



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

# **ADMISSIONS POLICY 2.0**

**September 2019**

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## 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. Additional information 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/other-forms-and-policies/](http://www.uwtsd.ac.uk/academic-office/other-forms-and-policies/).

The policy which serves to inform both applicants and staff, 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/](http://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/](http://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](http://www.qaa.ac.uk/quality-code)) and takes account of the Code's Advice and Guidance on Admissions, Recruitment and Widening Access.

### 2.1 Principles

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 General Data Protection Regulation (GDPR) 2016 and relevant equality and diversity legislation affecting the admission of students, and takes account 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](http://www.ucas.com/providers/good-practice/admissions-policies);
- Good practice recommendations issued by Supporting Professionalism in Admissions (SPA), [www.spa.ac.uk/support/goodpractice](http://www.spa.ac.uk/support/goodpractice);
- The requirements of relevant accrediting professional bodies;
- The requirements of UKVI, [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration).

#### **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/](http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/).

The policy conforms to the requirements of relevant external bodies, such as UKVI.

#### **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 Academic Policy 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 rests with the Registry. The Executive Head of Registry has oversight of the designated admissions staff who process applications from UK and EU applicants within the Registry. The Director of UKVI Regulatory Compliance has oversight of the designated admissions staff who process International applications outside of the Registry.

Each academic School or Subject Cluster is responsible for appointing one or more academic Admissions Tutors. For programmes of study that are Faculty-wide, cross-Faculty, or cross-School, the arrangements for the appointment of appropriate admission tutors will be the responsibility of the lead-School or Subject Cluster. It is expected that the lead-School or Subject Cluster will keep the other Schools involved in the programme, fully informed in relation to all admission issues. It is the responsibility of the Head of School or Subject Cluster (or other officer nominated by the Dean) to ensure that Admissions Tutors understand and support the University's admissions aims and principles and procedures. Admissions Tutors report to their Head of School or Subject Cluster, but are expected to work closely with the Executive Head of Registry and designated admissions staff.

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

#### **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/courses/recognition-of-prior-learning-opportunities](http://www.uwtsd.ac.uk/courses/recognition-of-prior-learning-opportunities).

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 his/her 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/](http://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 General Data Protection Regulation 2016, 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/](http://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. Activities include the running of a three week summer university programme with academic input provided by staff at the University of Wales Trinity Saint David and Swansea University.

Further details on the Reaching Wider Partnership can be found at: [www.uwtsd.ac.uk/community/reaching-wider/](http://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 the UK, UWTSD has appointed local representatives who can offer advice, information and assistance with applications from prospective UK, EU and International students alike.

The local representatives 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. 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 through various media channels, including its website, prospectuses and other recruitment materials. The University's International Recruitment Unit, Marketing team and School-based admissions teams provide pre-entry and point of application advice and guidance. The Marketing department has Champions who assist specific groups including Carers and members of the Armed Forces. 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. 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, 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.

In addition to the above, applicants may receive communications from the Marketing Unit, and academic Faculties/Schools which may include an invitation to visit the University to attend an Open Day or interview and programme specific information. Certain Faculties/Schools may require applicants to attend additional mandatory admissions sessions, especially in the case of direct entry programmes of study.

## **11. Applications from Welsh speaking students**

All Schools should respond to any prospective students who are Welsh speaking, through the medium of Welsh. If the Admissions Officer is a non-Welsh speaker, he or she may ask the School's Bilingualism Champion to contact the applicants before, during and following any interview days arranged by the School or the University. It is imperative that the University – in accordance with its Welsh Language Scheme - provides a positive experience for all prospective students who are Welsh speaking, whether they wish to study through the medium of Welsh or not. Schools are therefore asked to ensure that any formal correspondence with their prospective students is fully bilingual at all times and that arrangements are made, where possible, to interview Welsh speaking applicants through the medium of Welsh during Interview Days.

The University's Welsh Language Scheme is available at: [www.uwtsd.ac.uk/about/strategies-and-policies/](http://www.uwtsd.ac.uk/about/strategies-and-policies/)

## **12. Application process**

### **12.1 Applying online at [www.ucas.com](http://www.ucas.com)**

All applications to study for a full-time undergraduate degree programme or Higher National Diploma at the University are made through UCAS using *Apply* - an online application system available at [www.ucas.com/apply](http://www.ucas.com/apply)

## **12.2 Institution Codes**

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

## **12.3 Students at a school or college registered with UCAS**

The majority of secondary schools and colleges in the UK (and a small number of establishments overseas) are registered with UCAS to manage their students' applications.

## **12.4 Independent applicants in the UK and EU**

Other UK and EU applicants, who are not at school or college, apply online independently and are responsible for paying the correct application fee, for requesting the academic reference to be attached and for submitting the completed application online to UCAS. Their referee should be a teacher or professional who knows them well enough to write about them and their suitability for higher education.

## **12.5 International applicants outside the EU**

Individuals from outside the EU 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.

For applicants applying through UCAS, there are full instructions at [www.ucas.com](http://www.ucas.com) to make it as easy as possible to complete their online application.

## **12.6 When to apply**

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

All of UWTSU's full-time undergraduate programmes have a UCAS application deadline for equal consideration of 15th 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.

This may vary for the London Campus as it has 3 intakes per year (October/February/June).

## **12.7 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/](http://www.uwtsd.ac.uk/apply/). Alternatively, application forms can be requested from Registry.

## **12.8 Postgraduate applicants**

Potential applicants for postgraduate programmes (excluding PGCE programmes offered through UCAS Teacher Training [www.ucas.com/ucas/teacher-training](http://www.ucas.com/ucas/teacher-training)) 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.



## **12.9 Wales Institute for Work-Based Learning**

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: [www.uwtsd.ac.uk/wiwbl/](http://www.uwtsd.ac.uk/wiwbl/)

Prospective applicants should contact the team directly on 01267 676882 or at [wbl@uwtsd.ac.uk](mailto:wbl@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.

## **12.10 Applications to Non-UCAS Programmes**

The University offers several awards at undergraduate level through direct entry. Application for these awards is not available through UCAS and must be made directly to the School, Campus or Learning Centre of study.

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](http://www.uwtsd.ac.uk/apply). Alternatively, applications can be made directly from programme-specific pages of the University's website.

## **13. General information about the application process**

Applicants to the vast majority of programmes 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. Applicants who are not given access to the portal will be given the same information via email and letter.

## **14. 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;
- Faculty literature;
- The University programmes prospectuses;
- The University Open Days
- School information sessions

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 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.

## **15. Interviews, admissions tests and portfolios**

### **15.1 Course requirements**

Applicants for certain programmes are required to attend an 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). All applicants are encouraged to attend visit days, open days and School information sessions.

### **15.2 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.

## **16. 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 reply Firm to their offer will be sent instructions on how to undertake and complete a DBS check through 'GBG Online Disclosures', an online electronic disclosure service: <https://gbg.onlinedisclosures.co.uk>. 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](http://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 an enhanced disclosure.

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 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.

## **17. Decisions, Offers and Feedback**

Where an applicant has applied through UCAS, the University will communicate its offer through the official channels of UCAS as well as directly by the Admissions Team in Registry through the University's applicant portal, MyTSD. Where an applicant has applied directly to the University or through an agent, the decision will be communicated to the applicant by the Admissions Team in Registry.

Successful applicants will receive either a Conditional offer on the basis of qualifications or requirements yet to be completed, or an Unconditional offer. In some circumstances, an offer may be conditional upon non-academic requirements e.g. financial requirements for International applicants requiring a Tier 4 (General) 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 Procedure for Admissions Feedback, Appeals and Complaints document, available at: [www.uwtsd.ac.uk/about/strategies-and-policies/](http://www.uwtsd.ac.uk/about/strategies-and-policies/) and under the 'How to apply' pages of the University's website.

## **18. Meeting offer conditions, Clearing and Adjustment**

### **18.1 Meeting offer conditions**

The confirmation of offers occurs when the applicant has met all conditions of the original offer including the provision of their results. The confirmation process involves the comparison of achieved results against the original offer made by the University. If conditions are met, the University is able to 'confirm' places to applicants.

### **18.2 Clearing**

Full-time Undergraduate 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.

### **18.3 Adjustment**

Adjustment is defined as the period during which UCAS applicants who have met and exceeded the conditions of their offer may seek an offer of a place on another programme of their choice at an alternative institution. When applicants have notified UCAS and the University of their wish to participate in the adjustment process, they have five days in which to seek and accept an alternative offer of a place. Applicants wishing to apply to the University through this process should telephone the Admissions Team in Registry on 0300 500 5054 or e-mail [admissions@uwtsd.ac.uk](mailto:admissions@uwtsd.ac.uk).

## **19. 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. 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 Directors. Applications for recognition of prior experiential learning will be considered by the University's Recognition of Prior Experiential Learning 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 Chapter 10 of the Academic Quality Handbook ([www.uwtsd.ac.uk/academic-office/academic-quality-handbook/](http://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.

## **20. Document verification and fraud**

If an application 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 Student Disciplinary Policy (Non-Academic Misconduct). Applicants whose personal statements have been identified as similar under the UCAS Similarity Detection Service will be required to submit a new personal statement before their application will be considered. However, the University reserves the right to reject such applications where the degree of similarity is of a substantial nature.

## **21. Care leavers**

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/](http://www.uwtsd.ac.uk/care/)

## **22. Under 18s**

The University has some 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 him/her 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 (Appendix SQ1) and procedures relating to the care of students under the age of 18 available at [www.uwtsd.ac.uk/academic-office/appendices-and-forms/](http://www.uwtsd.ac.uk/academic-office/appendices-and-forms/)

### **23. 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 [www.uwtsd.ac.uk/community/widening-access/information-support-and-guidance/](http://www.uwtsd.ac.uk/community/widening-access/information-support-and-guidance/)

### **24. Members of the Armed Forces**

The University is proud to be 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/](http://www.uwtsd.ac.uk/community/armed-forces-community-covenant/)

### **25. Applicants with disabilities or specific learning needs**

Applicants are encouraged to disclose any disability during the application process and throughout their time at University as early as possible to the appropriate persons. With the student's explicit consent, disclosed information may be shared and used to determine reasonable adjustments and compensatory measures. Students who decline to share information should be made aware that this may limit the University's ability to ensure that appropriate and timely support arrangements are put in place.

Applicants who have disclosed a disability on their application form are encouraged to contact Student Services and their Academic School to discuss their support requirements. The University may decide to invite applicants who have disclosed disabilities in specific categories to meet with a member of the School, 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 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 will be referred to the University's Reasonable Adjustment Review Panel for further consideration. A decision will then be taken as to whether or not the University can reasonably make adjustments to enable the applicant to participate fully in their chosen programme and to reach their full potential. . Applicants declaring a disability prior to, or during an Open Day event should also be encouraged to contact Student Services and their School to discuss their support requirements.

Once an applicant has confirmed a 'Firm' acceptance of an offer, the Registry will provide a Support Needs Enquiry Form which enables the applicant to provide more information in relation to their support needs.

Further information on Student Services is available at [www.uwtsd.ac.uk/student-services/](http://www.uwtsd.ac.uk/student-services/)

## **26. 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.

Where there are concerns regarding an applicant's health, he/she should be advised to contact his/her 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, applicants should be made fully aware of the requirements of the programme.

## **27. Applicants declaring criminal convictions**

The University has a duty of care towards its students, staff and visitors. To ensure that the safety and wellbeing of the University community is not put at risk, applicants to the University and enrolled students are encouraged to declare if they have any relevant unspent criminal convictions at the earliest opportunity.

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 General Data Protection Regulation 2016.

Applicants and students are able to discuss their conviction in confidence with trained staff in the Student Services Team who can provide them with relevant support.

International applicants who will require a Tier 4 (General) student visa to study at the University 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.

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 convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions, except for any which would be “filtered” under 2013 DBS guidelines: [www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide](http://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide). Applicants who accept the offer of a place on such a programme as their ‘firm’ choice 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 enrol as a student.

The University will decide if any convictions or information revealed are incompatible with a place on a programme of study.

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.

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.

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.

The University will consider implementing the Student Disciplinary Policy if a student fails to declare a criminal conviction when appropriate at the admission stage.

## **28. 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 the requirements of Tier 4 (General Adult Student Visa) sponsorship as defined by the Home Office.

### **28.1 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 NARIC [www.naric.org.uk/naric/](http://www.naric.org.uk/naric/)) to assess the comparability with UK qualifications.

As part of the University’s UKVI Tier 4 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 original 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 enrolment processes upon arrival. The University cannot permit an international applicant to enrol at the University without undertaking this process. In addition to the documentation required as part of our UKVI Tier 4 Sponsor Licence commitments, the University will also store any other documentation received in support of an application.

International applicants requiring a visa are subject to an admissions interview using Skype, telephone or face to face.

## **28.2 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 that has been assessed as meeting the UK Visa and Immigration (UKVI) requirements equivalent to a minimum level B2.

## **28.3 Admissions interviews**

All international applicants are 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 either through Skype, Lync or equivalent, 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 Unconditional Offer Letter.

## **28.4 Financial information**

The applicant must make an initial payment to secure a place to study with the University. Evidence is required to confirm that the applicant has sufficient funds to pay for the 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 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](http://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 (non EEA applicants) are required to pay a tuition fee deposit before receiving their Confirmation of Acceptance for Studies (CAS). A CAS is a unique reference number which is assigned and used by UKVI.



## **28.5 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 has a unique CAS number.

The University generates the CAS via the UKVI Sponsor Management System once an offer is unconditional and has been firmly accepted.

It should be noted that a Tier 4 visa application can be made only in the three months prior to the start of a programme. In order to apply for a UK Tier 4 student visa and enrol at the start of a programme, students must produce their original certificates and transcripts. More information is available on the University's website, [www.uwtsd.ac.uk/international/](http://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 International Admissions Team is responsible for carrying out the appropriate checks to assess immigration history before issuing Confirmation of Acceptance for Studies (CAS) for applicants where required. Collaborative Partners are responsible for ensuring that their own institution has undertaken all appropriate checks before issuing a CAS for applicants who will enrol on UWTSD programmes.

## **29. 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.

## **30. 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:

- 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, his/her application will then be assessed

against the entry criteria for that particular programme, provided there is sufficient space to accommodate them.

### 31. Deferred Entry

The University is willing to consider applications for deferred entry to the next academic year in the case of the majority of its full-time undergraduate programmes. However 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/](http://www.uwtsd.ac.uk/student-finance/)

### 32. 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 Procedure for Admissions Feedback, Appeals and Complaints document available at: [www.uwtsd.ac.uk/about/strategies-and-policies/](http://www.uwtsd.ac.uk/about/strategies-and-policies/) and under the 'How to apply' pages of the University's website.

Version No:	Reason for change:	Author:	Date of change:
0.1	Initial draft	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	22/05/19
0.2	Amendments requested following meeting of the APC. Sections 12.10 and 24 added.	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	06/06/19
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