

# Admissions - Undergraduate and Taught Postgraduate Students

UPR SA03 version 11.0

## Policies superseded by this document

This document replaces version 10.0 of UPR SA03, with effect from 1 September 2020.

## Summary of significant changes to the previous version

This document has been amended to reflect the structures of the new Student Administration Service.

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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## 1 Introduction

The University's policies and regulations relating to the admission of undergraduate and taught postgraduate students are set out in this document (UPR SA03).

## 2 Scope

- 2.1 UPR SA03 applies to applicants, to students and staff of the University and also to staff of member institutions of the Hertfordshire Higher Education Consortium (HHEC) and other UK based partners where identified in the legal agreement admitting students to University programmes.

### **(Note for guidance – admission of research students**

The University's principles, policies, regulations and procedures for the admission of research students are published in UPR SA02<sup>1</sup>.)

### **2.2 Admissions guidelines and operating procedures<sup>2</sup>**

Associated guidance is available on request from the Director of the Student Administration Service.

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<sup>1</sup> UPR SA02 'Admissions - Research Students'

<sup>2</sup> Partner Organisations will have their own standard operating procedures although they may refer to the Director of Student Administration Service.

### **3 Definitions<sup>3</sup>**

For the purposes of this document the following additional definitions will apply:

#### **3.1 'programme':**

a programme is a set of one or more awards administered together. The essential feature is that each programme has only one set of programme regulations contained in a Programme Specification, even though there may be many awards (and their associated interim awards) (see UPR GV08<sup>2</sup>);

#### **3.2 'applicant':**

a person applying to the University of Hertfordshire for admission to a programme;

#### **3.3 'student':**

a person registered by the University, studying and/or continuing to study for a University owned and/or delivered programme which will be assessed and will normally lead to a University award;

#### **3.4 'overseas student':**

a person who will be required by the University to pay tuition fees at the overseas rate;

#### **3.5 'international student':**

a person from a country outside the United Kingdom.

### **4 Committees and Committee Chairs<sup>4</sup>**

#### **4.1 Academic Board**

Subject to the overall responsibility of the Board of Governors, the Academic Board is responsible for determining the University's principles, policies, regulations and procedures relating to the admission of all students to University programmes. The Academic Board receives reports on the outcomes of the University's student recruitment and admission activities.

#### **4.2 Recruitment and Admissions Policy Review Committee**

The Recruitment and Admissions Policy Review Committee is a committee of the Academic Board and is responsible to the Board for reviewing the University's policies for the recruitment and admission of students and making necessary recommendations to the Board.

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<sup>3</sup> Partner Organisations may have their own definitions for the purposes of admitting students.

<sup>4</sup> Partner Organisations may have their own committee and management structures.

#### **4.3 Chair of the Recruitment and Admissions Policy Review Committee**

It is the responsibility of the Chair of the Recruitment and Admissions Policy Review Committee to advise the Academic Board and the Chief Executive's Group on the further development of the University's admissions principles, policies, regulations and procedures.

#### **4.4 Deans of School (Chairs of School Academic Committees)**

Any admissions policies, regulations and procedures within programme regulations are the responsibility of the relevant Programme Committee. They must be:

- a consistent with the principles, policies, regulations and procedures set out in this document (UPR SA03) and with those of any relevant external validating or professional body, and
- b approved by the relevant Deans of School and such approvals noted by the School Academic Committee.

### **5 General principles of admission <sup>5</sup>**

5.1 The admission of individual applicants is at the discretion of the University. It should be noted that the University regards decisions concerning whether an applicant satisfies the general principles of admission set out in section (5) and the entry requirements for the programme to which admission is being sought, to be matters of academic judgment.

5.2 In exercising this discretion, the University will be guided by the following principles:

- i there should be a reasonable expectation that anyone admitted to a programme has the potential to fulfil the objectives of the programme and achieve the standard required for an award;
- ii in considering each individual applicant for admission to a programme, evidence will be sought of the applicant's personal, professional and educational experiences that provide indications of their ability to meet the demands of, and benefit from, the programme;
- iii the University aims to ensure in the admission and treatment of applicants and students that no-one receives less favourable treatment because of characteristics protected by UK legislation<sup>6</sup> or because of family or care responsibilities, social class, trade union activity, being an ex-offender or other unreasonable grounds;

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<sup>5</sup> The principles of admissions also apply to all University programmes which are the subject of franchise or validation agreements.

<sup>6</sup> The following are protected characteristics under the provisions of the Equality Act 2010: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

- iv admission with academic credit and/or on the basis of prior experience will be governed by the same principles as those applying to applicants seeking admission to the beginning of the programme.
- v in considering each individual applicant for admission to a programme, evidence will be sought of the applicant's identity and nationality. The University will register the applicant in their full legal name as it appears in their passport or alternative government-approved document.

The awarding of specific credit for prior learning is a recognised route of entry to University programmes.

## **6 Additional principles governing admission**

### **6.1 Applicants with disabilities<sup>7</sup>**

(See section 16.)

The University is committed to developing educational opportunities which can be accessed by all suitably qualified applicants and welcomes applications from disabled people.

### **6.2 Applicants who will be minors when they register as students of the University<sup>8</sup>**

(See UPR HS07<sup>9</sup> and section 17 of this document.)

- 6.2.1 Unless prohibited by individual professional or programme regulations, consideration will be given to applicants who will be under **18** years at the time of their admission to the University, or for international students at the time of their arrival into the UK. Such applicants will be considered on their individual merits and on their potential to benefit from their chosen programme.

#### **(Note for guidance – ‘time of admission’)**

For the purposes of this policy, the ‘time of admission’ will be deemed to operate from the commencement of any pre-sessional programme which the applicant is to attend at the University or the time at which they propose to take up residence in University accommodation or the time at which they register as a student of the University, whichever is the earlier.)

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<sup>8</sup> In Partner Organisations outside the UK, care will have to be taken in applying the regulation in line with relevant national statutes and regulations (for example, the definition of a minor may be at variance with the definition in the UK).

<sup>9</sup> UPR HS07 ‘Children, Young People and Vulnerable Adults’

- 6.2.2 It is a condition of admission that applicants who will be under **18** years of age at the time of their admission to the University have a parent or guardian based in the UK. It should be noted that it will be possible to identify the age of a student who is a minor from their University Identity Card.

**(Note for guidance:**

Advice concerning the admission of minors may be obtained from the Dean of Students.)

**6.3 International applicants<sup>10</sup>**

(See section 18.)

The University welcomes applications from people who reside outside the UK. It seeks to recruit international students in a fair and responsible manner and in compliance with UKVI guidelines, the British Council's 'Code of Practice for Educational Institutions and Overseas Students', the CVCP 'Code of Practice, Recruitment and Support of International Students in UK Higher Education' and Chapter B2 of the QAA Code of Practice 'Recruitment, Selection and Admission to Higher Education'.

**6.4 Applications from people who are at risk or who may be a risk<sup>11</sup>**

- 6.4.1 Where the risk is deemed to be solely to the applicant, to enable the applicant to come to an informed view of their ability to meet the demands of the chosen programme, reasonable efforts should be made to provide them with appropriate advice and assistance either from the University's own services or from other appropriate external agencies.
- 6.4.2 Where it is believed that an applicant might constitute a risk to the University, the matter must be referred by the Admissions Tutor/Director of Student Administration Service/Director of International to the Chair of the Recruitment and Admissions Policy Review Committee who will, where necessary, refer individual cases to the Vice-Chancellor for risk assessment and decision.
- 6.4.3 Whilst the University would not seek further to penalise an ex-offender or any other applicant who might be a risk, nevertheless, there will be occasions when it will be appropriate for an academically suitable applicant to be refused entry to the University other than on academic grounds, for example, where the requirements of an external body prohibit the admission of ex-offenders or where the applicant might constitute a risk to other people.

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<sup>10</sup> Partner Organisations outside the UK will have their own definitions of 'abroad' and their own codes of practice.

<sup>11</sup> Partner Organisations outside the UK will need to apply the regulation taking into account the national definition of 'at risk' which applies in their respective countries.

## **6.5 Applicants who are debtors of the University**

The University reserves the right, at its absolute discretion, to refuse admission to individuals who are debtors of the University. The University may consider/re-consider an application when the debt has been paid in full, but is not bound to do so.

## **6.6 Criminal offences and convictions**

Once an offer has been made applicants may be expected to declare any criminal convictions. During the period between an applicant's acceptance of an offer from the University and their registration as a student of the University, they are required to advise the Dean of Students immediately if they have been charged with or convicted of a criminal offence.

# **7 Admissions Tutors and the authorisation of other members of staff to make offers to applicants <sup>12</sup>**

For the purposes of this section (7), the nominee of the Dean of School will normally be the appropriate Head of Department (where appointed) or a member of staff with appropriate standing and experience.

## **7.1 Admissions Tutors**

### **7.1.1 Role and Responsibilities**

- i The Admissions Tutor for a particular programme is responsible to the Dean of School (or nominee) for the management of student admissions to that programme.
- ii The Admissions Tutor will work in close liaison with the Ask Herts (Hutton) Hub or the International Office to admit students under the guidelines and within the agreed frameworks.
- iii The Vice-Chancellor, the Dean of School (or nominee), the Dean of Students, the Director of International or the Director of Student Administration Service may direct an Admissions Tutor to reject an applicant on non-academic grounds if, for example, the applicant is considered to be a risk to the University or its students.

### **7.1.2 Appointment**

- i Admissions Tutors are appointed by the Dean of School or Head of Academic Partnerships.

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<sup>12</sup> The authority to take admissions decisions will depend on the Partner Organisation's own internal arrangements, provided that these arrangements are clear and that there are clear procedures for reviewing an admissions decision. Where it is specifically provided for in the relevant Memorandum of Agreement, the appropriate University of Hertfordshire Admissions Tutor and/or the Chair of the University's Recruitment and Admissions Policy Review Committee may take decisions.



- ii An alternate with delegated powers to make offers must be appointed by the Dean of School for each Admissions Tutor so that cover is provided for the absence of an Admissions Tutor.
- iii The Dean of School must notify the Director of Student Administration Service or Director of International of all appointments made under the provisions of 7.1.2, i and ii, and when such appointments are terminated.

## **7.2 Authorisation of other members of staff to make offers to applicants**

- 7.2.1 The Dean of School will authorise the Ask Herts (Hutton) Hub and the International Office to make offers to applicants in accordance with the admissions strategy of the School and with explicit written criteria which have been determined by the appropriate Admissions Tutor.
- 7.2.2 The Director of Student Administration Service and Director of International must be informed, in writing, of all such authorisations and of the names and responsibilities of any nominees.

## **7.3 Request for the review of an admissions decision**

### **(Note for guidance:**

Where an applicant is a minor (under the age of **18**) the applicant may designate a parent or guardian to act on their behalf.)

- i The University regards decisions concerning whether an applicant satisfies the general principles of admission set out in section (5) and the entry requirements for the programme to which admission is being sought, to be matters of academic judgment.
- ii Regardless of whether an applicant is rejected with or without interview, Admissions Tutors will, in response to a request by the applicant, review the decision with the Dean of School (or nominee) and notify the applicant, in writing, of the outcome of the review.
- iii Where the Admissions Tutor and/or the Dean of School (or nominee) judge it appropriate, the applicant should be offered a first or further interview by an experienced academic colleague who has not been involved in the earlier decision to reject.
- iv An applicant who remains dissatisfied with the outcome of this review is entitled to appeal to the Vice-Chancellor, in writing, and must be advised of this right at the time that they are notified of the outcome of the review (see section 7.3, i).

## 7.4 Complaints

### (Note for guidance:

Where an applicant is a minor (under the age of **18**) the applicant may designate a parent or guardian to act on their behalf.)

- 7.4.1 The process for dealing with requests for the review of an admissions decision is set out in section 7.3.
- 7.4.2 Complaints by applicants relating to the administration of this document (UPR SA03) or the processes that it describes or other issues that have arisen will be progressed by means of UPR SA16<sup>13</sup>.
- 7.4.3 A copy of UPR SA16<sup>13</sup> must be provided to anyone wishing to make such a complaint.

## 8 University admissions governance<sup>14</sup>

### 8.1 Academic Registrar

It is the responsibility of the Academic Registrar to ensure that the University's admissions principles, policies, regulations and procedures are operated fairly and effectively for all applicants and across all programmes of study. All changes to admissions policy will be considered at the Academic Registrars Recruitment and Admissions Advisory Group before approval is sought through the Chief Executives Group and the Recruitment and Admissions Policy Review Committee.

### 8.2 Director of Student Administration Service

The Director of Student Administration Service is responsible to the Academic Registrar for the efficient administration of admissions processed within the Ask Herts (Hutton) Hub. The Director of Student Administration Service (or nominee) is the UCAS correspondent for the University and has responsibility for advising all relevant staff on UCAS policy and procedures, ensuring that the University complies with these and implementing procedures to detect fraudulent applications.

### (Note for guidance:

For the purposes of section 8.2, the nominee of the Director of Student Administration Service will normally be the Head of Admissions.)

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<sup>13</sup> UPR SA16 'Student and Applicant Complaints'

<sup>14</sup> The University Admissions Service acts as the central processing point for all undergraduate and taught postgraduate admissions to the University. Where it is provided for in the relevant Memorandum of Agreement, the Partner Organisation will handle all necessary admissions processes via its own admissions unit, using its own procedures.

### **8.3 Director of International**

The Director of International is responsible to the Academic Registrar for the efficient administration of admissions processed within the International Office.

## **9 Relationships with the Clearing Houses<sup>15</sup>**

9.1 With the exception of the Postgraduate Certificate in Education, which recruits through UCAS Teacher Training (UTT), all applications for places on full-time and sandwich first degree, Foundation Degree, and Extended Year (Year 0) programmes are processed through UCAS.

9.2 The University has a contractual relationship with the clearing houses and it is essential that all University staff comply with the procedures and deadlines stipulated by UCAS and UTT in their respective publications.

9.3 Applicants are also required to comply with clearing house rules which are notified to them by UCAS and UTT.

## **10 General regulations governing the admission of students to undergraduate and taught postgraduate programmes<sup>16</sup>**

10.1 Programme regulations must stipulate the basis on which a student will be admitted, either to the beginning or to subsequent stages of the programme, by:

- i identifying the knowledge and skills required at admission and relating these to the content and objectives of the programme;
- ii setting out the criteria and means by which the suitability of applicants will be judged;
- iii where appropriate, setting out the procedures to be used in assessing, for the purposes of the final classification of award, any relevant previous work of all students who are admitted with specific credit.

10.2 In order for a student to have a reasonable expectation of being able to fulfil the objectives of a programme and achieve the standard required for the award, programme regulations should specify minimum entry requirements.

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<sup>15</sup> This regulation refers to the United Kingdom Clearing Houses and relates to admissions to UK based programmes. It does not apply to programmes based outside the UK.

<sup>16</sup> These regulations apply to all programmes franchised by the University. Where programmes are validated by the University, the same regulations or equivalent relevant regulations drawn up by the Partner Organisation should be applied.

- 10.3 Although a wide range of entry qualifications may be accepted, it is usual for programmes to specify minimum entry requirements in terms of 'benchmark' qualifications as defined by the Qualifications and Curriculum Authority (QCA). Specific practical experience may be required. In some cases, the entry requirements for a programme may be stipulated by an external body.
- 10.4 Provided that it remains above the minimum entrance requirements specified by the Programme Specification, the admissions tariff for the programme will be determined by the Dean of School (or nominee) in light of student demand and the number of places available for students on the programme. The admissions tariff may be altered by the Office of the Vice-Chancellor in response to recruitment patterns across the University.
- 10.5 Candidates who choose to be presented for an interim award and who, subsequently, decide to undertake further study on the same programme towards a higher award, may do so only on the return of the interim award certificate to the Assistant Registrar (Exams and Awards) (see UPR AS14<sup>17</sup>).

## 11 General entry requirements<sup>18</sup>

### 11.1 Admission to programmes at first degree level - benchmark qualifications

- 11.1.1 The minimum level of attainment normally required for entry to the start of programmes of the minimum length leading to awards at first degree level is a minimum of **12** units, based on six (**6**) unit or **12** unit qualifications (equivalent to two (**2**) GCE Advanced levels or two (**2**) Vocational A levels or one (**1**) vocational double award) supported by GCSE passes to include GCSE Mathematics and English Language (a 'pass' in GCSE means at Level 4 or above). Certain programmes also require GCSE Science or Double Science at Level 4 or above.
- 11.1.2 Unconditional offers are made under certain circumstances. The policy governing unconditional offers is reviewed annually.
- 11.1.3 Unless specifically excluded in a programme's entry requirements, the University accepts AS and A level General Studies which will be counted as contributing towards applicants' overall entry qualifications but it will not be accepted in place of a pre-requisite.
- 11.1.4 The University accepts applicants with Key Skills or Functional Skills qualifications and allows these to be counted as contributing towards applicants' overall entry qualifications. The University will accept certain specified equivalents in place of GCSEs at Level 4 in Mathematics and English Language, unless this is specifically excluded in the entry requirements for a programme. The accepted equivalents are

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<sup>17</sup> UPR AS14 'Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes'.

<sup>18</sup> These regulations apply to all programmes franchised by the University. Where programmes are validated by the University, the same or equivalent relevant regulations drawn up by the Partner Organisation should be applied.

listed on the University's website:

<https://www.herts.ac.uk/study/how-to-apply/entry-requirements/undergraduate-degrees/gcse-equivalent-entry-requirements>

- 11.1.5 Any degree level award taught and assessed in the English language will be regarded as an equivalent to the GCSE English Language and Mathematics requirement.
- 11.1.6 To ensure that applicants have the appropriate pre-requisite knowledge, individual programmes may specify that applicants obtain a minimum number of points from certain qualifications in certain subject areas. For example, in some fields of study it will be necessary for entrants to have reached the equivalent of A level in at least one (1) specific subject; in others the emphasis will be on the general intellectual skills developed by previous study. In both cases, a variety of forms of preparation can provide evidence of an applicant's potential to succeed in a Higher Education programme. The presentation of a portfolio of work is required for entry to some programmes.
- 11.1.7 A lower level of attainment may be required for entry to a sub-degree programme such as a Year 0 or Foundation Degree.
- 11.1.8 For international qualifications, guidance from NARIC will be accepted as sufficient evidence for an equivalence. Evidence of the equivalency will be kept on the student record.

## **11.2 Admission to taught postgraduate programmes**

### 11.2.1 Master's programmes

- i The normal entry requirement for a Master's programme is a UK Honours degree or a postgraduate diploma or a professional qualification recognised as being equivalent to a UK Honours degree with a pass at an appropriate standard.
- ii Other qualifications or experience which demonstrate that a candidate possesses appropriate knowledge and skills at UK Honours degree standard may be acceptable.

### 11.2.2 Postgraduate Diploma programmes

- i The normal entry requirement is a UK degree or other qualification at equivalent level. A lower level qualification, together with appropriate experience or, exceptionally, substantial related experience alone, may be acceptable.
- ii Some programmes leading to awards which are recognised by professional bodies require relevant practical experience.

### 11.2.3 Postgraduate Certificate in Education (Primary)

- i Candidates should hold either a degree of a UK university or of the former CNA A or a recognised qualification equivalent to a degree which must be substantially related to National Curriculum subjects.
- ii A qualification equivalent to a degree should normally be based on a minimum of three **(3)** years' full-time study at undergraduate level or its part-time equivalent. Applicants must hold GCSE English Language and Mathematics and Science at Level 4 or above or equivalent.

### 11.2.4 Postgraduate Certificate in Education (Secondary)

- i Candidates should hold either a degree of a UK university or of the former CNA A or a recognised qualification equivalent to a degree, relevant to the subject.
- ii A qualification equivalent to a degree should normally be based on a minimum of three **(3)** years' full-time study at undergraduate level or its part-time equivalent. Applicants must hold GCSE English Language and Mathematics at grade C or above or equivalent.

## 12 Applicants who lack the prescribed entry qualifications<sup>19</sup>

- 12.1 It is understood that some applicants who do not possess the prescribed entry qualifications may be admitted to a programme. However, Admissions Tutors are expected to satisfy themselves, as far as possible, that such applicants have the necessary motivation, potential and knowledge to follow their proposed programme successfully.
- 12.2 The Vice-Chancellor may, annually, offer up to ten **(10)** places to highly talented applicants. Such applicants may not meet fully the entry qualifications prescribed for the programme to which they seek admission but may, at the absolute discretion of the Vice-Chancellor, be deemed 'highly talented' on the basis of their having achieved an exceptional standard in other disciplines/fields of endeavour. In determining whether a highly talented applicant should be admitted, the University will have a reasonable expectation that the applicant has the potential to fulfil the objectives of the programme and achieve the standard required for an award and that the admission is otherwise consistent with the requirements of this document (UPR SA03).

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<sup>19</sup> These regulations apply to all programmes franchised by the University. Where programmes are validated by the University the same or equivalent relevant regulations drawn up by the Partner Organisation should be applied.

## **13 Admission with specific credit<sup>20</sup>**

### **13.1 'Specific credit' (definition)**

This term is used to cover all cases where an individual applicant's prior qualifications and learning are accepted as fulfilling some of the requirements of the proposed programme.

### **13.2 Specific credit - statement of policy**

The awarding of specific credit is a recognised route of entry to University programmes.

### **13.3 General regulations**

13.3.1 Although Programme Leaders may be responsible for the assessment of applicants' prior learning and for determining the amount of specific credit which an applicant might be permitted, the decision as to whether or not the applicant should receive an offer of a place remains the sole responsibility of the relevant Admissions Tutor.

13.3.2 Provided that:

- i it is clear that an applicant has fulfilled some of the assessment requirements of the proposed programme by means other than attendance on that programme, subject to the requirements of UPR AS11<sup>21</sup> and
- ii that by completing the remaining requirements of the proposed programme, the applicant will be able to fulfil the objectives of the programme and attain the standard required for the award and
- iii that there are no constraints by external bodies,

the applicant may be admitted as a student to any appropriate point in the programme.

13.3.3 It is important that rigour is exercised in complying with the requirements relating to the standard of the award and with good practice in Higher Education in the United Kingdom.

### **13.4 Assessment of prior learning**

Academic assessment is the responsibility of members of the academic staff who, to arrive at an academic judgement about the evidence of prior learning which is submitted by an applicant, should refer to University guidelines which may be obtained via the Academic Quality web site under the relevant section, 'Accreditation of Prior Experiential/Certificated Learning (APEL/APCL)'.

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<sup>20</sup> These regulations apply to all programmes franchised by the University. Where programmes are validated by the University the same or equivalent relevant regulations drawn up by the Partner Organisation should be applied.

<sup>21</sup> UPR AS11 'Schedule of Awards'

### **13.5 Applications for admission to extended degree (Year 0) programmes**

The initial year of extended degree programmes (Year 0) is intended to ensure that a student who completes it successfully has the knowledge, understanding and skills needed for progression to the first year of an appropriate HND, foundation degree or degree programme.

## **14 Information to prospective applicants**

The University will ensure that all information and publicity material associated with undergraduate and taught postgraduate programmes is clear, accurate and of sufficient detail to inform applicants' choice and follows the guidance issued, from time-to-time, to Higher Education institutions by the Competition and Markets Authority (CMA)<sup>22</sup>.

## **15 Offers**

### **15.1 General regulations**

15.1.1 An offer of a place on a programme imposes an obligation on the University to admit the applicant and should not be withdrawn without the applicant's specific consent, except where:

- i the applicant fails to meet the conditions of the University's offer and/or
- ii the intake to the programme is cancelled and/or
- iii the applicant is found to have made a false statement on the application form or has otherwise sought to mislead the University and/or
- iv the applicant has withheld pertinent information, such as failure in a previous programme and/or
- v the applicant has not accepted the offer of a place by the specified deadline and/or
- vi the applicant requires a visa to enter the country, but has been unable to meet the University's sponsorship criteria.

(Members of staff must ensure that they do not make an offer of a place to any applicant unintentionally, either in writing or orally, for example, during interview.)

15.1.2 Offers of places must not be made conditional on applicants withdrawing their applications to other institutions.

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<sup>22</sup> See Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013



## 15.2 Deferred entry offers

The offer of a place is usually made for the following Academic Year. However, provided that the programme does not change in nature and the entry qualifications are not modified substantially, an offer can be made for entry in a later Academic Year.

## 16 Admission of applicants with disabilities<sup>23</sup>

### 16.1 Statement of general policy

16.1.1 The University is committed to developing educational opportunities which can be accessed by all suitably qualified applicants and welcomes applications from disabled people.

16.1.2 The University's admissions process is accessible to disabled applicants. The procedures provide opportunities for the discussion of any reasonable adjustments which may be necessary.

16.1.3 In accordance with the Equality Act 2010, the University will only reject a suitably qualified applicant for a reason related to disability where:

- i the reason is fully justified by the University on the basis of its general principles of admissions (see section 5);
- ii necessary adjustments would not be reasonable.

16.1.4 Applicants who become disabled whilst they are students of the University - statement of policy

In admitting any applicant to the University, it is implicit that the University will endeavour to make reasonable adjustments to support students who become disabled whilst they are registered at the University of Hertfordshire, in accordance with the principles set out in this section (16.1).

16.1.5 Disclosure by an applicant of a disability

The University encourages disabled applicants to disclose their disabilities as early in the application process as possible in order to ensure that any necessary support arrangements can be put in place before applicants arrive at the University. The University's 'Statement on Disability Disclosure by Students' is published on-line at:

<https://www.herts.ac.uk/life/student-support/disability-services/statement-on-disability-disclosure-by-students>

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<sup>23</sup>

Partner Organisations within the UK must fulfil their obligations under the Equality Act 2010 and must apply procedures based upon the regulations which adequately give effect to the principles embodied within the regulations. Partner Organisations outside the UK must apply the principles embodied within the regulations, taking into account national statute, regulation and public policy.

16.1.6 Students choosing or altering all or part of their chosen programme after admission  
- statement of policy

- i Some disabled students may not have identified precisely at the time of their application to the University the programme which they would wish to follow.
- ii In such circumstances, the University will endeavour to make reasonable adjustments to enable the student to pursue their desired programme, as if the student were a new applicant for that programme. Similarly, the policies and procedures described above will apply equally to students who wish to choose certain options or change their programme or who identify new academic objectives which were not taken into consideration during their original assessment.

**16.2 Procedures for the admission of disabled students**

Information concerning the procedures for the admission of disabled students may be obtained from the University Admissions Service (Telephone 01707 284800) or via:

<https://www.herts.ac.uk/life/student-support/disability-services/disability-advisers>

## **17 Applicants who will be minors when they register as students of the university**

**17.1 Statement of principle**

See section 6.2 of this document and UPR HS07<sup>11</sup>.

**17.2 General regulations and procedures**

- 17.2.1 Where it is likely that they or she register as a student of the University, the current version of the standard letter, published from time-to-time by the Secretary and Registrar, must be used to notify the applicant's parent or legal guardian of the University's policy in relation to students who are minors.

**(Note for guidance:**

For the current version of the standard letter referred to in section 17.2.1, contact the Ask Herts (Hutton) Hub.)

- 17.2.2 The letter must always be accompanied by a Child Protection Policy Consent Form, together with the Information Sheet ('Information for Applicants Who Will Commence their Studies before the Age of 18 (Student Minors)'). The letter and accompanying documents must be sent at the time an offer of a place is made or as soon as practicable thereafter.

- 17.2.3 The Child Protection Consent Form must be completed and signed by the applicant's parent or legal guardian and returned to the University Admissions Service prior to the applicant's arrival at the University. Receipt of the Child Protection Policy Consent Form signed by the parent or legal guardian must be recorded on the Student Record System and the document placed in the student's file.
- 17.2.4 Where the parent or legal guardian is domiciled outside the UK, they must nominate a person based in the UK to act as guardian and who is to be contacted in case of emergency.

## **18 International applicants<sup>24</sup>**

- 18.1 It is important that applicants from abroad are provided with full, up-to-date and accurate information about the University's facilities and programmes. In particular, applicants should be provided at an early stage with information on fee levels, living expenses and methods of payment and should be notified of the University's requirements in relation to competence in the use of the English language (see section 19).
- 18.2 University staff who travel abroad in order to recruit students must comply with the regulations and procedures set out in this document.

## **19 Competence in the use of the English language<sup>25</sup>**

### **19.1 Statement of policy**

- 19.1.1 It is the University's policy that no student will be admitted to a programme unless they have the competence necessary in the English language to enable them to follow their chosen programme and complies with the UKVI requirements.
- 19.1.2 All applicants who do not hold a recognised qualification in English at the required level will be required to produce evidence of satisfactory competence.

## **20 Determination of applicants' tuition fee status<sup>26</sup>**

The determination of tuition fee status (i.e. whether an applicant is 'home' or 'overseas' for tuition fee purposes) must be overseen by the Director of Student Administration Service (or nominee) to ensure that the regulations are interpreted fairly and consistently across the University, in accordance with current guidelines.

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<sup>24</sup> This regulation is not relevant to programmes delivered outside the UK.

<sup>25</sup> Competence in the use of the English Language is required for all programmes, albeit for those delivered by Partner Organisations outside the UK the relevant Memorandum of Agreement may specify the prime medium of tuition.

<sup>26</sup> These regulations are not generally applicable to franchised and validated programmes. Specific reference to such issues may appear in the relevant Memorandum of Agreement.

## 21 UK Visas and Immigration Service (UKVI)

Students are required to have met, as necessary, any visa and other requirements of the UKVI.

## 22 Intake targets <sup>27</sup>

- 22.1 Maximum and minimum targets of numbers of students to be enrolled will be determined through consultation between the Deputy Vice-Chancellor and the Dean of School for a particular programme or an option within it. Such targets will be arrived at after consideration of the human and physical resources and facilities available to the programme, including any necessary specialist laboratory space, lecture and seminar rooms and the number of suitable teaching staff.
- 22.2 Applicants must be advised that the University cannot guarantee to run all programmes in any one Academic Year.

## 23 Failure to run programmes or modules because of low recruitment<sup>27</sup>

- 23.1 Where a new module or programme is being introduced, the University must make clear to applicants and to employers, if appropriate, that commencement may be subject to achievement by the University of a minimum enrolment determined either when the programme was approved or subsequently.
- 23.2 If there is reason to suppose that enrolments for an existing or proposed new module or programme may not reach the minimum number specified, all applicants should be told at the earliest opportunity of the risk that the programme may have to be withdrawn.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2020**

### Alternative format

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.

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<sup>27</sup> These regulations are not generally applicable to franchised and validated programmes. Specific reference to such issues may appear in the relevant Memorandum of Agreement.