All decisions are made in line with entry requirements and all applicants are considered in terms of their eligibility to complete the programme successfully.
   - The University is committed to widening participation to higher education and aims to encourage and support a diverse student population.
   - The University's Admissions Policy outlines the way in which the University adheres to these commitments, and to the expectations and indicators within Chapter B2: Recruitment, selection and admissions to higher education of the QAA UK Quality Code for Higher Education, Part B: Assuring and enhancing academic quality.

2 Scope

1. This policy applies to all applications for undergraduate and postgraduate programmes delivered at the University of Bradford. It should be read in conjunction with the most up-to-date version of the University Regulations (https://www.bradford.ac.uk/about/legal-and-governance/governance/regulations/). The policy sets out the principles and processes which are used to select and admit.

2. The University is committed to promoting equality of access and opportunity whilst also ensuring student success through the admission of students equipped to engage with their programme of study. The Admissions Policy has been developed to ensure applicants are not disadvantaged on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual

orientation, marriage and civil partnership, pregnancy and maternity, nationality or socio-economic background.

3 Entry Criteria

1. Entry criteria are approved through the University's quality assurance processes. They are publicised in the programme specification, prospectus, mini-guide, on the University website (www.bradford.ac.uk) and on the UCAS website (for full-time undergraduate study).

2. For certain programmes entry requirements may include non-academic requirements such as work experience, specific skills set, research proposals, personal statements, etc. The comprehensive list of entry requirements are published on the individual course pages (www.bradford.ac.uk/courses) on the University website.

3. The University presents entry criteria using UK terminology. For applicants holding other qualifications such as EU and Overseas qualifications, the University will assess the equivalency of these qualifications in order to make a decision.

4. The University also welcomes applications from individuals who can demonstrate significant work or life experience and who do not meet the minimum published entry requirements for a programme of study. Applications from these individuals will be assessed on a case-by-case basis. The applicant will be required to demonstrate evidence of their relevant prior learning, motivation, potential and ability to study their chosen programme. Advice and guidance can be provided by the Admissions Office (email: admissions@bradford.ac.uk, tel: +44 (0)1274 236088). The University will only offer a place to applicants where there is evidence to support the likelihood of successfully completing the programme.

5. The University welcomes applications from applicants with previous academic credit or relevant equivalent experience. For advanced entry requests it must be clear that the applicant has fulfilled some of the progression and assessment requirements of the programme concerned. The decision to award prior credit will be taken in line with University regulations. Applications will be assessed against the learning outcomes for those sections of the programme for which exemption is sought. The procedures for this are set out on our website: https://www.bradford.ac.uk/teaching-quality/prior-learning/.

4 English Language Requirements

1. The University requires all applicants to have an appropriate English language qualification. This is normally GCSE Grade 4/C in English language (or equivalent) for applicants whose first language is English.
2. Those applicants whose first language is not English are required to show evidence of the level of their proficiency in the English language. Full details of the tests which the University accepts are available on our website at https://www.bradford.ac.uk/international/entry-requirements/.
3. To support applicants who meet the academic entry criteria but need to improve their English Language skills, the University offers a range of support for English Language through its Language Centre (https://www.bradford.ac.uk/language-centre/). This includes pre-sessional English courses which help applicants to improve their English Language and study skills, as well as workshops, tutorials and online support to support studies post-enrolment.

5 Selection Process

1. Each application is considered on an individual basis against the entry criteria for each programme. An applicant's most recent academic performance will be taken into account when assessing their suitability for entry. This will include their performance on programmes where the applicant has discontinued studying before the full qualification is awarded and also where an applicant has been required to withdraw from a programme. Applicants will be assessed on their capability of completing their chosen programme.
2. Certain programmes offered by the University of Bradford require applicants to be interviewed prior to a decision on whether they are suitable for the programme, for example due to Professional, Statutory and Regulatory Body requirements (see Appendix A for a full list of programmes).
3. Final decisions are made on the basis of official results provided by the applicant and/or educational provider. Applicants are responsible for providing all information relating to the offer to study at the University of Bradford in sufficient time to allow arrangements to be made to join the programme.

4. Where results or certificates have not been received by UCAS they must be an official certificate or be on official headed paper.

6 Widening Participation and Contextual Data

1. The University is committed to raising aspirations and widening access to Higher Education, ensuring high quality education is available to all individuals, regardless of background, who have the potential to succeed, through our Access and Participation plan: https://www.bradford.ac.uk/access-and-participation/.

   The University of Bradford Progression Scheme (https://www.bradford.ac.uk/undergraduate/applicants/progression-scheme/) is designed to benefit undergraduate applicants whose personal and educational circumstances mean they could be less likely to receive an offer based on our standard entry criteria.

   Any applicants who are domiciled in the UK that meet the following criteria will automatically receive an offer which is 8 UCAS points lower than our standard entry criteria:

   - Mature student
   - From a low participation neighbourhood
   - Refugee/Asylum Seeker
   - Care Leavers or previously looked after
   - Estranged student
   - A young adult carer
   - From an armed forces family
   - From a Gypsy, Roma or Traveller community

   Contextual data provided by UCAS is used to identify the applicants.

   In addition to a reduced offer, applicants who meet the above eligibility criteria have the opportunity to receive an additional 8 UCAS points through attending the following events and completing any associated tasks:

   2. One Open day and one recruitment webinar.

   Attendance at these events must have been within 18 months prior to the 1st June in the year the applicant is due to start their programme. The additional 8 points will only be awarded if the associated tasks have been submitted. Our Admissions Team will update the applicants' records to reflect the award of the additional 8 points.

7 Important Information

1. The University is committed to ensuring that prospective students have access to all the information they require to make an informed decision about choosing to study at the University of Bradford. The Student Contract and a list of all relevant information can be found on our policies website (https://www.bradford.ac.uk/governance/policies-and-statements/).

2. The University makes information about the University, including its facilities and its policies and procedures, and about its programmes of study available to prospective applicants and applicants through its website, prospectus, programme guides, at Open Days and Experience Days and via other sources such as UCAS and Unistats. The University makes every effort to ensure that this information is fair and accurate at the time of publication. However, it is prepared well in advance of the academic session to which it applies and therefore this information is issued for the general guidance of students looking to study at the University of Bradford rather than being definitive.

3. The University will use its best endeavours not to make any changes to programmes, either before or after enrolment. However, there are occasions where some changes may be necessary to assist and support the proper delivery of Educational Services. The types of changes which might be made to a programme include changes to title, content or location of delivery. Changes would usually only be made where they are:

   - advantageous for students, for example where a change will enable the University to keep teaching up-to-date with the latest research developments;
   - for the maintenance of academic standards, for example where a change is required to maintain compliance with the Quality Code; or
   - required to secure good operation and legal or regulatory compliance, for example if a change is required to maintain or gain a Professional, Statutory or Regulatory Body accreditation.

4. The University will inform applicants of any changes at the earliest opportunity, explaining the reason for the change.

5. The University will also use its best endeavours to commit to running all the programmes which are advertised and for which

offers have been made. However, there are occasions when the University may need to discontinue or suspend a programme. For example, this may happen if the number of students who have applied for the programme is insufficient to be viable, if there is a change to the law, regulatory framework or Professional, Statutory and Regulatory Body requirement which the University is unable to meet, or where academic approval has not been achieved. Where this is the case, the University will inform applicants as soon as possible, explaining the reason for doing so, and will endeavour to offer applicants a suitable alternative programme.

8 Applicant Data

1. The university processes (i.e. collects, holds, uses and discloses) personal data subject to the General Data Protection Regulation and its own regulations, policies and procedures. This personal data includes special categories such as data relating to health, race and religion. The information the University holds is provided by the applicant and collected from others (e.g. UCAS) in order to make admission decisions. This information is processed by the University as it is necessary in order to take steps prior to entering into a contract, i.e. the University Student Contract.

2. The University discloses personal data to third parties either because it is legally obliged to do so (e.g. with organisations such as the Higher Education Statistics Agency (HESA), UK Visas and Immigration (for international students)) or in order to assist with the making of admission decisions (for example with organisations such as the UK National Information Centre (UK ENIC) (for qualification verification), Turnitin (for anti-plagiarism checks for research proposals), sponsors, employers, overseas representatives). All such sharing takes place in accordance with the law. Applicants and students have specific rights in relation to the University's processing of their data and if the University is not complying with its obligations, students may complain to the Information Commissioner. For more information on how the University uses applicant and student information, please refer to the Student Privacy Notice, available from the Data Protection web pages (https://www.bradford.ac.uk/about/legal-and-governance/data-protection/).

9 Communication with Applicants

1. In accordance with the General Data Protection Regulation, if the University needs to discuss any issues regarding their application the University will only communicate with the applicant. The only exceptions to this are:

   9.1.1 For UCAS applicants, the University is able to discuss applications with a nominated person on the applicant's behalf, where the appropriate section of the UCAS form has been completed giving permission to do so.

   9.1.2 For other applicants, the University is able to discuss applications with a nominated person on the applicant's behalf where the applicant has provided specific permission to do so in writing.

   9.1.3 If an applicant has applied via one of the University of Bradford's approved overseas representatives.

2. If applicants have any objections to this, they should contact the Admissions Team in writing (email: admissions@bradford.ac.uk) and the University will then only communicate with the applicant direct.

3. Communication with applicants will be through the applicant portal, via email, telephone, SMS or letter. Applicants are responsible for ensuring their contact details are kept up-to-date.

10 Applicants with Disabilities or Long-Term Conditions

1. The University encourages applicants with a disability or a long-term condition to disclose this information at the earliest opportunity. This means we can work together to establish what reasonable adjustments and support are needed.

   While the University understands that some individuals may hesitate to disclose such information, we cannot support or protect people if disclosure does not take place. For further advice you can contact the University's Disability Service at https://www.bradford.ac.uk/disability/. The University of Bradford is committed to fostering an enabling environment conducive to teaching, learning, research, and the overall well-being of all members. We prioritise supporting students' health, safety, and well-being throughout their academic journey and their broader university experience.

2. The applications of those who disclose a disability, or a long-term condition are assessed using the standard entry criteria. All applicants have access to the Disability Service team to arrange any necessary support. Additionally, individually tailored support can be arranged for events such as Open Days, Experience Days, and interviews.

3. The University endeavours to make all reasonable adjustments required to support applicants with disabilities in pursuing their chosen programme of study. However, in exceptional circumstances where an individual's disability poses significant barriers to undertaking a particular programme, the University will assist the applicant in identifying alternative options.

   At the University of Bradford, we are dedicated to promoting inclusivity and ensuring equal opportunities for all students, regardless of disability or health condition. We strive to create an environment where every individual can thrive academically, socially, and personally.

11 Occupational Health Screening

1. Applications to some programmes are assessed for their ability to successfully complete the programme and as such are required to complete a satisfactory health screening. More information on the screening can be found at https://www.bradford.ac.uk/undergraduate/applicants/pre-enrolment/ (see Appendix B for a list of programmes for which this applies).

12 Exceptional Circumstances

1. The University understands that some applicants may have experienced exceptional events that have impacted negatively on their studies resulting in qualifications not being completed to the standard normally required by the University. These exceptional circumstances may have had a serious and demonstrable impact on the applicant's ability to complete particular qualifications or achieve the grades in which they are academically capable. The University will assess any submission of exceptional circumstances on an individual basis via our Mitigating Circumstances procedure outlined at https://www.bradford.ac.uk/undergraduate/apply/mitigating-circumstances/. The mitigating circumstances may be taken into

account as part of the final decision making process, however it must be evident that the applicant is capable of completing their chosen programme and the University's decision in these cases remains final.

13 Criminal Convictions

1. The University of Bradford is compliant with the Rehabilitation of Offenders Act 1974. As such having a criminal conviction should not deter potential applicants as the University has processes which ensure that any application from a person who has a previous criminal conviction is considered fairly and takes into account the interests of the University, the wider university community, the requirements of any relevant professional body and the individual concerned.

2. Applicants on certain programmes are required to declare all criminal convictions (spent and unspent (See Appendix C for a list of programmes for which this applies). Any declared convictions will only be investigated once an offer of a place has been made and the applicant has accepted the offer of a place.

3. All other applicants are not specifically required to disclose any criminal convictions in their application for study. These applicants may, if they desire, disclose details relating to any past convictions to the University, spent or unspent. Where an applicant declares a conviction, the University will provide the student with details of appropriate support available through the University, and information provided will be used solely for the purpose of providing such support.

4. The responsibility to declare any convictions lies solely with the applicant.

5. In reaching decisions on those with criminal convictions, the University will consider not only its responsibilities and duties to all staff and students but also the safety and well-being of the individual and its ability to provide any appropriate support arrangements. The University will consider whether any criminal conviction disclosed by an applicant gives reasonable grounds for considering that the admission of the applicant: (a) poses a real threat to the safety or property of staff, students, visitors, those coming into contact with the applicant during their studies or others involved in University business; or (b) would be contrary to the law or to the requirements of any relevant professional or other

regulatory body. In certain circumstances decisions may be made where offers to applicants have to be withdrawn or specific conditions may be imposed on their enrolment.

6. Certain programmes offered, mainly allied with the healthcare profession, require an enhanced Disclosure and Barring Service check prior to admittance to the University (see Appendix D for a list of programmes for which this applies). International students are required to obtain and provide a satisfactory police check prior to a CAS being issued. Once they have enrolled a DBS check is required prior to first placement.

7. Applicants who do not declare a criminal conviction and are admitted without the required investigation may have their enrolment withdrawn in accordance with the Student Disciplinary procedure (Regulation 28) and the Fitness to Practice policy.

14 Fraud

1. The University takes the submission of fraudulent applications or fraudulent qualifications very seriously. Should an applicant falsely declare their qualifications or any other information as part of their application when they apply, including the omission of information relating to any previous qualifications studied (whether or not these were completed) the University reserves the right to cancel or withdraw any offer made on the basis of the fraudulent information provided. If a student has enrolled before this false declaration is discovered the University reserves the right to take action in line with Student Disciplinary procedure (Regulation 28).

15 Admissions of Minors

1. Applications to all programmes will be assessed using the standard entry criteria for each programme, irrespective of the applicant's age on entry. Applicants who will be under 18 at the point of enrolment should be aware that they are applying to study in an adult environment. Admission of applicants who will be under 18 at the point of enrolment will be in accordance with the Safeguarding Policy and Procedures.

2. The University does not normally admit applicants who are under 16. Applications from applicants who will be aged under 16 at the point of enrolment will be considered on a case by case basis to ensure that appropriate support can be provided. The University is

unable to issue a CAS for any applicant requiring a Student Visa who is aged under 16 as it does not hold a Child Sponsor Licence.

16 Fee Status Assessment

1. The University will use information on nationality, country of birth and country of domicile provided on the application form to assess whether the applicant will pay Home, Islands or Overseas tuition fees. If the information provided by the applicant is unclear or the University requires further information for a decision to be made a fee assessment form will be sent to the applicant via email or the applicant will be asked to complete the fee assessment task on the Applicant Portal. All fee status classification decisions will be made in line with the United Kingdom Council of International Student Affairs (UKCISA) guidance.

17 Deferred Entry

1. The University welcomes applications for deferred entry for most programmes. Applicants wishing to defer their entry are required to make a written request to the Admissions Team (either through the applicant portal or by email to admissions@bradford.ac.uk) no more than 6 months after the original start date of the programme. The normal maximum length of deferral which will be considered will be one year. In considering requests for deferral, the University will take into account any required changes in entry criteria, and intentions regarding the future operation of programmes. Requests may be turned down if an applicant is unable to meet revised entry criteria or if the University does not intend to deliver a programme in a subsequent academic year.

2. Any applicants who have applied via the UCAS system must meet all conditions of their offer by 31st August in the year in which they have applied to the University, in accordance with UCAS regulations. If the applicant is unable to meet all conditions they will be required to make a new application in the following admissions year and their application will be considered against the admissions criteria for the new admissions year.

18 Re-admittance of students

18.1 University of Bradford students who have been required to withdraw from a programme will not be re-admitted to the same programme of study, other than through a successful academic appeal

(https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/academic-appeals/), but may be admitted to an alternative programme of study, where they apply to do so through the standard admissions processes of the University and meet the entry requirements for the new programme.

19 Feedback

1. The University will provide feedback on request to applicants who did not successfully obtain an offer for a place on their preferred programme. All feedback requests should be made in writing via the applicant portal within 4 weeks of decision being received. Feedback will be sent to applicants in writing within two weeks of the request being received. Applicants are encouraged to request feedback at the earliest opportunity as it may help in future applications.

20 Appeals and Complaints

1. The University is committed to delivering a high quality, fair admissions process. In the unlikely event that an applicant is dissatisfied with their experience of the admissions process they are able to submit an appeal or a complaint.
2. An appeal is a request for a reconsideration of an admissions decision and can be used where the applicant believes that the decision reached in relation to their application is not correct, where the applicant believes the offered stage of study is not correct, and/or where the applicant believes that the application has not been considered in line with this policy.
3. A complaint may be made if an applicant believes they have legitimate grounds to be dissatisfied with the process followed during the admissions process.
4. In the event that an applicant submits both an appeal and a complaint, the applicant's appeal will be first addressed, as satisfactory resolution at this stage can often remove the need for a complaint to be made. On conclusion of the appeals process the applicant will be asked if they still wish to make a complaint.
5. Full details of the processes for appeals and complaints are set out in the Regulations Governing Appeals and Complaints by Applicants (https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/) and questions about the process can be addressed to complaintsandappeals@bradford.ac.uk.

21 Monitoring and review

1. This Policy shall be reviewed on an annual basis.

22 Related policies and standards

1. The Student Contract
2. Applicant and Student Criminal Convictions Disclosure Policy
3. Regulations Governing Appeals and Complaints against an Aspect of their Admissions Process.

Appendices

Appendix A: Programmes for which interviews form part of the selection process:

BA Social Work (3 year)

BSc Diagnostic Radiography (3 year)

BSc Applied Biomedical Science (3 year)

BSc Midwifery (3 year)

BSc Nursing Adult (3 year)

BSc Nursing Adult (3 year) (Harrogate and District NHS Trust)

BSc Nursing Adult (3 year) (Mid Yorkshire Hospitals)

BSc Nursing Children's (3 year)

BSc Nursing Mental Health (3 year)

BSc Occupational Therapy (3 year)

BSc Paramedic Science (4 year)

BSc Physiotherapy (3 year)

MNurse (Adult/Mental Health)

MNurse (Children's/Mental Health)

MPharm Pharmacy (4 year)

MPhysiotherapy Sport and Exercise Medicine (4 year)

Return to Practice for Health Care Professionals

MA Social Work (2 year)

Master of Business Administration

Master of Physician Associate Studies

MSc Entrepreneurship in Practice

MSc Midwifery

Doctor of Business Administration

Appendix B: Programmes for which Occupational Health Screening is required:

BA Social Work (3 year)

BSc Diagnostic Radiography (3 year)

BSc Applied Biomedical Science (3 year)

BSc Midwifery (3 year)

BSc Nursing Adult (3 year)

BSc Nursing Adult (3 year) (Harrogate and District NHS Trust)

BSc Nursing Adult (3 year) (Mid Yorkshire Hospitals)

BSc Nursing Children's (3 year)

BSc Nursing Mental Health (3 year)

BSc Occupational Therapy (3 year)

BSc Paramedic Science (4 year)

BSc Physiotherapy (3 year)

Foundation Degree Nursing Associate Apprenticeship

MA Social Work (2 year)

MNurse (Adult/Mental Health)

MNurse (Children's/Mental Health)

MPharm Pharmacy (4 year)

MPhysiotherapy Sport and Exercise Medicine (4 year)

Master of Physician Associate Studies

MSc Midwifery

Return to Practice for Health Care Professionals

Appendix C: Programmes for which all criminal convictions (spent and unspent) must be declared:

BA Social Work (3 year)

BSc Diagnostic Radiography (3 year)

BSc Applied Biomedical Science (3 year)

BSc Midwifery

BSc Nursing Adult (3 year)

BSc Nursing Adult (3 year) (Harrogate and District NHS Trust)

BSc Nursing Adult (3 year) (Mid Yorkshire Hospitals)

BSc Nursing Children's (3 year)

BSc Nursing Mental Health (3 year)

BSc Occupational Therapy (3 year)

BSc Paramedic Science (4 year)

BSc Physiotherapy (3 year)

BSc Public Health and Community Wellbeing

Foundation Degree Nursing Associate Apprenticeship

Independent Prescribing for Pharmacists

MA Social Work (2 year)

MNurse (Adult/Mental Health)

MNurse (Children's/Mental Health)

MOptom Optometry (4 year)

MPharm Pharmacy (4 year)

MPhysiotherapy Sport and Exercise Medicine (4 year)

MSc Midwifery

Master of Physician Associate Studies

Prescribing for Healthcare Professionals

Prescribing for Healthcare Professionals (Nurse/Midwife)

Return to Practice for Health Care Professionals

Appendix D: Programmes for which Disclosure and Barring Service checks are required:

BA Social Work (3 year)

BSc Diagnostic Radiography (3 year)

BSc Applied Biomedical Science (3 year)

BSc Midwifery Studies (3 year)

BSc Nursing Adult (3 year)

BSc Nursing Adult (3 year) (Harrogate and District NHS Trust)

BSc Nursing Adult (3 year) (Mid Yorkshire Hospitals)

BSc Nursing Children's (3 year)

BSc Nursing Mental Health (3 year)

BSc Occupational Therapy (3 year)

BSc Paramedic Science (4 year)

BSc Physiotherapy (3 year)

BSc Public Health and Community Wellbeing (3 year)

Foundation Degree Nursing Associate Apprenticeship

Independent Prescribing for Pharmacists

MA Social Work (2 year)

MPhysiotherapy Sport and Exercise Medicine (4 year)

MNurse (Adult/Mental Health)

MNurse (Children's/Mental Health)

MOptom Optometry (4 year)

MPharm Pharmacy (4 year)

MSc Midwifery Studies

Master of Physician Associate Studies

Prescribing for Healthcare Professionals

Prescribing for Healthcare Professionals (Nurse/Midwife)

Return to Practice for Health Care Professionals