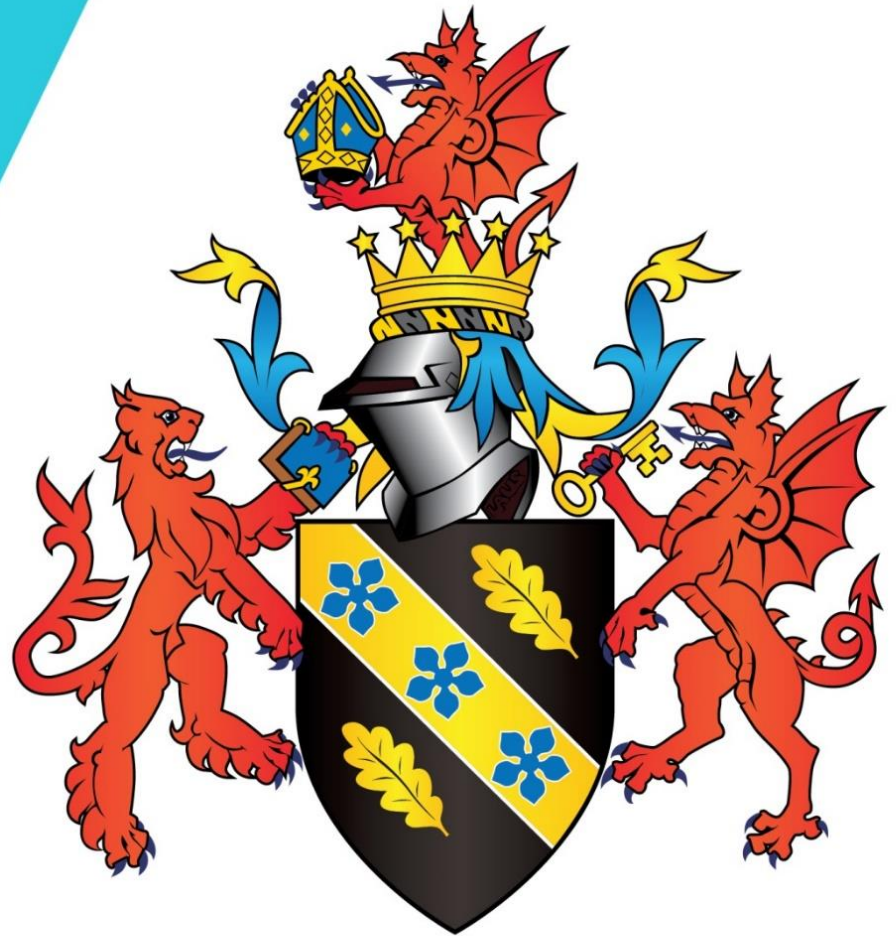




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Admissions Policy

CONTENTS

1.	The purpose and scope of the policy.....	3
2.	The University's aims.....	3
2.1	Fair admissions.....	3
3.	Compliance with codes and regulations.....	3
4.	Related policies, procedures, and regulations.....	4
5.	Responsibility for admissions and review of the policy.....	4
6.	Progression/articulation agreements.....	5
7.	Collaborative partnerships with other HE providers.....	5
8.	The Reaching Wider Partnership.....	5
9.	Use of intermediaries/external agents.....	6
10.	Enquiries and information, advice and guidance for applicants.....	6
11.	Correspondence between the University and prospective students from Wales.....	7
12.	Fees and Finance.....	7
12.1	Fee status.....	7
12.2	Payment of fees.....	7
13.	Application process.....	8
13.1	Applying online at www.ucas.com	8
	Institution Codes.....	8
	T80 - Carmarthen, Swansea, Lampeter, London and Cardiff. C22 - Coleg Sir Gâr.....	8
13.2	Applications to Non-UCAS Programmes.....	8
13.3	International applicants.....	8
13.4	Inbound study abroad / exchange students.....	8
13.5	Part-time applicants.....	9
13.6	Postgraduate applicants.....	9
	Postgraduate research applicants.....	9
13.7	Apprenticeships.....	9
13.8	Wales Academy of Professional Practice and Applied Research.....	9
14.	General information about the application process.....	10
15.	Entry requirements.....	10
15.1	References.....	10
16.	The use of contextual information in the admissions process.....	10
17.	Interviews, admissions tests and portfolios.....	11

17.1	Course requirements.....	11
17.2	Applicant conduct.....	11
18.	Programmes requiring enhanced disclosure (DBS).....	11
19.	Decisions, Offers and Feedback	12
20.	Confirmation and Clearing	13
20.1	Meeting offer conditions.....	13
20.2	Clearing.....	13
21.	Applications for Recognition of Prior Certificated Learning and Recognition of Prior Experiential Learning	13
22.	Care experienced students	13
23.	Under 18s	14
24.	Young Adult Carers.....	14
25.	Members of the Armed Forces.....	14
26.	Refugees and Asylum Seekers.....	15
27.	Applicants with additional support needs	15
28.	Applicants to accredited programmes of study (including those leading to qualified status or accredited by a Professional, Statutory or Regulatory Body).....	16
29.	Applicants declaring criminal convictions	16
30.	International applicants	18
30.1	Academic requirements.....	18
30.2	English Language Requirements.....	18
30.3	Admissions interviews	19
30.4	Financial information	19
30.5	Confirmation of Acceptance for Studies (CAS)	19
31.	Changes to and discontinuation of programmes	20
32.	Late admission to a programme of study	20
33.	Deferred Entry	21
34.	Withdrawal and re-admission.....	21
35.	Document verification and fraud.....	21
36.	Appeals and complaints procedure	22
37.	The University's use of applicant data.....	22

1. The purpose and scope of the policy

The Admissions Policy ('the policy') sets out the University's aims for the admission of students and describes the principles and processes which are used to select and admit new students to taught programmes of study and research degrees. Further details about admissions to research programmes of study is provided in the University's Code of Practice for Research Degrees, published at: www.uwtsd.ac.uk/academic-office/academic-quality-handbook.

The policy serves to inform both applicants and staff, and supersedes any previously approved admissions policy.

The principles of the policy also apply to the University's partner institutions. A current list of such institutions can be found at www.uwtsd.ac.uk/collaborative-partnerships/register-of-collaborative-partnerships.

2. The University's aims

The policy and procedures support the goals and aims of the University as laid out in its mission, vision, values and defining characteristics, published at: www.uwtsd.ac.uk/mission.

The University is committed to providing a fair, inclusive and professional admissions service which is consistent with the expectations and practices for standards and quality as defined in the QAA's revised UK Quality Code for Higher Education 2018 (www.qaa.ac.uk/quality-code) and takes account of the Code's Advice and Guidance on Admissions, Recruitment and Widening Access.

2.1 Fair admissions

The policy is underpinned by the University's commitment to the following principles:

- Providing clear, transparent and accessible admissions information to prospective applicants;
- Operating a fair and effective admissions process;
- Ensuring the consistent application of policy across the University;
- Encouraging applications from the widest range of educational, social and cultural backgrounds.

3. Compliance with codes and regulations

The policy and associated procedures comply with the Data Protection Act 2018, the UK General Data Protection Regulation (GDPR) and relevant equality and diversity legislation affecting the admission of students, and takes account where relevant of sectoral best practice, including:

- The QAA's revised UK Quality Code for Higher Education 2018;
- UCAS's guidance and manuals for institutions;
- The Schwartz Report's principles of fair admissions, www.ucas.com/providers/good-practice/admissions-policies;
- Good practice recommendations issued by Supporting Professionalism in Admissions (SPA), www.ucas.com/providers/good-practice;
- The requirements of relevant accrediting professional bodies and national QA bodies;

- The requirements of UKVI, www.gov.uk/government/organisations/uk-visas-and-immigration;
- The Welsh Language Standards (No.6) Regulations 2017, www.legislation.gov.uk/wsi/2017/90/contents/made.

4. Related policies, procedures, and regulations

The policy conforms to the University's academic rules and regulations as set out in the Academic Quality Handbook (AQH). The content of the AQH is reviewed and updated as necessary on an annual basis and is published at www.uwtsd.ac.uk/academic-office/academic-quality-handbook.

This Admissions Policy should be read in conjunction with the University's 'Terms and Conditions for Applicants and Students' and the 'Policy Statement on the Admission of Disabled Students' available at www.uwtsd.ac.uk/apply/terms.

The 'Applicant and Student Name Change Policy' can be found at: www.uwtsd.ac.uk/about/strategies-and-policies.

The Admissions Policy conforms to the requirements of relevant external bodies.

5. Responsibility for admissions and review of the policy

The University Senate is responsible for ensuring that the University has and implements appropriate regulations, policies and procedures for the admission of students. Advice on these matters is provided to Senate by the Student Experience Committee and the International Affairs and Collaborative Partnerships Committee.

This policy and any associated procedures are reviewed annually by the Senate and may also be reviewed following national or international developments affecting university admissions more generally.

Overall responsibility for the admissions process for home students rests with the Registry. The Executive Head of Registry has oversight of the designated admissions staff who process applications from UK applicants within the Registry. The Associate Pro Vice Chancellor (Global Engagement) has oversight of the admissions policies relating to international students and also for staff who process international applications. The Home Recruitment and Admissions Manager has oversight of the admissions policies relating to Home applicants applying directly to the London Campus and the Birmingham Campus.

Admissions decisions are made on behalf of the University by relevant academic staff or by designated admissions staff.

Each Institute is responsible for appointing appropriately qualified individuals to oversee the admissions process within the Institute and to make admissions decisions where required on behalf of the University. For research degrees, this will normally be the Institute Manager of Research Degrees.

The Institute must ensure that the individuals understand and support the University's admissions aims, principles and procedures. It is expected that they will work closely with designated University admissions staff who process applications.

6. Progression/articulation agreements

At the University's discretion, an applicant may be admitted to a programme of study at a later stage rather than at the beginning of a programme. This normally applies to students entering a second or third stage of a programme e.g. into levels 5 or 6 of an Honours degree or into Part 2 of a Master's programme. Such 'direct entry' or 'advanced standing' may be granted either on the basis of an individual application (including an individual Recognition of Prior Learning (RPL) claim) or on the basis of an articulation agreement. In both cases, the University must recognise and award credit for the student's previous certificated or experiential learning via the RPL process. Further information is available at www.uwtsd.ac.uk/academic-office/academic-quality-handbook.

The final decision to grant direct entry or advanced standing is dependent on the nature of the programme and the policies of the relevant Institute.

Articulation is the procedure by which an agreement is made with a specific institution that guarantees entry to named UWTSD programmes. The details of conditions of entry are outlined in an Articulation Agreement signed by the University's Vice-Chancellor and their equivalent at the institution. Details of institutions with which the university has an Articulation Agreement can be found at www.uwtsd.ac.uk/collaborative-partnerships/register-of-collaborative-partnerships.

7. Collaborative partnerships with other HE providers

Applications to study on UWTSD programmes at partner institutions are received and processed by the partner institutions. Partner institutions are expected to adhere to the general principles of the policy and determine for themselves the operational details in the context of their own structures and systems. It is expected that partner institutions' admissions policies take full and proper account of prevailing legislation, including, in respect of criminal convictions as consistent with the Data Protection Act 2018 and UK General Data Protection Regulation, contact with children, young people or vulnerable adults (Disclosure and Barring Service (DBS) checks or equivalent), visa requirements and ensuring only appropriate information is collected from applicants. Details of institutions with which the university has a collaborative partnership can be found at www.uwtsd.ac.uk/collaborative-partnerships/register-of-collaborative-partnerships.

8. The Reaching Wider Partnership

Funded by the Higher Education Funding Council for Wales Reaching Wider Initiative, the University is a major partner in the South West Wales Reaching Wider Partnership, a collaboration between University of Wales Trinity Saint David, Swansea University, The Open University in Wales, Careers Wales and Further Education Colleges and Schools in South West Wales.

Aiming to widen access into higher education for previously excluded and under-represented groups, the Reaching Wider Partnership organises learning and aspiration raising activities.

Further details on the Reaching Wider Partnership can be found at: www.uwtsd.ac.uk/community/reaching-wider.

9. Use of intermediaries/external agents

The University has formal agreements with many institutions worldwide and in many countries, including within the UK. The University has appointed local representatives/agents who can offer advice, information and assistance with applications from prospective home and international students alike.

The local representatives/agents are not authorised to make admissions offers on behalf of the University direct to applicants, or to collect any tuition or accommodation fees on behalf of the University save where expressly approved. All offers are made by the University in line with the admissions policy and procedures.

Applicants should contact the University directly in the event that an agent seeks to collect funds on behalf of the University.

10. Enquiries and information, advice and guidance for applicants

The University will ensure that information about its programmes is made available bilingually (in English and Welsh) through various media channels, including its website, social media platforms, prospectuses and other recruitment materials.

The University's International Recruitment Unit, Marketing and Communication Unit, Immigration Services and Visa Compliance Team, Apprenticeship Unit and discipline-based admissions teams provide pre-entry and point of application advice and guidance. Recruitment agents may also provide information and marketing material approved by the University. The Marketing and Communication Unit has Marketing Recruitment Officers who work with Academic Institutes to assist with specific recruitment needs and priorities.

The University aims to respond to admissions related queries from prospective students within 10 working days of receipt. The University recognises the importance of keeping applicants informed and aims to provide effective updates at key points during the admissions process. A wide range of communications are sent to applicants from Registry, the Home Recruitment Team, the Marketing and Communication Unit, the Student Hwb Team, the International Recruitment Unit and the Immigration Services and Visa Compliance Team, including the following:

- Acknowledgement of receipt of an application;
- Confirmation of the offer of entry;
- Confirmation of meeting the terms of any offer of entry;
- Introductory and enrolment information.

Applicants are invited to download the Student Hwb's 'UWTSD Hwb' App providing them with key information regarding the University and their programme of study. A student version of the App is made available following enrolment.

In addition to the above, applicants may receive communications which may include an invitation to visit a campus or to attend a virtual Open Day or interview as well as programme specific information. The Marketing and Communication Unit, International Recruitment Unit and Immigration Services and Visa Compliance Team communicate key messages during the recruitment cycle which are deemed of interest to applicants. Institutes may require applicants to attend additional mandatory admissions sessions, especially in the case of direct entry programmes.

11. Correspondence between the University and prospective students from Wales

Correspondence sent from the University to prospective students from Wales must be sent bilingually, with English and Welsh versions treated equally. Correspondence that is received from prospective students through the medium of Welsh must be responded to in Welsh. The University should keep a record of applicants who have indicated that they would like to receive correspondence in Welsh and should correspond with them in Welsh thereafter. Where a course requires applicants to attend an interview, Welsh speaking applicants should be offered the interview through the medium of Welsh. If the Admissions Tutor is a non-Welsh speaker, they must ask a Welsh speaking colleague to contact the applicants before, during and following any interview arranged by the University. If a simultaneous translation service will be required during the interview, the applicant should be notified of this. It is imperative that the University, in accordance with its Welsh Language Standards, provides a positive experience for all prospective Welsh speaking students whether they wish to study through the medium of Welsh or not.

The University's Welsh Language Standards are available at:

<https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/strategies-policies/compliance-notice-section-44-welsh-language.pdf>.

12. Fees and Finance

12.1 Fee status

The University charges different levels of fees depending on whether an applicant's fee status is classified as Home or International. In assessing an applicant's fee status, the University follows the guidelines provided by UKCISA: www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-fee-status. Where University admissions staff are unable to reach a decision on an applicant's fee status using the information provided on the application form, they will contact the applicant for further information and where necessary will request that the applicant completes a Fee Assessment Form. The University's assessment of fee status has no bearing on whether or not an applicant is eligible to receive funds from Student Finance.

12.2 Payment of fees

Students are required to confirm as part of the enrolment process that they accept responsibility for the payment of tuition and any accommodation or other charges that they may incur while studying at the University. If a student fails to pay tuition fees when they become due and fails to make satisfactory arrangements for discharging any outstanding debt, the University reserves the right to commence legal proceedings to recover the debt. Students that have outstanding tuition fee debts are not entitled to progress to the next year of studies, to be awarded or to graduate.

Further information on fees and finance is available at: www.uwtsd.ac.uk/student-finance.

13. Application process

13.1 Applying online at www.ucas.com

Applications from Home applicants to study for a full-time undergraduate degree programme or Higher National Diploma or Certificate programme at the University are normally made through [UCAS](http://www.ucas.com) using an online application system.

UCAS will begin to process applications for the new academic year from early September.

All of UWTSD's full-time undergraduate programmes for the September intake have a UCAS application deadline for equal consideration of 25th January.

Applicants are advised to submit their application to UCAS prior to the deadline specified; however, they can apply after that date if the University still has vacancies for the programme(s) that they have selected. Applicants can check for vacancies on the UCAS website.

Institution Codes

T80 - Carmarthen, Swansea, Lampeter, London and Cardiff
C22 - Coleg Sir Gâr

13.2 Applications to Non-UCAS Programmes (Home Applicants only)

The University offers several programmes at undergraduate level and the majority of its postgraduate programmes, including postgraduate research degrees, through direct entry.

All direct entry programmes at UWTSD will require that the applicant participate in additional stages of the admissions process, which may include written tests, open days or interviews. Further details of the specific application process for any programme can be found on the University website's programme-specific pages.

Potential applicants for direct entry programmes should complete the application form available on the 'How to Apply' section of the University's website: www.uwtsd.ac.uk/apply. Alternatively, applications can be made directly from programme-specific pages of the University's website.

Information on how to apply to the Birmingham Campus is available at <https://uwtsd.ac.uk/birmingham/how-to-apply>.

Information on how to apply to the London Campus is available at www.uwtsdlondon.ac.uk/study/apply.

13.3 International applicants

Individuals who are classed for fee purposes as International students apply online independently to the University, except for those whose school or college is registered with UCAS. Advice is available from British Council offices and other centres overseas, and may be available from the applicant's school or college.

13.4 Inbound study abroad / exchange students

For exchange students, the University requests a nomination from its overseas partners for all students who select UWTSD. Partners must send details of nominated students to the

University's International Recruitment Unit to include the student's full name, their current subject of study and the proposed subject area at UWTSD. Once nominated, students will be directed to apply via the international exchange application. If a student is applying as a study abroad fee-paying student and therefore outside of the exchange agreement, then they should apply before the application deadline.

Further information is available at www.uwtsd.ac.uk/inbound-study-abroad.

13.5 Part-time applicants

Potential applicants for part-time programmes should complete the application form available on the 'How to Apply' section of the University's website, www.uwtsd.ac.uk/apply. Alternatively, application forms can be requested from Registry.

13.6 Postgraduate applicants

Potential applicants for postgraduate programmes (excluding PGCE programmes offered through UCAS Teacher Training www.ucas.com/teaching-in-the-uk) should complete the application form available on the 'How to Apply' section of the University's website. Alternatively, application forms can be requested from Registry for Wales-based postgraduate programmes, or for international applicants from the Immigration Services and Visa Compliance Team.

Postgraduate research applicants

Potential applicants for postgraduate research programmes should complete the application form available on the 'How to Apply' section of the University's website. All potential applicants for the PhD, MPhil, PhD by Published Works, Master of Arts by Research and the Master of Science by Research programmes should have an initial discussion with the relevant Institute Manager of Research Degrees to determine a potential supervisory team before submitting an application.

13.7 Apprenticeships

All applicants for Apprenticeship programmes should be in employment in a role related to the programme that they wish to study. Applicants should complete the application form available on the 'How to Apply' section of the Apprenticeship Unit homepage on the University's website, or contact the Apprenticeship Unit for a form. Applicants should advise the Apprenticeship Unit of their application, including details and contact information of their employer.

13.8 Wales Academy of Professional Practice and Applied Research

The University offers a range of work-based learning awards at undergraduate and postgraduate levels through its Professional Practice Framework. In all cases, academic study is combined with workplace learning to equip learners with the relevant knowledge, understanding and skills to develop performance at work and gain an academic qualification.

Further information is available at: <https://uwtsd.ac.uk/wappar>.

Prospective applicants should contact the team directly on 01267 676882 or at wappar@uwtsd.ac.uk.

The Admissions Officer will arrange a meeting (normally on campus) to discuss the options available. Prospective applicants must be in employment and have work agreed with their employer. After receiving an offer of a place, applicants will be asked to register on the

relevant module before attending the induction day. Each module has an induction day and study days.

14. General information about the application process

The majority of applicants will be given access to the University's application portal, MyTSD, which will become the student portal after enrolment. Applicants will be provided with log-in details so that they can track their application, respond to an invitation to attend an interview and respond to an offer.

15. Entry requirements

The University aims to provide clear, accurate and transparent information about its programmes, appropriate to the needs of prospective applicants, in both internal and external publications. This principle applies regardless of the medium (i.e. printed, audio-visual, world wide web, etc.), in order to enable applicants to make choices in an informed manner.

The main sources of information on entry requirements, and the University's standard offers, are:

- The UCAS website and entry profiles (for programmes handled by UCAS);
- The University website;
- Institute literature;
- The University programmes prospectuses;
- The University Open Days;
- Campus or Learning Centre staff;
- Information sessions at discipline level;
- The Apprenticeship Unit;
- International promotional materials produced by the Wales Global Academy;
- Overseas recruitment exhibitions and fairs.

Any changes made to entry requirements or standard offers after the publication of printed materials will be communicated as soon as possible via the University website (and the UCAS website or recruitment agents where applicable). These sources should therefore be considered the most up-to-date and applicable. Applicants holding offers will be contacted directly to inform them of any changes that affect them. Please refer to the University's terms and conditions for further details: www.uwtsd.ac.uk/apply/terms.

15.1 References

In addition to the personal and academic details required on the application form, applicants may be required to provide two references. Ideally these will be academic references, but professional or personal (not family) references may be acceptable for applicants who have not recently been in education. Apprentices must include their current employer as a referee.

16. The use of contextual information in the admissions process

As part of its commitment to widening participation and access to Higher Education, the University welcomes applications from prospective students of all backgrounds. Contextual information provided by applicants is taken into account in order that prior achievements and potential to succeed can be assessed in the context of their individual circumstances. Additional consideration may be given to applicants who have been in care, involved in

widening participation activities or who have a disability. Such indicators also enable the University to identify applicants who may need additional support.

You can find out more about the University's approach to Contextual Admissions [here](#).

17. Academic interviews, admissions tests and portfolios

17.1 Course requirements

Applicants for certain programmes are required to attend an academic interview or audition, undertake an admissions test or present a portfolio. Further detail on such requirements for each programme is available on the University's website and UCAS website (where applicable). Where such requirements apply, the University will aim to provide applicants with further information on what is required of them within 10 working days from receipt of their application. Home applicants are encouraged to attend visit days, open days and relevant information sessions.

17.2 Applicant conduct

Applicants should be aware that the University will not tolerate any form of threatening or abusive behaviour towards its staff during admissions interviews or at any stage in the admissions process. In accordance with the University's Dignity at Work Policy, the University seeks to establish an environment where staff and students are treated with dignity and respect, whether at work or at study, and where each individual recognises their responsibility in developing and maintaining an environment where every student, member of staff, or visitor is valued and respected.

18. Programmes requiring enhanced disclosure (DBS)

Applicants who wish to enrol on programmes that will require them to work with children and/or vulnerable adults will be informed through course information, during interviews and in subsequent offer letters that they will be required to gain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service in order to fully enrol as a student at the University and before they can be allowed to undertake work that requires contact with children or vulnerable adults. Applicants who receive an offer of a place will be sent instructions on how to undertake and complete a DBS check through 'First Advantage Online Disclosures', an online electronic disclosure service: <https://fadv.onlinedisclosures.co.uk>. The University's Criminal Convictions Review Panel will decide if any convictions or information revealed are incompatible with a place on a programme of study.

To allow for their DBS check to be portable and to enable other organisations to accept it, the University strongly recommends that applicants register for the DBS Update Service www.gov.uk/dbs-update-service.

The point at which the applicant will be required to apply for this disclosure (for example, prior to enrolment or not until year three of the programme) will vary depending upon the timing of the contact with children and/or vulnerable adults within the course structure and will be made clear to the applicant in their offer letter. No student will be allowed to undertake work that requires contact with children and/or vulnerable adults without a satisfactory enhanced disclosure.

Applicants who have previously undertaken an enhanced DBS check through another organisation and who have a valid subscription to the DBS Update Service, should contact

the Admissions Team at dbb@uwtsd.ac.uk to ask if their enhanced disclosure can be accepted for their programme of study. Where this applies, the disclosure must be at the same level and for the same workforce(s) as is required for their programme of study, and the applicant must be able to provide the University with their original DBS certificate upon request.

Whilst only a certain number of programmes offered at the University will require the applicant to apply for an Enhanced Disclosure and Barring Service Check, applicants should be aware that future UK based employers may require them to obtain a DBS Check as part of the recruitment process or during the course of their subsequent employment. This may apply even where a DBS Check was not a requirement for entry to their University programme of study.

Further information on the DBS application process can be found at: www.uwtsd.ac.uk/apply/help-and-guidance-for-applicants/disclosure-and-barring-service-dbs-checks-.

In addition to gaining a satisfactory enhanced disclosure from the Disclosure and Barring Service, applicants from overseas will be required to provide evidence of a satisfactory police check from their home country before they can fully enrol on a programme for which an enhanced DBS check is required and before they can be allowed to undertake work that requires contact with children or vulnerable adults. The application process for obtaining a criminal records check for applicants from overseas varies from country to country. Further information is available at: www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants.

19. Decisions, Offers and Feedback

The University aims to consider applications and make decisions as quickly as possible. However, given the volume, range and quality of applications received, it is not always possible to make an admissions decision immediately.

In the case of programmes of study that do not require applicants to attend an academic interview or audition, to undertake an admissions test or to present a portfolio, the University will aim to provide applicants with a decision on their application within 10 working days from receipt of their application.

Where an applicant has applied through UCAS, the University will communicate its decision through the official channels of UCAS as well as directly by either the Admissions Team in Registry through the University's applicant portal MyTSD, or by the Immigration Services and Visa Compliance Team. Where an applicant has applied directly to the University or through an agent, the decision will be communicated to the applicant (and agent, where applicable) by the relevant admissions team or the Immigration Services and Visa Compliance Team.

Successful applicants will receive either a Conditional offer on the basis of qualifications or requirements yet to be completed, or an Unconditional offer. Certain applicants may be eligible to receive a contextual offer. Further information on contextual offers can be found at www.uwtsd.ac.uk/help-and-guidance-for-applicants/contextual-admissions.

In some circumstances, an offer may be conditional upon non-academic requirements e.g. financial requirements for International applicants requiring a Student Visa.

Where an applicant has applied for one programme and is not successful, an alternative programme may be offered.

Unsuccessful applicants are made aware that they can request feedback. Further information is contained in the Policy and Procedures for Admissions Feedback, Appeals and Complaints document, available at: www.uwtsd.ac.uk/apply/terms and under the 'How to apply' pages of the University's website.

20. Confirmation and Clearing

20.1 Meeting offer conditions

The confirmation of an offer occurs when the applicant has met all the conditions of the original offer including the provision of their results. The confirmation process involves the comparison of conditions attached to the offer against evidence provided to meet those conditions. If the University is of the opinion that conditions are met, then the University is able to 'confirm' places to applicants.

20.2 Clearing for Home Applicants

Full-time Undergraduate home applicants who are not holding offers at any university are eligible to apply through the UCAS clearing process. UCAS Clearing opens in early July, however the University receives the majority of its Clearing applications from the publication date of 'A' level results to the end of September.

21. Applications for Recognition of Prior Certificated Learning and Recognition of Prior Experiential Learning

Where appropriate, applicants for undergraduate programmes may apply for admission to the second or third year of a programme (this option is not normally available for Home applicants to the London Campus or Birmingham Campus). Applicants for both undergraduate and taught postgraduate programmes may also apply for exemption from particular modules based on study undertaken at another institution. All such applications will be considered by the relevant Programme Managers. Applications for recognition of prior experiential learning will be considered by the University's Recognition of Prior Experiential Learning and Accreditation Board. In order to claim recognition for prior experiential learning above 40 credits, candidates will be required to successfully complete the Recognition and Accreditation of Learning (RAL) module.

Full details of the process for the recognition of prior certificated and experiential learning can be found in the Recognition of Prior Learning (RPL) Policy available at www.uwtsd.ac.uk/academic-office/academic-quality-handbook. In all cases, the process should normally be completed before the candidate enrolls on a programme of study.

22. Care experienced students

The University of Wales Trinity Saint David is committed to providing a high standard of care and support for its students. Students entering Higher Education from care can be assured that the University will provide them with the necessary support and information. This support is available whilst they are deciding what or where to study, continues through the application process, and is ongoing when they have started their programme of study. Further details are available at www.uwtsd.ac.uk/care.

23. Under 18s

The University has some home students who commence their studies before their 18th birthday. Anyone under the age of 18 is, as a matter of law, a child and the University has a particular duty of care towards a child.

At the offer stage, the Admissions Team in Registry will send a consent form to the applicant and their parent or legal guardian for both of them to complete and return. The form provides a statement of agreement to the activities that the applicant is likely to engage in as a student. The applicant will be asked to consent to the University contacting their parent/legal guardian as necessary whilst they are under 18. The University of Wales Trinity Saint David does not act 'in loco parentis' and the permission of a parent or legal guardian will be sought where the student wishes to make certain decisions (e.g. entering into specific contracts, making a complaint or in the event of illness, accident or disciplinary matters). The parent or legal guardian will be required to provide emergency contact details of a parent/legal guardian resident in the UK before the applicant can be accepted.

The University has a Safeguarding Policy and procedures relating to the care of students under the age of 18 available at www.uwtsd.ac.uk/academic-office/academic-quality-handbook.

Students of the London Campus and Birmingham Campus must be at least 18 years old on the first day of the teaching period of their programme of study.

24. Young Adult Carers

The University cites Young Adult Carers as a target group within its Widening Access and Community Engagement Strategy. Along with other specific groups, Young Adult Carers are considered to be potentially disadvantaged educationally because of their caring responsibilities thus meriting pre-entry support, support at the point of application and throughout their education. Admissions Tutors, who are made aware of an applicant's Carer status as indicated on their UCAS application form or through their personal statement or their references, may choose to take this into consideration when deciding on the offer they wish to make.

The University has a team of people dedicated to providing support both financially and pastorally to ensure that students who are juggling extra responsibilities are fully supported and adequately equipped to undertake their studies. The University has a Carers Champion who works across all campuses and can be contacted at any time, by email, text or via a dedicated Facebook page regarding any queries or concerns that a student may have, before, during, or following completion of their studies. The University works closely with The Carers Trust Wales, as well as local carer support groups to provide information and support to any young adult carer hoping to pursue higher education and throughout their studies.

Further information is available at <https://uwtsd.ac.uk/community/reaching-wider/about-us>.

25. Members of the Armed Forces

The University is proud to have been a signatory to the Armed Forces Community Covenant and works with partner organisations to ensure that serving and retired members of the Armed Forces can access appropriate support, advice and guidance to facilitate their return to education. Further information is available at: www.uwtsd.ac.uk/community/armed-forces-community-covenant.

The University is an approved Learning Provider on the MOD's Enhanced Learning Credits Scheme, administered by ELCAS. The scheme promotes lifelong learning amongst members of the Armed Forces and offers financial support to eligible serving personnel and service leavers who are looking to complete a nationally recognised qualification at higher education level. Further information is available at: www.enhancedlearningcredits.com.

26. Refugees and asylum seekers

The University is aware that it is good practice to employ holistic assessment, looking not just at examinations and grades but also the circumstances in which the applicant's education was undertaken. The University takes all factors into account when considering outreach activities with refugees and asylum seekers.

Refugees, asylum seekers and their families represent a highly qualified and motivated group of potential students and the University considers the positive qualities that they may bring to programmes at all levels.

The University supports the Welsh Government's 2019 plan to make Wales a 'Nation of Sanctuary' in providing accessible information, advice and guidance to increase access to further and higher education by refugees and asylum seekers. The University offers a University of Sanctuary Bursary which provides a tuition fee waiver and additional support to refugees and asylum seekers. Full details of the support provided and the eligibility criteria that applicants must satisfy are published on the scholarship pages of the University's website.

27. Applicants with additional support needs

This section of the Policy should be read in conjunction with the University's 'Policy Statement on the Admission of Disabled Students' available at www.uwtsd.ac.uk/apply/terms, and with reference to the definitions specified therein.

Applicants are encouraged to disclose any specific learning difference, disability or medical condition to the appropriate persons, as early as possible during the application process and throughout their time at the University. Applicants who have disclosed a disability on their application form or during an Open Day event are encouraged to contact Student Services and their Academic Institute to discuss their support requirements. Further information on Student Services is available at www.uwtsd.ac.uk/student-services.

The University will assess applications from disabled applicants using the same admissions criteria that applies to all applicants. The assessment of an applicant's academic suitability for a programme of study will normally take place separately from a discussion centred on the applicant's needs.

A Support Needs Enquiry Form will be made available to applicants who receive an offer of a place to enable those with additional support needs to provide further information in relation to these and to give their consent for this information to be shared with relevant university staff in order to determine reasonable adjustments and compensatory measures. Applicants who decline to share information regarding their additional support needs should be aware that this may limit the University's ability to ensure that appropriate support arrangements are put in place in time for the start of their studies.

The University may decide to invite applicants who have disclosed disabilities to meet with a member of the Academic Institute, a representative from the Learning Support Team (Student Services), and any other relevant staff, in order that support requirements can be identified.

The meeting will normally be arranged to take place as early as possible after an offer of a place on a programme of study has been made.

Where complex support requirements are identified, the applicant's case may be referred to the University's 'Reasonable Adjustment Review Panel' for further consideration. The Panel will assess whether the University can reasonably make adjustments to enable the applicant to participate fully in their chosen programme and to reach their full potential.

Where needs cannot be met and having explored all possible alternatives, the only reasonable option may be for the University to withdraw its offer of a place. In such circumstances, a recommendation will be made to the designated Senior Manager by the Director of Student Services, on behalf of the Reasonable Adjustment Review Panel. The designated Senior Manager will consider the recommendation and if they agree, the applicant will be informed of the decision to withdraw the offer.

Applicants who wish to transfer to an alternative course within the University or to progress to a higher level should be aware that a new assessment may need to be undertaken, in the context of the new application.

28. Applicants to accredited programmes of study (including those leading to qualified status or accredited by a Professional, Statutory or Regulatory Body)

All applicants on programmes leading to a professional accreditation (such as qualified teacher status) should be made fully aware of the professional requirements of their programme of study.

Programme teams also need to make sure that everyone admitted to a programme of study that leads to an accredited status has the physical, mental, intellectual and behavioural competencies inherent for a successful career in their chosen field. The University's Fitness to Practise Policy is available at www.uwtsd.ac.uk/academic-office/academic-quality-handbook.

Where there are concerns regarding an applicant's health, the applicant should be advised to contact their GP to seek an appointment to undergo a medical health check with an Occupational Health specialist. Any costs incurred should be borne by the applicant.

Where a professional code of conduct is associated with a programme of study that is not accredited, the Institute will make applicants aware of those requirements.

29. Applicants declaring criminal convictions

In the interests of safeguarding students, staff and visitors and to enable the University to provide the appropriate support, applicants to the University and enrolled students are encouraged to declare if they have any relevant criminal convictions at the earliest opportunity. Having a conviction will not necessarily bar an applicant from a place on their chosen programme. This will depend on the programme and the circumstances and background to the offence(s).

Any declaration of a conviction, and any subsequent information disclosed in relation to the declaration, will be handled sensitively, held in the strictest confidence, disclosed only to designated University staff members and managed in accordance with the principles of the Data Protection Act 2018 and the UK GDPR.

Any information relating to conviction(s) or disclosure obtained through the DBS or by other means will be kept, and ultimately disposed of, in accordance with the current guidance from the DBS on the secure storage, handling, use, retention and disposal of disclosures and disclosure information. The legal basis for processing criminal convictions data is conditions 10 (Preventing or detecting unlawful acts) and 18 (Safeguarding of children and of individuals at risk) in DPA 2018 Schedule 1; and the condition in Article 6(1)(b) and/or 6(1)(e) UK GDPR.

Guidance for applicants on the disclosure of criminal convictions is available at: www.uwtsd.ac.uk/apply/help-and-guidance-for-applicants/criminal-convictions. The Student Services Team have trained staff who can provide applicants with relevant support. Applicants who wish to speak to someone in confidence regarding their convictions may contact disclosures@uwtsd.ac.uk.

Depending on the programme of study applied for, there are different requirements and procedures in place relating to the disclosure of criminal convictions.

Applicants who wish to enrol on programmes of study where they will be required to work with children, young people or vulnerable adults are required to disclose all unspent convictions and conditional cautions, and all spent convictions and adult cautions except for any which would be “filtered” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020) www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide. Applicants who have indicated that they have criminal convictions on their application will be asked to complete the University’s Criminal Conviction(s) Self-Declaration Form. The completed self-declaration form and any subsequent information provided in relation to the declaration will be considered by the University’s Criminal Convictions Review Panel. Applicants to such programmes will also be required to gain a satisfactory enhanced disclosure from the Disclosure and Barring Service in addition to meeting any other offer conditions before they can fully enrol as a student. The Criminal Convictions Review Panel will decide if any convictions or information revealed on the self-declaration form and DBS check are incompatible with a place on a programme of study.

Applicants who wish to enrol on programmes for which an enhanced DBS check is not a requirement will be invited to complete the University’s Criminal Conviction(s) Self-Declaration Form once they have firmly accepted an offer of a place to enable them to disclose any convictions if they so wish. Applicants to such programmes are encouraged to declare any ‘relevant’ ‘unspent’ criminal convictions and/or conditional cautions and to provide details of any restrictions or probation requirements that may impact upon their studies. The completed self-declaration form and any subsequent information provided in relation to the declaration will be considered by the University’s Criminal Convictions Review Panel. The Panel will consider whether restrictions or probation requirements that the applicant may be subject to following a conviction are compatible with a place on a programme of study. The Panel will take into account any adjustments that can be made to facilitate study.

Students who at a later stage in their programme of study indicate that they wish to enrol on an optional module that involves working with children, young people or vulnerable adults will be required to declare any convictions and gain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service before they can proceed to undertake the module.

International applicants will be asked to declare any criminal convictions in line with Home Office requirements.

Applicants who wish to apply for a place in University owned accommodation will be required to disclose any convictions on their Accommodation Application Form.

The University reserves the right to decline to offer a place if it considers that the acceptance of an applicant may pose a risk to the safety of the University community.

Failure to declare a criminal conviction may result in an application being refused, and if a student is convicted of a criminal offence after they have applied, they must inform the University.

Continuing students will be expected to declare a criminal conviction immediately and will be required to confirm at re-enrolment that they do not have a criminal conviction that has not previously been declared to the University.

The University will consider implementing the Non-Academic Misconduct Policy if a student fails to declare a criminal conviction when appropriate at the admission stage.

30. International applicants

Each applicant is assessed on an individual basis, according to the evidence provided on the application form and supporting documents. Each applicant must meet the University's requirements in addition to any requirements placed upon the institution by Government/legislative bodies. These include, but are not limited to, the requirements of student visa sponsorship as defined by the Home Office.

In the case of distance learning programmes, the University will not require international applicants to apply for a visa where there is no requirement for them to attend campus in person in the UK and where their learning is to take place entirely remotely, outside of the UK, for the duration of their studies.

30.1 Academic requirements

Equivalence of academic qualifications varies from country to country. For example, a degree from some countries may be equivalent to an A-level in the UK. Therefore, the University uses a commonly accepted tool (UK ENIC www.enic.org.uk) to assess the comparability with UK qualifications.

As part of the University's UKVI Student Sponsor Licence, the University is required to view and maintain copies of all international students' current passports and visas (valid for study at the University) along with qualification documents (including certified translations if these are not in English) on the basis of which admission is granted to the University.

The University undertakes these checks as part of the admissions and subsequent enrolment processes upon arrival. The University cannot permit an international applicant to fully enrol in person at the University without undertaking this process. In addition to the documentation required as part of the University's Student Sponsor Licence commitments, the University will also store any other documentation received in support of an application.

International applicants requiring a sponsored student visa may be subject to an admissions interview using digital platforms, telephone or face to face.

30.2 English Language Requirements

Many overseas applicants will not have English as their first language, although they may have been taught through the medium of English. English Language requirements have two dimensions: 1) academic requirements as stipulated by the University in its English Language

Entry Requirements for Academic Study Policy and 2) immigration requirements as stipulated by the Home Office. International applicants are required to satisfy both of these requirements.

Applicants whose first language is not English must have sufficient command of the English language to complete their studies satisfactorily and have completed an English language proficiency test or hold a specified Academic Qualification that has been assessed by the University as meeting both the stated academic requirements of the course applied for and the UK Visa and Immigration (UKVI) requirements equivalent to a minimum level B2. All tests and academic qualifications accepted for these purposes are contained within the University's English Language policy guide. This policy applies to all applicants whose first language is not English and who wish to study at the University in the UK, as well as all international applicants who are seeking to apply for a course delivered entirely online.

30.3 Admissions interviews

All international applicants may be interviewed at least once. The objectives of the interview are to assess the applicant's suitability for their chosen programme, to test the accuracy of the factual information which has been provided in their application, including their personal statement and to some extent to assess their English language capabilities. The applicant's motivation to come and study in the UK is also explored at interview. International applicants may also be interviewed by the University's Immigration Consultants.

Interviews are conducted through video conferencing software, transcribed and normally a recording of the interview is kept.

When an applicant has successfully completed the above checks (academic, English and interview(s)), the applicant may be issued with an academically Unconditional Offer Letter.

30.4 Financial information

International applicants must make an initial payment to secure a place to study with the University. In addition, further evidence is required to confirm that the applicant has sufficient funds to pay for any remaining tuition fees for the first year of study and the living costs as stipulated by the UKVI. On verification of the evidence submitted by the applicant, the University will issue a Confirmation of Acceptance for Studies (CAS). Details regarding acceptable evidence, which may vary from country to country, are provided on the UKVI website: www.gov.uk/government/organisations/uk-visas-and-immigration. Details of tuition fees and financial requirements will be specified in the offer letter and can also be found on the University's website. International applicants are required to pay a tuition fee deposit before receiving their CAS. A CAS is a unique reference number which is assigned and used by UKVI in any subsequent student visa application.

30.5 Confirmation of Acceptance for Studies (CAS)

The CAS number links to the electronic information about a student and the programme of study provided by the University. Every student sponsored by the University under the UK student visa route has a unique CAS number.

The University generates the CAS via the UKVI Sponsor Management System once an offer is unconditional, has been firmly accepted and all relevant financial payments due have been received.

It should be noted that a student visa application can be made only in the six months prior to the start of a programme. In order to apply for a UK student visa and enrol at the start of a

programme, students must produce all required certificates, transcripts and other documentation as specified. More information is available on the University's website, www.uwtsd.ac.uk/international including information about immigration and visas, travel to UWTSD and English Language requirements, as well as the International Students' Guide.

Offer letters will include appropriate information and guidance notes for international applicants. The University's Immigration Services and Visa Compliance Team is responsible for all admissions decisions as well as carrying out the appropriate checks to assess immigration history before issuing a CAS for applicants where required. Collaborative Partners are responsible for ensuring that their own institution has undertaken all appropriate checks before allowing applicants to enrol on UWTSD programmes.

31. Changes to and discontinuation of programmes

Where significant changes have been made to a published programme, those applicants with an offer on that programme will be informed of those changes as soon as possible. Such changes may include, but are not limited to:

- A programme not being validated or accredited by a professional body or the University;
- A programme gaining validation from a professional body;
- A major change to an existing programme;
- A major variation to the programme fees;
- A change of location of programme delivery;
- The closure or suspension of a programme.

Applicants will have the option of withdrawing their acceptance of a place. Should an applicant wish to be considered for an alternative programme, their application will then be assessed against the entry criteria for that particular programme, providing that there is sufficient space to accommodate them.

In the case of a major change to a programme, international applicants requiring sponsorship may be required to withdraw their acceptance of a place.

Further information is contained within the University's terms and conditions document available at www.uwtsd.ac.uk/apply/terms.

32. Late admission to a programme of study

In the interests of allowing its students the opportunity to benefit fully from the student experience, and where applicable, to avoid any unnecessary delays in the receipt of funding through Student Finance, the University will not normally allow a student to join a programme of study more than 4 weeks after the official start date.

It is the responsibility of the applicant to ensure that they provide all of the information that the University requires in support of their application. Documents may include proof of qualifications, appropriate ID, confirmation of immigration status and any other information requested by the Admissions Team. Incomplete applications will normally be withdrawn by the Admissions Team no later than 4 weeks after the programme start date.

For certain programmes of study, late admission may not be feasible. In deciding whether or not to grant admission, the Programme Manager will consider the impact that late admission

may have on the student and whether this could be successfully managed to enable the student to succeed on their chosen programme and to reach their full potential.

33. Deferred Entry

The University is willing to consider applications for deferred entry to the next intake point in the case of the majority of its full-time undergraduate and postgraduate programmes, including postgraduate research degrees. Applicants who wish to defer entry must put the request in writing via email or letter. The University is willing to consider written requests made on behalf of applicants who for medical reasons are unable to submit the request themselves. All requests for deferred entry are considered on an individual basis and granted at the University's discretion.

At the London Campus and the Birmingham Campus, applicants may defer to the next available intake point only without formally reapplying.

The University reserves the right to withdraw a programme from its prospectus during an academic year, and applicants choosing to defer their entry will be clearly informed of this. The University cannot guarantee that the programme's tuition fee will not change during the deferment period.

Applicants who make a deferred application or who following receipt of an offer have their place deferred to the next academic intake, will be liable to pay fees applicable to the academic intake that they commence their studies, irrespective of the cycle in which they applied.

Deferred applicants should refer to the University's website for up to date information on tuition fees: www.uwtsd.ac.uk/student-finance.

34. Withdrawal and re-admission

Full-time students at the University who are enrolled, are resitting externally or who have withdrawn from their programme of study, will not be permitted to reapply to the University for the same programme or any other full-time programme due to commence in the same academic year.

Applicants who were previously enrolled on Certificate of Higher Education programmes and who withdrew themselves, may if they wish, reapply to start their course from the beginning (if they did not gain any credits), or if they gained some credits, they may apply for recognition of prior certificated learning up to a maximum of 40 credits.

At the London Campus and the Birmingham Campus, a student will not normally be permitted to reapply at any point in the future if they were previously withdrawn from their course due to lack of attendance and/or academic engagement/progression. If a student decides to withdraw themselves, they may be able to apply again at later date.

35. Document verification and fraud

If an application and/or supporting documents where appropriate is found to contain false information at the point of verification or thereafter, the University reserves the right not to enrol the applicant or to require the student to withdraw from the programme of study. Where fraud is discovered in relation to an application after the student has been admitted, the matter will be dealt with under the Non-Academic Misconduct Policy. Applicants whose personal

statements have been identified as similar under the UCAS Similarity Detection Service or in the case of international applicants by the Immigration Services and Visa Compliance Team, will either be required to submit a new personal statement before their application will be considered or will have their application withdrawn.

36. Appeals and complaints procedure

The University considers all applicants fairly and in line with the principles outlined in the policy. However, the University recognises that there may be occasions where applicants request an appeal (review of their application), or make a complaint about the admissions process. The arrangements in place for applicants to obtain feedback about an unsuccessful application, to appeal against a selection decision or to complain about the admissions process are set out in the Policy and Procedures for Admissions Feedback, Appeals and Complaints document available at: www.uwtsd.ac.uk/apply/terms and under the 'How to apply' pages of the University's website.

37. The University's use of applicant data

The information contained in an application will be used primarily for the purpose of processing the application and creating the student record. This information will also be used to make statutory returns to bodies including the Higher Education Statistics Agency (HESA).

All data is held and processed in accordance with the requirements of the UK GDPR and the Data Protection Act 2018.

Applications are normally confidential between the applicant, appropriate staff at the University (and contributing partner institution where applicable) and in the case of International applicants, the Home Office UK Visas and Immigration. In some cases, application data may also be shared externally where programmes have been developed in collaboration with third party organisations and where staff who are external to the University have a role in the admissions selection process. In the interests of detecting and preventing fraud, the University also has the right to share information with outside organisations such as the Police, local authorities, examining or awarding bodies, and the Department for Work and Pensions and its agencies.

Full information on how the University collects and uses personal data of prospective students, and the retention schedule is available here:

www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/registry/applicant-privacy-statement.pdf.

Document version control

Version No:	Reason for change:	Author:	Date of change:
0.1	Annual Review - Initial draft for consideration by the SEC.	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	05/05/22
1.0	Final version approved by the SEC.	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	03/06/22
1.1	New Section 32 added: Late admission to a programme of study. Draft for consideration by the AEC.	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	24/01/23
2.0	Final version approved by the Chair of the AEC.	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	25/01/23

Current status of Policy: Approved

Policy applicable to: HE

Date ratified: 25/01/23

Date effective from: 25/01/23

Policy review date: June 2023

For publication: on UWTSD website