



Birmingham  
Newman  
University

# ADMISSIONS POLICY 2024

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## **1. Introduction**

This Policy states Birmingham Newman University's (the University) position on key matters relating to the recruitment, selection, admissions and widening participation activity. This policy complies with relevant legislation and takes account of the principles outlined by the Birmingham Newman University Mission statement. Further information can be found here: [Mission Statement - Birmingham Newman University, Birmingham](#)

It is a public document and as such is written for an applicant audience.

This policy is underpinned by our institutional strategic priorities  
[www.newman.ac.uk/knowledge-base/mission-statement/](http://www.newman.ac.uk/knowledge-base/mission-statement/)

## **2. Purpose**

To provide policy information to enquirers, applicants, parents and advisors about recruitment, selection and admissions at the University. It is the policy framework for all staff who are involved in recruitment, selection and admissions activity.

**2.1** This Policy sets out the University's aims for the recruitment and admission of students and applies to all level of study to all courses, except where stated otherwise.

**2.2** This Policy is designed to conform to current best practice within the Higher Education sector, the Quality Assurance Agency's UK Quality Code for Higher Education (QAA) and the good practice guides previously published by Supporting Professionalism in Admissions (SPA).

**2.3** This Policy reflects relevant equality and diversity, discrimination, data protection, freedom of information, consumer rights, human rights and immigration legislation and such documents and directives as may be issued by the Government and relevant statutory bodies such as the Office for Students (OfS) and the Research Councils.

**2.4** This Policy reflects the procedures and requirements set by the clearing houses - University and Colleges Admissions Services (UCAS) and DfE Apply, those requirements of the external admission bodies (Department for Education – DfE and other professional bodies), the Competition and Markets Authority (CMA) and the University's own strategic objectives.

**2.5** This Policy is intended to provide guidance to University staff, applicants, parents, teachers and other interested parties on the procedures for admitting students to any of the courses provided by Birmingham Newman University.

## **3. Scope**

This policy covers applications for places on our undergraduate, postgraduate taught, postgraduate research and continuing professional development courses leading to the

award of a degree, diploma, certificate or higher degree. Courses may be offered in the one or more of the following study modes: full time, part time, distance learning, in a designated school or through blended learning. Study modes available for each individual course will be detailed in the course descriptions as detailed in our prospectus and our website: [www.newman.ac.uk](http://www.newman.ac.uk)

Recruitment, selection and admissions policies, practices and procedures for validated programmes run by partner institutions are the responsibility of the partner institution and are not covered by this policy. All partner institutions are required to have appropriate policies, procedures and practices in place.

#### **4. Equality and Diversity**

The University is committed to providing an environment free from discrimination, bullying, harassment and victimisation, where all members of its community, including those that seek to apply to the University, are treated with respect and dignity. We aim to create a culture of diversity within our community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

We are committed to providing equality of opportunity for all, irrespective of:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity
- Ethnicity (including race, colour and nationality)
- Religion or belief
- Gender
- Sexual orientation

The University's Equality and Diversity policy is applicable to all applicants, students and staff, the full policy can be found at: [www.newman.ac.uk/knowledge-base/equality-diversity-policy/](http://www.newman.ac.uk/knowledge-base/equality-diversity-policy/)

The University is a signatory of the Fair Admissions Code of Practice, Universities UK. [Fair admissions code of practice \(universitiesuk.ac.uk\)](http://universitiesuk.ac.uk/fair-admissions-code-of-practice)

#### **5. Responsibility for Recruitment, Admissions and Widening Participation Activities**

The University is committed to providing a professional recruitment and admissions service to all our applicants.

Recruitment and admissions activities are carried out in partnership between different parts of the University, in accordance with this Policy. As such, responsibility for different aspects of recruitment and admissions are shared between Academic Faculties Registry, Marketing and Communications and the Recruitment Task Group.

**Academic Faculties, Registry, Quality and Marketing and Communications are responsible for:**

- Determining selection criteria and setting up transparent assessment processes.
- Academic decisions and making offers to individual applicants, recording justifications for decisions and providing feedback as appropriate.
- Providing accurate and relevant information to prospective students.
- Communicating with applicants during the admissions process, providing information about the format of the interviews and post-application visit days and the nature of any assessment or selection practices.
- Ensuring admissions procedures are fair, consistently applied and compliant with University Admissions Policy.
- Overseeing University recruitment and admissions processes and ensuring prospective students are supported from initial enquiry to registration.
- Manage the relationship with UCAS and advising applicants on UCAS procedures.
- Coordinating an applicant enquiry management process that meets the needs of prospective students and other stakeholders.
- Inducting new staff into recruitment and admissions roles, providing appropriate instruction and support.
- Providing training on key topics and sharing best practice to ensure front-line staff can fulfil their role competently and in a manner consistent with this policy.
- Disseminating information about national and institutional developments that impact and recruitment practices.
- Providing information on international qualification equivalencies ensuring fairness and consistency of interpretation.
- The provision of information, advice and guidance to prospective students from all backgrounds through a centrally co-ordinated programme of UK and overseas recruitment and outreach activity.

**The Recruitment Operations Group and Recruitment Strategy group is responsible for:**

- Undertaking the policy impact assessment and monitoring the implementation of this policy ensuring that it is reviewed and best serves our applicants and the University's aims in the light of changing circumstances.
- To monitor likely student enrolment against approved targets and to ensure appropriate action is taken in response to any anticipated shortfalls or over-recruitment

All staff with designated recruitment, selection and admissions responsibilities must be familiar with this policy, and the associated procedures relevant to their areas of responsibility. The University will provide appropriate guidance, training and support for all staff engaged in recruitment, selection and admissions activities.

## 6. Student Recruitment

### a. Provision of Information

The University is committed to the provision of timely, accurate and appropriate pre-entry information and support to prospective students in line with CMA guidelines. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice, guidance and support for applicants to enable them to make informed decisions about Birmingham Newman University as a study destination.

Information provision is guided by the following principles:

**Accuracy:** The University is committed to providing accurate and detailed information on the nature of our courses, their structure, duration, modes of assessment, associated fees or additional costs. This information is maintained by recruitment, marketing admissions, the quality office and academic faculty staff to ensure that information remains current and is accurate at point of enrolment.

**Transparency:** Information about our courses and the student experience more broadly is communicated through multiple channels including: the University website, the undergraduate/ postgraduate prospectus, brochures, digital communications, open days, post-application visit days and through interaction and correspondence with front-line recruitment and admissions staff. To ensure transparency and consistency, the University maintains individual course information profiles accessible in multiple locations on the University website. The information includes: entry requirements, course specific selection and assessment criteria and processes, course structure, teaching and learning, course and assessment, fees, funding, attendance requirements, professional accreditation and employability outcomes.

**Timeliness:** The University seeks to provide appropriate information at each stage of the applicant journey, from early interactions with all applicants to targeted communication with offer holders.

We make every effort to ensure that the information we provide is accurate when it is published. Printed materials such as the prospectus and subject-specific literature can be prepared as much as 18 months before a course begins. Therefore, applicants should refer to the University website for the most up-to-date information about course content, selection criteria, University processes and financial matters. The University has safeguards in place to ensure any course changes made post-offer are reasonable, in the best interests of students and brought to the attention of students at the earliest opportunity. In such circumstances applicants will be given the option to transfer to an alternative programme or to withdraw their application.

### **b. Commitment to Professional Standards in Recruitment**

The University provides a professional service to all applicants and prospective students, delivered by expert representatives. The University is an institutional member of the Higher Education Liaison Officer Association (HELOA) and is guided by their codes of practice and rigorous standards on impartiality. Our recruitment practitioners, drawn from across the professional support services and academic community, are committed to:

- Maintaining high professional standards and a commitment to the provision of impartial advice and guidance and fair admissions.
- Keeping abreast of UK and International Higher Education trends and developments.
- Maintaining integrity in their interactions with prospective students and avoiding offering personal views or opinions on other UK HEIs.
- Developing knowledge of sources of information and advice about progression to higher education.
- Developing promotional materials that provide a balanced and accurate account of the Newman student experience.
- Providing support only for events that provide free and impartial advice to prospective students.

All recruitment and admissions staff undertake training and development to ensure their knowledge of recruitment, selection and admissions practice, policy and procedure remains current. Information and training is disseminated through recruitment and admissions networks, coordinated by the Deputy Head of Registry (Admissions) and attended by staff working within academic schools and divisions. Bespoke training and information sessions are delivered on key topics and in response to national/international legislative or procedural changes.

## **7. Assessment of Applications**

### **a. Fair Admissions**

The University is committed to delivering a fair admissions system that admits students of outstanding achievement and potential, irrespective of their background. We are committed to the key principles of fair admissions. These are: transparency, minimising barriers to entry, selecting for merit, potential and diversity, professionalism and using assessment methods that are reliable and valid.

### **b. Selection Criteria**

Applications will be assessed against academic and non-academic selection criteria specific to the course of study for which an application has been made. Applicants are advised to check information on course specific entry requirements which are published on the University website at: [www.newman.ac.uk](http://www.newman.ac.uk)

The University receives many excellent applications every year. Many of our courses receive several applications for every available place, so regrettably we cannot offer places to all applicants who have the minimum entry qualifications that we require.

All applicants for a course are assessed against the same entry criteria. Where places are limited, we offer places to those eligible applicants who best meet our entry requirements, and who admissions and faculty staff judge to have most potential to benefit from their chosen course and to contribute to the academic Faculty and the University as a whole.

Methods of assessing applications vary between courses but may include: prior and potential academic achievement, references, personal or supporting statements, interview, aptitude tests, presentation, and research proposals.

Our applicants come from diverse educational, professional and personal backgrounds. We recognise that occasionally a course's standard procedure for assessing applications may not provide the admissions staff with an accurate understanding of an applicant's suitability. In such cases we may ask applicants to provide us with alternative evidence to support their applications. The Admissions team will contact applicants directly where additional information is required.

## **8. Entry Qualifications**

### **a. Entry Qualifications for Admission**

The University welcomes applications from students achieving excellence in a wide range of qualifications. The admissions staff for each course are responsible for determining the qualifications and/or subjects that are appropriate for admissions.

The general minimum institutional entry requirements can be viewed on our webpages: [www.newman.ac.uk/study/entry-requirements](http://www.newman.ac.uk/study/entry-requirements)

### **b. Applicants with UK qualifications**

Birmingham Newman University relies on the UCAS Tariff to frame entry requirements or offers and to arrive at equivalences between qualifications.

### **c. Applicants with non-UK qualifications**

We invite applications from students whose previous education has not included UK qualifications. Applications from international applicants will be assessed against the standard entry criteria. We have experience in considering a wide range of international qualifications in association with UK ENIC guidelines.

### **d. Applicants who are returning to education**

The University considers applications from applicants returning to education after employment or other experience. These applications will be assessed against the standard entry criteria of the course to which an application was made. However, we



recognise that standard selection measures and procedures may not enable all applicants to demonstrate fully their suitability for the chosen course. Where appropriate, the Admissions team will seek and consider alternative evidence in order to give all applicants equivalent consideration. Where this alternative evidence is deemed to meet entry criteria fully, an applicant may be required to meet entry requirement, fully, an applicant may not be required to meet the standard academic entry requirements.

### **8.5 Contextual Data**

In order to build up a full and rounded view of applicant achievement and potential, the University uses contextual data information to supplement undergraduate applications. This applies to UK applicants under the age of 21 only. Publicly available datasets from government and other agencies are used by the Admissions Team and Faculties.

The full Contextual Admissions Policy for Birmingham Birmingham Newman University can be viewed on our website.

## **9. English Language Requirements**

Our teaching, assessment and student support are delivered in English. Applicants must therefore demonstrate proficiency in the written and spoken use of the English language to the general standard required by the University, and in the specific entry requirements of the course they are applying for.

The minimum acceptable level of proficiency for admission to our courses is GCSE English Language (grade C/grade 4 or above or equivalent) or an International English language Testing (IELTS) – the score is dependent on the level of study to be undertaken:

- Undergraduate Degrees 3 year – 6.0 IELTS with a minimum of 5.5 in each element
- Foundation Degrees & Foundation Years – 5.5 IELTS with a minimum of 5.5 in each element
- Master's Degree – 6.5 IELTS with a minimum of 6.0 in each element

## **10. Duty to Disclose Criminal Convictions**

For courses where studies necessitate interaction with children and/or vulnerable adults, applicants must declare all criminal convictions. For these courses, the University requires applicants to pass a criminal records check carried out by the Disclosure and Barring Service: [www.homeoffice.gov.uk/crime/vetting-barring-scheme/](http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/) and /or similar police check in their home country. Applicants will be advised if these or any other conditions apply in the recruitment information relating to the course.

Further information about the course content and course related requirements, including the requirements of undertaking a criminal records check are available on the Birmingham Birmingham Newman University website: [www.newman.ac.uk/study](http://www.newman.ac.uk/study).

## **11. Health Forms**

All Initial Teacher Training and Nursing and Allied Health providers must ensure that entrants to courses have met the Secretary of State's Requirements for physical and mental fitness. All successful Initial Teacher Training and Nursing and Allied Health students are required to complete a health declaration prior to entering the University.

Further information can be found on the University and the Department for Education websites:

[www.newman.ac.uk/knowledge-base/happens-i-apply/](http://www.newman.ac.uk/knowledge-base/happens-i-apply/)

<https://getintoteaching.education.gov.uk/>

## **12. Applicants seeking to enter with Accreditation of Prior Learning**

Applicants may be considered through the accreditation of prior learning, which may be certificated or experiential. The admissions staff for the relevant course are responsible for determining the grounds on which accreditation is acceptable. Credit is allocated for evidence of achieving appropriate and assessed learning outcomes, rather than experience itself. Recognition of Prior certificated Learning (RPcL) credit will normally be accepted within a maximum of five years from the date it was awarded. Recognition of Prior experiential Learning (RPeL) will normally be accepted within a maximum of five years from the date of the most recent activity. Applicants are strongly advised to discuss their circumstances with the relevant academic Faculty or the Admissions team before submitting their application.

Further information can be found at:

<https://www.newman.ac.uk/knowledge-base/transfers-top-ups-and-recognition-of-prior-certificated-learning-rpcl-and-or-prior-experiential-learning-rpel-policy/>

## **13. Applicants with Additional Support Needs**

The University welcomes applications from individuals with additional support needs. We operate procedures to ensure that these applications will be considered appropriately and that applicants with additional support needs will be provided with appropriate support for the application process and their subsequent study. Further information is available at:

[www.newman.ac.uk/article-categories/disability-and-mental-health-service/](http://www.newman.ac.uk/article-categories/disability-and-mental-health-service/)

[www.newman.ac.uk/wp-content/uploads/sites/10/2017/12/Disability-policy.pdf](http://www.newman.ac.uk/wp-content/uploads/sites/10/2017/12/Disability-policy.pdf)

## **14. Applicants with Special Circumstances**

Applicants with special circumstances that have affected previous study or are likely to affect academic performance in current studies should provide this information at the point of application. If these circumstances are encountered after the submission of an application, applicants should inform the Admissions team as soon as possible. Special circumstances cannot be considered after an adverse decision has been made where

prior notification could have been made. Where special circumstances have already been taken into account we will not be able to make further allowances.

### **15. Applicants Seeking Deferred Entry**

Applications for deferred entry are assessed against the same entry requirements and considered equally to other applications at up to the point of confirmation. Deferred entry where possible is normally granted for one year only and two years maximum, at the discretion of Admissions staff. Applicants whose first language is not English and who are required to present English language qualifications should ensure that the test results will be valid on the date of registration.

### **16. Applicants Wishing to Reapply**

Applicants who are unsuccessful may apply again in a subsequent year. Applications will be considered against the standard course entry criteria for that year of entry. The new application should demonstrate an improvement from the previous application.

### **17. Information on the Admissions Process**

#### **a. Start of the Admissions Cycle**

The admissions cycle at Birmingham Newman University formally starts on the first day of October.

#### **b. Closing Dates**

UCAS sets a deadline date of January 31 2024 for undergraduate courses although the University welcome applications made after that date. Applications are considered equally against the stated selection criteria and in the context of the number of available places.

DfE Apply is for those wishing to apply for initial teacher education postgraduate certificate in education (PGCE) courses.

Direct applications to the University and Transfers to the University from other institutions are also welcome.

Postgraduate courses will be closed once all offers have been made and so applicants are advised to apply as early as possible. Many postgraduate taught courses or research degrees do not have a formal closing date for application, however, there may be deadlines that apply to funding opportunities. Where a closing date applies it will be published in the University's recruitment literature and on the University's website.

More information on the application process for all of our courses can be found on our website

[www.newman.ac.uk/study/how-to-apply/](http://www.newman.ac.uk/study/how-to-apply/)

### **c. Initial Application**

Applications are assessed and the places offered on the basis of the academic and professional judgment of suitably qualified staff. Applicants will normally receive a response within five to ten working days of the receipt of a completed application. This response may be:

- A decision on the application
- Information regarding the next stage in the admissions process (e.g. invitation to attend an interview), or
- An explanation of the admissions process and the likely time-scale of what will happen next.

### **d. The Making of Offers**

All applicants who are offered a place to study at the University will receive an offer letter detailing the terms and conditions of the offer. This will include details of any individual requirements that need to be fulfilled before an applicant can be admitted to the University. Offer letters will be sent out either by post or as an email attachment. A Key Facts Sheet detailing the course will also be sent to the applicant.

Where an offer is conditional upon attaining a specified level of academic achievement, the offer will be made using the UCAS Tariff point system for undergraduate courses.

Conditional offer holders are responsible for providing evidence that they have met the terms and conditions of their offer. The evidence could include certificates and degree transcripts or the fulfilment of other requirements such as medical fitness.

## **18. Interaction between the University and Applicants**

The University will communicate regularly with offer holders providing relevant information throughout the process. Information such as accommodation, immigration requirements, start of year registration processes and welcome week events.

### **a. Applicant Behaviour**

Birmingham Newman University has a diverse population and expects all interaction between applicants, representatives of applicants, student and staff to be conducted with courtesy and respect. We do not tolerate inappropriate behaviour towards members of our community. Examples of inappropriate behaviour include hostile or aggressive behaviour or the act of offering a bribe or financial inducement. Inappropriate behaviour will be viewed seriously and may prejudice the further consideration of an application, appeal or complaint. Applicants will usually be warned by the University when their conduct is such that action is being considered. In exceptional cases, e.g. a threat to a member of staff, then no warning needs to be given before action is taken.

### **b. Fraud, Omission and Plagiarism**

Applicants may not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process including after an offer is made. Should this occur the University reserves the right to dismiss the application, withdraw an offer of a place and/or revoke your registration. The University may also, in accordance with its obligations, notify external organisations about any suspected misrepresentation.

Original documents are required during the admission process. Decision makers are trained in detecting and dealing with fraudulent documents.

## **19. Policy relating to Applications for Undergraduate Courses**

### **a. UCAS Procedure**

The University will observe the procedures and deadlines for the handling of applications as set out by UCAS (Universities and Colleges Admissions Service). Except for transfers within the University, all applications for admissions to full-time undergraduate degree courses must be made through UCAS. See further information on the UCAS website at: [www.ucas.com](http://www.ucas.com).

### **b. Use of Contextual data**

In order to build up a full and rounded view of applicant achievement and potential, the University uses contextual data information to supplement undergraduate applications. This applies to UK applicants under the age of 21 only. Publicly available datasets from government and other agencies are used by the Admissions Team and Faculties. This is simply additional information provided to admissions decision makers alongside applicants' UCAS forms. This information will be used to recommend certain applications for further consideration by admissions tutors. Where applicants meet both geo-demographic and educational indicators or have been in care for more than three months they may qualify for a differential offer, subject to specific criteria. No decisions will be made on the basis of this information alone and all undergraduate applicants must meet our standard academic criteria to be considered for entry.

### **c. Outreach and Support Work**

Birmingham Newman University is committed to identifying and attracting outstanding students based on their educational potential and merit, nationally and internationally, irrespective of background.

We work closely with primary and secondary learners to expand opportunity for progression into higher education generally. This work is particularly important within our local communities and the wider West Midlands region. Further information is available at: [www.newman.ac.uk/schools](http://www.newman.ac.uk/schools)

### **d. Minors**

Students who have not reached the age of 18 on 1<sup>st</sup> of September of the year of entry are legally considered to be 'minors' (i.e. not yet adults) under English law. This means that the University has an *enhanced duty of care* to all students under the age of 18 and will carry out a full risk assessment for those to which this applies. Visit our website for policy. [www.newman.ac.uk/knowledge-base/regulations-policies-relating-students/](http://www.newman.ac.uk/knowledge-base/regulations-policies-relating-students/)

#### **e. Care Leavers**

The University has developed a protocol to identify and support applicants from care backgrounds. Students identifying themselves as having spent time in local education authority care through their UCAS application are flagged as part of our contextual data processes.

#### **f. Confirmation**

The University will confirm whether an applicant has met their offer upon receipt of results. All applicants meeting the conditions of their offer will have their place confirmed. Applicants with contextual data flags and special circumstances declared before results are published may be given additional consideration if they are found to have narrowly missed the conditions of their offer.

Applicants who have missed the conditions of their offer may be considered for alternative courses where the entry requirements are lower, for example a foundation year, where applicable may be offered. Applicants will be informed of this and given the opportunity to consider the offer. Applicants are under no obligation to consider the alternative course.

#### **g. Clearing Applications**

The University will advertise any vacancies that are available after the close of the main UCAS admission cycle on UCAS and University websites. A telephone hotline service will be available for enquirers. Suitably qualified applicants will be considered against the University entry criteria. As A level results are released in mid-August, please note that where additional requirements may need to be completed prior to admission, it may not be possible to start immediately. For example, there may be insufficient time to investigate an applicant who declares a criminal conviction.

## **20. Policy relating to Applications for Postgraduate Courses**

#### **a. Applications**

The term 'application' refers to a fully completed and submitted application including supporting documentation (e.g. transcripts, references, additional statements of purpose) where required. Speculative communications are not considered to be formal applications. Applications for postgraduate courses are made via the University's online

application process – for full and part time course (with the exception of PGCE Teacher Training programmes).

Some courses may charge a fee for applications, where this is applied the fee will be displayed on the course profile. In these instances, decisions will not be confirmed until the applicable fees have been paid.

Applicants may apply for multiple courses and may receive offers on multiple courses, however, the University reserves the right to offer a place for only one of the courses.

#### **b. DfE Apply Teacher Training Procedure for PGCE courses**

The University will observe the procedures and deadlines for the handling of applications to PGCE courses, as set out by DfE Apply. All applications for admissions to PGCE courses must be made through DfE Apply. All applications for admissions to PGCE courses must be made through DfE Apply. Further information is available at:

<https://www.gov.uk/apply-for-teacher-training>

#### **c. Supervision for Research Programmes**

The University will admit students only where we reasonably expect to be able to provide appropriate specialist supervision and necessary resources for the specified duration of the programme.

### **21. Data Protection and Disclosure of Personal Information**

#### **a. University use of Prospective Enquirer Data**

The University collects data on prospective enquirers who request prospectus information or other course literature, attend open days or other recruitment events. This data is collected for the specific purpose of providing information to prospective applicants and parents.

The following pages: [Data Protection General Information - Birmingham Newman University, Birmingham](#) explain how we collect, maintain and use personal data when you make enquiries about studying at Birmingham Newman University (including by registering to attend our open days), make an application and if you go on to become an offer holder i.e. the time before you become a registered student. For example, it provides details may be sent to the Higher Education Statistics Agency, when data may be disclosed to a third party and what information is included on your student record if you go on to become a registered student at Birmingham Newman University.

#### **b. University use of Applicant Data**

Birmingham Newman University needs to collect, maintain and use personal data relating to its applications to allow us to process applications for study, register students, to administer courses and to provide facilities for students.

Data collected during the admissions and registration processes will be used for the purposes of maintaining student records, managing processes in relation to academic progress, providing personal and academic advice and support, managing accommodation services and providing access to the Library and sports facilities and the facilities in the Birmingham Newman University Students' Union.

The University also needs to collect and process more sensitive personal data, for example, data concerning your racial/ethnic origins, health, wellbeing and sexuality) to undertake equal opportunity monitoring, and provide access to some courses and support for students where appropriate. We are also legally required to collect and process data on past criminal convictions for access to some courses. This data will only be shared between staff who have a legitimate need to see it.

We will hold and process your personal data in compliance with our obligations as Data Controller under the General Data Protection Regulation and Data Protection Act 2018 and in accordance with Birmingham Newman University's full Data Protection Policy: [www.newman.ac.uk/wp-content/uploads/sites/10/2018/05/Newman-University-Data-Protection-Policy-6.pdf](http://www.newman.ac.uk/wp-content/uploads/sites/10/2018/05/Newman-University-Data-Protection-Policy-6.pdf)

We will not share your data with third parties unless we have appropriate consent from you, are under statutory or regulatory obligation to do so (such as with the UKVI, OFS, HESA, the Student Loans Company, local authorities or police) or are otherwise permitted to do so under the General Data Protection Regulation and Data Protection 2018.

Anonymised and aggregated applicant data are analysed by the University, for purposes including institutional and statutory monitoring, market research, planning and teaching and learning, in order to ensure that our processes are fair and effective and our courses best reflect applicant need.

## **22. Transition from Applicant to Student**

### **a. Registration**

While applicants are able to apply to a number of courses at the University, they are only able to register on one full time course in any one year. Applicants aiming to register on two part time courses or programmes should discuss as soon as possible with the Admissions team staff.

### **b. Fee Assessment Status**

The University charges different levels of tuition fees depending on whether a student is classified as Home/EU or International. For universities in the UK the guidelines for assessing a student's fee status are set by the Department for Education in the Education (Fees and Awards) Regulations 1997. Guidelines for fee assessment are set out in the UKCISA guidelines: <https://www.ukcisa.org.uk/>

Upon receipt of an application to study at the University, a set of rules will be applied to assess whether the applicant meets the criteria to be classed as a home/EU or



international student. Where the information provided does not allow us to make a decision the applicant will be informed of this and asked to complete a Birmingham Newman University fee assessment questionnaire.

Further information on fees and funding can be found at: [www.newman.ac.uk/article-categories/fees-and-finance/](http://www.newman.ac.uk/article-categories/fees-and-finance/)

Funding constraints may determine the eligibility of an applicant to be considered for a particular course. Fees for home undergraduate courses are subject to the provision of our current Access Agreement, as approved by The Office of Fair Access.

### **23. Tuition Fees and Funding**

There is an expectation that students will have sufficient funds to pay tuition fees and living expenses during their period of study, and applicants are asked to give details of their funding at the points of application.

Applicants are bound by the University's regulations on the payment of fees and the consequences of non-payment. Sponsored students should be aware that should their sponsor fail to pay the required fees; the applicant will become responsible for the payment.

For some course a non-refundable deposit is required at the point at which the offer of a place is firmly accepted. In these cases, the amount paid will be deducted from the total tuition fee due at the start of the academic programme.

Further information on fees and funding can be found at: [www.newman.ac.uk/article-categories/fees-and-finance/](http://www.newman.ac.uk/article-categories/fees-and-finance/)

### **24. Changes to or Discontinuation of Courses**

The content, delivery and assessment of courses are reviewed regularly to ensure that they are up to date, relevant, reflect current research and practice and are consistent with the requirements of regulatory bodies.

The University would only look to make changes to courses (for example, to their content, structure or assessment) or discontinue a course (or certain elements of a course) during the admissions cycle in exceptional circumstances (such as for the reasons outlined above or where such changes are operationally necessary), and where such changes are objectively necessary.

Where this is the case then:

- Offer holders will be informed at the earliest opportunity and provided with advice and support regarding the impact of the changes and the options available to them.
- The University will take all reasonable steps to minimize any disruption caused to the offer holder by the changes.
- Where appropriate, offer holders may be given help with securing an offer of a suitable alternative course at Birmingham Newman University or at another institution.

More information on the Compensation and Refund Policy and the Student Protection Plan can be found here <https://www.newman.ac.uk/knowledge-base/regulations-policies-relating-students/>

## **25. Feedback, Appeals and Complaints**

We aim to consider all applications fairly and effectively against the published entry criteria and in line with our procedures.

### **a. Feedback**

The University is required to record reasons for admissions decisions together with any supporting information. Feedback is provided to all unsuccessful applicants. If the applicant is unhappy with the feedback provided, they can make a further request, in writing (by email or letter), including details of the applicant's full name, date of birth, home address, and the programme they have applied for. A request for feedback should come from the applicant or from someone that the applicant gives express and voluntary consent, in writing to act on their behalf, such as a school advisor or parent.

### **b. Appeals and Complaints**

The University aims to consider all applications equally, fairly and effectively in line with our procedures. If an applicant is not eligible for a place on their chosen course, but meets the entry criteria for a similar one, they will be automatically considered for this. All applicants who are offered an alternative course will receive specific communication explaining the reasons they have been unsuccessful on their initial choice and details of the entry requirements for the alternative course offered.

If an applicant is dissatisfied with the outcome or treatment of their application, the concerns should be raised first with the Admissions team. Where the concerns remain, the applicant is advised to use the University Appeals and Complaints Procedures: Students Complaints (including applicants), all details can be found here: [www.newman.ac.uk](http://www.newman.ac.uk)

## **26. Monitoring and Review**

This policy and related recruitment and admissions procedures and practices across the University are overseen by the Recruitment Strategy Group. Activities or developments that have implications for the policy are considered at each meeting.