

**University College Birmingham
Admissions Policy – 2023/24 Entry**

Owner: Director of Marketing and Admissions

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1 Purpose

- 1.1. The admissions policy and procedures detailed are for applicants enquiring to study at University College Birmingham (UCB) for students starting their course in the 2023/24 academic year. This information is designed to provide clarity for applicants and staff in respect to the internal protocols that will be adhered to for admission at UCB.
- 1.2. This policy is for applicants applying to study a Full-time, Part-time or online course provided at UCB for the following aims; college, English, undergraduate, postgraduate.
- 1.3. Other policies relevant to the admissions process are as follows:
[Policy for the Recognition of Prior Learning \(RPL\)](#)
[General Data Protection Regulations](#)
[Equality of Opportunity Policy](#)

2 Principles

- 2.1. The admissions policy at UCB adheres to the standards of the QAA Quality Code Chapter B2. It has also been developed in line with the latest guidance from UCAS and UUK Fair Admissions review:

[Good practice resources | UCAS](#)
[UCAS Fair Admissions Review \(universitiesuk.ac.uk\)](#)
- 2.2. UCB's admissions aims are fully aligned with the overarching institutional goals and objectives as defined by its mission: *To promote and provide the opportunity for participation in the learning process by those with the ambition and commitment to succeed and to maintain a learning community that meets the diverse needs of our students, the economy and society at large.*
- 2.3. UCB is committed to providing an admission service that is transparent, consistent, based on merit, reliable, valid, minimises barriers for applicants and is professional throughout.
- 2.4. Our admissions processes form the foundation of the excellent student experience we are committed to providing.
- 2.5. UCB is proud of our diverse community, where the student experience is enriched by learning from and about the experiences and background of others. Our Equality policies can be found [here](#).
- 2.6. The University is committed to widening participation and fair access ([Access and Participation Plan](#)) and encourages applicants from all backgrounds.
- 2.7. This policy takes account of relevant legislation including the Consumer Rights Act 2015, the Equality Act 2010, the Freedom of Information Act

2000, the Human Rights Act 1998, the Data Protection Act 2018, General Data Protection Regulation (GDPR) May 2018, Bribery Act 2010, the Rehabilitation of Offenders Act 1974 and the Police Act 1997 and the sponsor guidance from the United Kingdom Visas and Immigration (UKVI) department which can be found on the [Home Office website](#).

3 Responsibility

- 3.1. The Admissions Policy and its implementation is the responsibility of the Marketing and Admissions Director and the Head of Admissions. The Academic Regulations Committee is responsible for the approval and annual review of the policy.
- 3.2. The Head of Admissions has responsibility for the management of Admissions Policy and its operation across the university.
- 3.3. Any changes to the sponsor guidance are monitored by the University's Associate Director - Immigration Compliance and will be updated in the Student Admissions Policy as appropriate.
- 3.4. The Admissions team is responsible for operational implementation of the Admissions Policy. The team works in partnership with academic teams and other departments across UCB to provide an effective admissions service which delivers our admissions principles. In particular, the team is responsible for:
 - Processing all applications and maintaining communication with applicants throughout their admission process.
 - Decision making on programmes that have been delegated to the central teams.
 - Liaising with other departments within the university, to ensure a smooth transition for applicants who require additional support.
 - Assessing applicant fee status using the fees assessment procedure.
 - Providing information, advice and guidance to academic and administrative staff across the University regarding admission processes, statistics, targets and entry requirements.
 - Issuing CAS for student visa applications
 - Safeguarding the University from fraudulent or non-genuine applicants.
 - Enrolment of successful applicants, in conjunction with the finance department.
 - Providing information both off and online to ensure applicants receive a seamless and efficient enrolment experience.
- 3.5. Executive Deans (or their representatives) are responsible for:
 - Providing detailed information about course content and determining entry requirements and assessment processes for each of their courses. Entry criteria are reviewed by the Head of

- Admissions on a regular basis, in consultation with academic staff.
- Allocating suitable members of staff to represent and interview on behalf of the school and ensuring that these staff are appropriately trained for their role to conduct interviews in line with the University's equality of opportunity policy.
 - Making decisions on applications for the following:
 - All college courses in the UCB portfolio
 - Undergraduate NMC and HCPC approved programmes
 - Completing the assessment of applicants applying for the Recognition of Prior Learning (RPL) and communicating outcomes to the Admissions department.
 - Supporting engagement with applicants throughout the admissions cycle in collaboration with Admissions and other departments of the University as appropriate.

4 Entry Requirements

- 4.1. The Admissions team at UCB will publish entry requirements in a clear and accessible manner. These are available for each course on the University's website. If an applicant is unsure if their qualifications are suitable, they are guided to contact the team for clear advice and guidance in relation to suitability to study.
- 4.2. UCB strives to ensure that all applicants have an equal opportunity to demonstrate their skills, potential and achievements. The fairness and consistency of offer making is monitored by Senior Admissions Officers and Head of Admissions.
- 4.3. UCB will make appropriate reasonable adjustments to support individuals in making an application and through assessment processes, where this is part of the admissions process. Prospective students must alert the University that they may require reasonable adjustments as early as possible during the application process.
- 4.4. UCB considers applications from all countries. The entry requirements for some countries can be found on [the Country Specific Information pages](#) on our website. If a qualification is not listed, applicants are directed to seek advice from the admissions team.
- 4.5. The aim of the selection process is to recruit applicants who will be able to fully benefit from the selected course of study by demonstrating the potential to fulfill the objectives of the programme and achieve the standard required for the award. Therefore, academic ability and the potential to succeed will be the fundamental aspects of any offer made to an applicant.
- 4.6. Academic suitability is normally evidenced by the following:

- Prior achievement in awarded qualifications
 - Predicted achievement in qualifications currently being studied
 - Personal statement / statement of purpose for evidence of motivation and commitment to the chosen subject area
 - Reference(s) for confirmation of academic potential and personal qualities
 - Details of time spent at another education institution, even if the qualification was not completed
 - Work experience, evidenced by a CV, personal statement or references
 - Academic interview, which may include tests / tasks, where this is part of the entry requirement for the course. The exact format of the interview varies by course. Applicants will be provided information about the interview at the point of invitation.
 - In rare circumstances, where an applicant is unable to provide a reference through no fault of their own, an admissions interview may be used in lieu of the reference. This should only be undertaken with prior agreement from Head of Admissions. A detailed transcript of the interview should be taken and should include confirmation of academic potential, personal qualities and an indication of the intent of the applicant with regards to their studies.
- 4.7. UCB welcomes applications from a wide range of individuals, including those who wish to have non-standard qualifications or work/life experience considered as evidence of academic suitability. This is normally expected to apply to those applicants whose experience is closely related to their chosen programme. Where applicants have an extended study gap, they must demonstrate work experience within a related field to their chosen course. This is usually evidenced by a CV and an official reference / letter of recommendation.
- 4.8. Occasionally, in order to make an admissions decision, the admissions department may require further details than those supplied as part of the application. These will be communicated to applicants during the admissions process, prior to assessing their suitability to study.
- 4.9. In addition to academic entry requirements, UCB requires all applicants to demonstrate their level of English is sufficient to allow successful completion of their chosen course of study. The level of attainment required is normally a GCSE English qualification at grade 4-5 (or C with the old GCSE grading system) or above or equivalent English qualification. Details of accepted English Language GCSE equivalencies can be provided by the Admissions team on request. Where English qualifications have a limited validity period, applicants must ensure that their qualification is still within the validity period at the point their course is due to commence.
- 4.10. International applicants are required to meet UKVI set English

language standards (currently level CEFR B2 for courses at level 6 and above and level CEFR B1 for courses below level 6) by using UKVI approved Secure English Language Test (SELT) or by having other qualifications listed on the UCB website.

- 4.11. Where an international applicant has satisfied all academic entry requirements but does not have a suitable English qualification, UCB has its own test of Academic English. This test can be taken on campus or online. If the applicant fails to attend their test appointment or breaches test conditions and requirements, UCB reserves the right to remove an application or offer.
- 4.12. Any documents submitted as part of the application process should be authentic. UCB reserves the right to verify any documentation that is supplied for its authenticity. If a document is not authentic the application submitted may be rejected or withdrawn.
- 4.13. If an applicant is unresponsive to repeated communication attempts at any offer stage UCB reserves the right to withdraw the application or remove an offer. All applicants will be notified in writing prior to the removal of any offer.
- 4.14. Some of our courses are recognised by professional bodies and therefore may have additional requirements, for example Fitness to Practise and DBS check. These are stated as part of the entry requirements on course pages on the website. These non-academic requirements will be added as conditions of an offer where required.
- 4.15. UCB will endeavor to consider previously accredited prior experiential learning in determining whether to allow advanced entry on to a course and will sometimes consider exemption from study from a proportion of that programme. For guidance on the Recognition of Prior Learning (RPL) process please refer to the RPL Policy.
- 4.16. Where an applicant feels that their studies have been affected by extenuating, mitigating or medical circumstances they should notify the University at the earliest convenience so this can be taken into consideration during the assessment process.

5 Application Process

5.1. How to apply:

- General guidelines about how to apply are available on the [website](#).
- College and PG applicants should submit an application directly to the University through the institution's direct application system.
- Undergraduate applicants applying to more than one university must apply via UCAS.

- Undergraduate applicants only interested in applying to UCB can submit an application directly to the University through the institution's direct application system. Applicants who apply via this route should be aware that their data will be shared with UCAS in line with statutory regulations and as covered in our Data Privacy Impact Notice.
 - Applicants who wish to apply to study at UCB for NMC and HCPC approved programmes must apply through UCAS. International applicants are an exception to this rule and can apply directly.
- 5.1.1. Applicants are allowed to defer their application for one year, after which time the applicant is required to re-apply. Deferred applications are generally not permitted for the University's NMC and HCPC approved programme. To request deferral from one of these programmes, applicants need to contact admissions, so that their individual circumstances can be discussed.
- 5.2. Time taken to consider an application:
- UCB is committed to assessing applications and making decisions promptly. Applicants will receive an acknowledgement email to confirm receipt of their application.
 - UCB aim to process applications within ten working days. Processing times vary throughout the year dependent on the volume and types of applications currently pending a decision. Applicants can help ensure a quicker turnaround by providing all supporting documentation and information at the time of application.
- 5.3. Once an application has been received, the information provided will be treated confidentially and in keeping with the University's Data Protection policy and the General Data Protection Regulations. A privacy notice and communication preferences will be provided to applicants during the submission of their application.
- 5.4. We will normally communicate via applicants via email and it is advised that applicants check their email spam filters regularly to ensure receipt of all communication. We may also contact applicants via telephone or post, so if these contact details change, applicants must advise the Admissions Team as soon as possible.
- 5.5. Applicants must apply using their legal name. It is the duty of applicants to inform the University promptly of any change of name or any other change in circumstances which may affect their application.
- 5.6. Throughout the application cycle the UCB's marketing department will also use email to deliver relevant information about open days, in-country visits and any scheduled events to support applicants during the decision-making process.

- 5.7. If a programme reaches a level of recruitment meaning a course is deemed “full”, all applications will be processed up until the removal of this course from the relevant application site and external and internal marketing material.

6 Interview and Clearance Process

6.1. College courses

- All college courses at UCB require an interview. Interview appointments are booked during the college application prior to submission. Applicants are able to rebook their appointment by contacting admissions (feadmissions@ucb.ac.uk) should they no longer be able to attend.
- If a college applicant does not attend a scheduled interview, the Admissions department will contact the applicant to reschedule. If the applicant remains unresponsive, UCB will withdraw their application.
- During the development of a new programme, applicants may receive a conditional offer without a formal interview.

6.2. NMC and HCPC approved degree courses

- All applicants applying for our NMC and HCPC approved are required to attend an interview.
- The Admissions department at UCB will assess a student’s application against the published entry criteria. Successful candidates will be booked in for an interview.
- Interviews will be communicated to applicants on UCAS track and candidates will receive official confirmation from UCB which will contain all of the necessary information in relation to the content of the interview. Should candidates not be able to attend the date offered by UCB then they must contact Admissions to rebook this for an alternative date and time. If an applicant does not attend a scheduled or rebooked interview the Admissions department reserve the right to reject this application if all attempts to reschedule this have proved unsuccessful
- At the interview, applicants will be assessed against key areas of competencies which will be individually scored and tracked. An admissions decision will then be made and communicated to applicants. Academic staff, placement providers and service users work in partnership to select candidates at interview.
- UCB reserves the right to reject any applications received after the UCAS equal consideration date should all places on these programmes have been filled. UCB will treat all applications received prior to this date equally.

6.3. International financial and credibility checks

- UCB may conduct interviews with international students or outsource this service to a reputable provider, to ensure we remain compliant with UKVI requirements and to ensure UCB recruits genuine applicants who wish to study with us.

- Applicants who require a credibility interview will have this condition added to their offer letter at UCB.
- Credibility interviews take place online with a member of the UCB team or one of our outsourced agents. The interview will be recorded and be uploaded to an applicant record.

6.4. Some of our courses are professional and so require Occupational Health Check clearance prior to the start of the course. These requirements are clearly listed under relevant course entry requirements on our website. All applicants including those who have declared a health condition are considered entirely on an individual basis. When a health condition is declared as part of the application process, an assessment of risk to the safety of the individual, University and/or reputation of the University and its community is carried out by a small panel of experienced staff. An applicant's information may be shared with a third party in order for an assessment to be carried out to establish their fitness to practise. Sharing of data may also include the third party providing the university with further information were necessary if adjustments have been identified.

7 Fee Assessment Process

- 7.1. As part of the application process, UCB requires applicants to indicate their nationality, country of residence, home address and residency status for fee paying purposes. UCB uses this information to determine whether the applicant is eligible to pay Home or Overseas fees. If the University cannot make this assessment from the information in the application form, applicants will be assumed to be overseas for fee paying purposes.
- 7.2. If applicants believe they meet the requirements to be classed as a Home student they will be given the opportunity to provide further information to demonstrate this.
- 7.3. Applicants from the EU will be required to provide evidence of their EU Share Code to demonstrate they have a settled or pre-settled status and can be classed as a Home student for fee paying purposes.
- 7.4. The applicant will be notified of the fee status decision at the point of offer. If the applicant decides to accept the offer on the basis of the assessed fee this can be amended back to a Home fee status if the applicant is able to demonstrate meeting the appropriate eligibility criteria prior to registration on the course.
- 7.5. Tuition fee status is determined by the University using guidelines provided by the UK Council for International Students Affairs (UKCISA). An applicant's tuition fee status is allocated at the discretion of each individual University and there may be occasions

when an applicant's fee status is deemed to be Home by one institution and Overseas by another. Third parties (e.g. the Student Loans Company) will undertake an independent assessment of fee status for eligibility for their loan or funding etc. and this may differ from the status determined by the University. Applicants are advised to check with any relevant third parties prior to registering at the institution to ensure that they are eligible for funding etc. for their chosen course.

- 7.6. Information on tuition fees, bursaries and scholarships is available on our [Fees and funding pages of our website.](#)
- 7.7. UCB operates an ethical admissions process, we will ensure that applicants are able to suitably fund their course and we will offer advice and guidance about this for domestic and International applicants. Should we feel that a candidate cannot adequately support themselves on programme, UCB reserves the right to withhold an offer until such time that we are satisfied that a candidate is not disadvantaged.

8 Confirmation Process

- 8.1. Successful applicants will receive an admission offer from the University. The offer will be conditional based on any outstanding academic or English qualifications and/or any relevant non-academic entry requirements. Alternatively, if all entry requirements have been attained and academic qualifications verified, applicants will normally receive an unconditional offer.
- 8.2. All qualifications are to be verified before an applicant can be admitted to the University. If qualifications have not been received by the University and verified, a conditional offer will be made. Scanned or photocopied documents may be accepted during the application process but all applicants must be able to provide original documents on request. Applicants should not send original copies of documents through the post but should bring them at the point of registration if they are requested to do so. Qualifications completed and certified under an alternative name to the applicant's details as stipulated on the application form will need to be supported with documentation to demonstrate a legal name change (e.g. marriage certificate etc.)
- 8.3. Some English qualifications can be verified online using unique score codes. UCB will accept the unique code to verify a test score as part of the application process but will require a copy of the certificate to match the code, score and photograph prior to registration.
- 8.4. If the nature of the programme involves the student coming into

contact with children and/or vulnerable adults, the offer of a place will be subject to the satisfactory completion of a check with the Disclosure Barring Service (DBS). UCB will pay the fees necessary to obtain the required level of DBS check for courses that require this as a condition. For NMC and HCPC approved degree courses, applicants will need to satisfy the DBS process prior to confirmation of an unconditional offer.

- 8.5. International applicants will be required to supply the University with a signed pre-payment policy, pay at least 50% of the course fee and provide a satisfactory bank statement (if applicable) prior to being offered an unconditional place and a Confirmation of Acceptance for Studies (CAS). The full fee must be paid prior to enrolment.
- 8.6. Further guidance regarding visa applications is available [here](#). This guidance should be read prior to accepting an offer of study as it includes information regarding a student's responsibilities before arrival, whilst in attendance and after the programme of study has been completed.
- 8.7. Enrolment and Welcome information will be sent to all successful applicants before the start of their programme.
- 8.8. Applicants who are unable to meet all the conditions of their offer cannot be admitted to their chosen programme but may be offered an alternative programme, where this is available and appropriate. If there is no suitable referral course, the application will be rejected.
- 8.9. If an applicant is unable to provide the requested documentary evidence to demonstrate they meet the entry requirements of the course and the conditions of their offer, we reserve the right to cancel the application and withdraw the offer of a place at UCB.
- 8.10. The offer sent from the University acts as the first formal communication between the applicant and the University. Applicants who receive an offer should refer to the Terms and Conditions for information about the commitments the University and applicants make when the applicant accepts an offer of entry. This information is included as part of the offer and available on the website.
- 8.11. The University reserves the right to withdraw any application where there is evidence of behaviour and/or communication that causes harm to another or, harms their reputation, or causes them to feel harassed, alarmed, or distressed as part of the application and registration process. This includes threatening or abusive behavior towards staff and / or instances where this is in the interest of the wellbeing / safety of either the applicant and/or the university community.
- 8.12. If an applicant is unsuccessful and wishes to receive feedback they should email or write to the Head of Admissions requesting this

(admissions@ucb.ac.uk). There will be no appeal against the academic or professional judgement of those making admission decisions. Appeals will only be considered if submitted on grounds of procedural irregularity. We aim to provide full and constructive feedback within 10 working days of the request being received. Following feedback, if an applicant feels they have grounds for a formal review, they should refer to the Complaints and Appeals Procedure.

- 8.13. UCB requires all information presented in the form of an application or registration form to be accurate, true and with no pertinent information omitted. Applicants and registering students are required to sign declarations to this effect. Any application suspected of containing fraudulent information will be fully investigated by the Admissions Management Team and, where appropriate, referred to UKENIC, the UCAS Verification Unit, Student Loan Company and/or the Home Office. Should the University discover, however belatedly, that an offer has been made on the basis of an application which is later found to contain statements or refer to documents which are fraudulent, untrue or misleading, or if key information has been omitted from the application, it reserves the right to cancel an application, withdraw an offer or terminate a student from studying at UCB. Where an applicant has previously been withdrawn or terminated as a result of providing fraudulent, untrue or misleading information or omitting key information from the application, UCB reserves the right to decline any further applications from the applicant.
- 8.14. Applications who are flagged up on UCAS Similarity Detection with over 40% of similarity may be rejected by the Admissions team.

9. **Applicants with Additional Support Needs**

9.1. If an applicant has disclosed a disability on their application form this will have no bearing on determining their academic suitability for the programme.

9.2. College Process

- Applicants will be contacted by a member of the Admissions Skills Centre (ASC) support team at UCB to determine their support needs.
- Depending on the complexity of an applicant's support needs, an admissions decision may not be made at interview as additional documentation may be required, such as EHCP, medical information or information about the support received from the previous education providers. If an EHCP is received prior to the interview date our ASC support team will liaise the applicant to advise if UCB is able to make reasonable adjustments to meet their support needs.
- Once all information is received and a meeting has taken place

between student services, admissions team and academic department, an admission decision will be made, taking into account if the University is able to make reasonable adjustments.

- Once the applicant has accepted their offer, a transition plan will be put in place to support the applicant, if required.

9.3. Higher Education Process

- Applicants receive an offer irrespective of any information disclosed.
- Upon receipt of an offer from UCB applicants will be asked to complete a student requirement form online. This information is assessed for support needs by representatives from learning services.
- Should a meeting be required to discuss the information provided then the Academic Skills Centre will schedule a meeting to discuss putting in place a transition plan to establish if reasonable adjustments can be made that enable the University to deliver the programme applied for.

10. Applicants disclosing criminal convictions

- 10.1. If an applicant would like to study at UCB but is worried because they have a criminal record, it is important to know that a criminal record may not necessarily be regarded as an obstacle to studying with us. The University does not look to prevent anyone with criminal records from taking advantage of the opportunities provided by higher education.
- 10.2. If an applicant has an unspent criminal conviction, they are obliged to declare this fact on their application and online registration form. Further information about spent and unspent convictions can be found on the [GOV.UK website](https://www.gov.uk).
- 10.3. Convictions that are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) do not normally need to be declared and would not be considered by the University. However, for certain courses, 'spent' convictions may prevent the applicant from completing their course of study and/or pursuing certain career opportunities. If the course requires an additional Self Declaration and Disclosure and Barring Service (DBS) check it will be clearly stated on the individual course pages on the UCB website and the application will be contacted by the admissions team as part of the application process. These regulations apply to courses in the following areas: Education, Nursing, Physiotherapy, Health and Social Care and Allied Health Occupations. Applicants for courses which require an enhanced disclosure should disclose all spent and unspent criminal convictions, cautions, reprimands and warnings which would be displayed on an enhanced criminal record certificate which are not protected and would not therefore be filtered. An applicant's continuance onto the course would be subject to DBS clearance prior to registration.

- 10.4. For all other courses not listed in 9.3, the university is only concerned about unspent criminal convictions. If an applicant believes they have an unspent criminal conviction, it is recommended to notify UCB at the earliest opportunity. This will enable us to conduct a risk assessment and prevent possible delays to enrolment. As part of this process, we may need to get in touch with the applicant to provide further information.
- 10.5. There are only two possible outcomes from the risk assessment process:
- If the prior conviction is not regarded as a barrier to joining the specific course applied for, application will proceed to the next stage in admissions
 - If the prior conviction is regarded as a potential barrier to joining the specific course applied for, admission will not be permitted or specific conditions on the basis of the disclosed conviction(s) may be attached to the applicant's admission (e.g. course deferral). In this instance, the applicant may request a review of decision by writing to Head of Admissions at admissions@ucb.ac.uk. Please note: The University will only accept to review a case if:
 - o additional information, or new evidence, has come to light that was not presented for consideration previously
 - o there has been an irregularity in the process or procedures
- 10.6. After enrolment, students continue to have an obligation to report new criminal convictions to the university. Failure to disclose could result in the withdrawal of their enrolment.
- 10.7. For prospective students whose habitual residence is outside of England and Wales, we would suggest they seek advice from their Embassy. Due to the difference in the legal system of England and Wales and legal systems in other countries, extra care should be taken.
- 10.8. The information provided will be processed in accordance with the Data Protection Act 2018. The information provided could be shared with placement providers.
- 10.9. In certain circumstances, an unspent conviction may influence the decision to offer a place in University accommodation.

11. Returning applicants

- 11.1. Applicants who have had a gap in study of 1 semester or longer are considered new applicants and may be requested to provide their documents again. When reviewing the new application, we will apply the current entry criteria and would expect applicants to indicate any additional evidence or updated academic qualifications on the new application. We may refer to any information gathered from previous

applications such as the application form, correspondence and interview notes as necessary.

- 11.2. The Admissions team will assess a returning student's application along with their student portal to enquiry about the reason for gap in study. In some circumstances they may not be allowed to return at the discretion of the Academic team.
- 11.3. Applicants who previously studied at UCB with multiple previous attempts may not be accepted to return, this will be at the discretion of the Marketing and Admissions Director and may require a meeting with the academic team.

12. Consumer Regulations

- 12.1. Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) require that the University provides certain information to applicants before they commit themselves to a place on a course so that applicants can make informed choices before they enter into the contract.
- 12.2. The information to be provided to applicants includes:
 - the total price (i.e. tuition fees)
 - any additional charges/costs. Where the charges/costs cannot be calculated in advance, the fact that charges will be made should be stated.
 - the identity and contact details for the University
 - payment arrangements
 - arrangements for "performance" by the University and the minimum obligations of the student • the right to cancel and the circumstances for exercising it (in the form prescribed by the regulations)
 - liability to pay a proportion of the fees if the course begins during the cancellation period and the student cancels
 - details of the University's complaints procedures and operation of the OIA regime
 - details of any other "codes of conduct" to which the University is subject
- 12.3. The information must also be confirmed in a durable medium after the contract has been entered into. The information cannot be changed before the offer is accepted or afterwards unless agreed with the applicant/student.
- 12.4. Right to cancel
 - The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) provide applicants with a 14-day cancellation period after the day on which the offer of a place is accepted. If the University fails to provide information about the applicant's cancellation rights on or before the place is accepted but

does so within 12 months, the cancellation period ends 14 days after the day on which information is provided. Otherwise, the right to cancel is exercisable within 12 months after the day on which the place is accepted by the applicant.

- The applicant does not have to inform the University of their decision to cancel in writing.
- The University must reimburse all payments made by the applicant without delay and in any event within 14 days after notice of cancellation is given, using the same means of payment that the applicant used, unless otherwise agreed.
- Where applicants have been accepted as a late applicant and/or via clearing the cancellation period may overlap with the beginning of term. In that instance the University cannot begin to provide the course to the student until the normal cancellation period has expired, unless the applicant makes an express request. If the applicant then cancels during the cancellation period they will be liable for payment of the apportioned fees for the course provided up to the cancellation date

12.5. Applicants who previously studied at UCB with multiple previous attempts may not be accepted to return, this will be at the discretion of the Marketing and Admissions Director and may require a meeting with the academic team.

13. Changes during the Application Cycle

- 13.1. Whilst UCB tries to ensure that all of our programmes run as advertised, it is sometimes necessary for us to make changes to the structure of our programmes or to discontinue a programme entirely. This will sometimes happen between an offer being made and enrolment.
- 13.2. Where changes are made we will endeavour to inform applicants as early as possible to minimise the potential disruption to the application process. Where possible, we will offer an alternative programme in a similar subject area. If an alternative programme is unavailable or unsuitable then applicants can substitute that particular choice with an application to another institution.
- 13.3. In cases where programmes are changed or discontinued we will send a communication to applicants electronically and/or by hard copy outlining their options.

14. Applicant Data

- 14.1. The information submitted as part of each application to the University is used to assess the suitability of the applicant for study at the University. Anonymised data including information on diversity: age, disability, gender status, race and ethnicity, religion or belief, sex,

sexual orientation will also be used for statistical and reporting processes.

- 14.2. Application information and related data will form the basis of the student record for applicants who are admitted to UCB.
- 14.3. UCB complies with the Data Protection Act 2018 and the General Data Protection Regulations 2018 in its use of applicant data. Further information about data protection and how data is used at the University can be found at: [Data Protection Resources](#).

15. Further Information

- 15.1. For further information about University College Birmingham, visit www.ucb.ac.uk
- 15.2. To contact Admissions Team directly, email admissions@ucb.ac.uk

16. Annex – Policy and guidance for university students under the age of 18 years at enrolment

Annex to Admissions Policy - Policy and guidance for university students under the age of 18 years at enrolment

Scope and Purpose

University College Birmingham (UCB) takes the safety of our students very seriously and is committed to providing a safe and secure environment for all. We are required by English law to take additional steps to meet the needs of our students who are under the age of 18 and there are a number of steps that are required prior to being given permission to be admitted to the University. Up until their 18th birthday, students under 18 will also receive monthly contact from the university during term time to ensure there are no welfare issues or concerns.

This document is an annex to the Admissions Policy and it is relevant to higher education students only.

Part 1: Admission and registration

Students registering at UCB for an undergraduate course must have attained the age of 17 by the date of registration; we are not able to accept any students under the age of 17 years.

It is important that individuals under the age of 18 years and their parents/guardians understand that the UCB community and campus is predominantly an adult environment. UCB is not able to take on the rights and responsibilities of parents/guardians in relation to under 18s, and we do not act in loco parentis (in absence of the parents) in relation to students who are under the age of 18.

Regardless of age, we expect all students to assume adult levels of responsibility, and to have the necessary skills to study and live independently, without supervision, and to conduct themselves at all times as responsible members of the community, to comply with UCB's rules and to respect the rights of others. Whilst UCB provides extensive academic and pastoral support for students, we do not normally provide any special support or supervision for students under the age of 18.

An applicant who is offered a place will, on acceptance of that offer, enter into a legal contract with UCB (the 'Acceptance Form') even where they are under the age of 18. Individuals under the age of 18 do not require the consent of their parents/guardians to enter into the contract.

Where, however, an applicant is under the age of 18, UCB will require the applicant's parent/guardian to sign the declaration within their Acceptance Form as confirmation that they, the parent/guardian, have read and understood the nature of the obligations which UCB owes to its students under the age of 18 and the extent of the services and facilities which it provides to them. No applicant under the age of 18 will be admitted by UCB unless and until the declaration has been signed and returned to us.

The formation of the contract creates a direct legal relationship between UCB and the student. UCB will not share information about students with their parents/guardians (even where a student is under the age of 18) without a valid consent from the student or other lawful justification for disclosure. This means that UCB is not able to give information to parents/guardians about a student's progress, results or any other personal circumstances in the absence of a valid consent or other justification.

In the UK, an individual may give a valid consent to medical treatment, notwithstanding that they are under the age of 18, where they have sufficient understanding of the nature and implications of the treatment. As such, parental consent to treatment may not be required. Where, however, an individual under the age of 18 refuses treatment or cannot consent to treatment, there may be cases where a parent or someone with parental responsibility may be asked consent to treatment on behalf of the individual, or a Court order may be sought in that regard. Therefore situations may arise where a medical professional will look to someone with parental responsibility to give consent for the individual to receive treatment. Accordingly, it is important that any guardian appointed in the UK for an individual under the age of 18 is empowered by the individual's parents to be able to give a valid consent to medical treatment in appropriate cases, and that parents are capable of being contacted on a 24 hour basis. In the event of an emergency, UCB will act on medical advice and in the best interests of the student.

All students (regardless of age) are responsible for their own academic progression and compliance with UCB's rules, regulations, policies and procedures from time to time in force and/or updated.

UCB recommends that individuals under the age of 18 and their parents/ guardians visit the University prior to application and/or acceptance of any offer of a place in order to familiarise themselves with and reassure themselves about the environment in which the individual would be living and studying were s/he to be admitted to their course.

Part 2: The University's legal obligations

Notwithstanding that UCB does not accept any responsibility to act in loco parentis for students under the age of 18, it is committed to seeking to take reasonable steps to ensure that all students, regardless of age, are provided with a safe and secure environment in which to study, learn and live. It similarly seeks to take reasonable steps to provide a safe and secure environment for its staff and for visitors who access its facilities and services.

UCB remains mindful of its duty of care to all its students and its other legal obligations including those arising under the Equality Act 2010 and the General Data Protection Regulations, as well as other relevant legislation and regulatory requirements.

In addition, UCB is committed to ensuring that it has arrangements in place, across the breadth of its activities, which allow it to carry out its functions in a manner which safeguards and promotes the welfare of children and vulnerable adults whether or not they are registered students at UCB. These arrangements include processes for the safe recruitment and selection by UCB of individuals to work with children and vulnerable adults.

Part 3: Appointment of a legal guardian for international students

Where the parents/guardians of a student under the age of 18 are not resident in the UK UCB requires, as a matter of good practice and in order to assist UCB to seek to safeguard the interests of the student, that a UK-based guardian for the student is appointed and the guardian's details are provided in writing to UCB as a condition of admission.

The UK based guardian will be our point of contact in the UK should an emergency situation arise. This guardian can be a nominated relative or friend living in the UK. Alternatively, a guardian can be appointed through an organisation offering legal guardianship services.

These guardianship organisations have been accredited by the [Association of Educational Guardians for International Students \(AEGIS\)](#) who inspect guardians to ensure they meet the required standards.

It is a requirement that a legal guardian based in the UK is registered by all under 18 students enrolling with us. Should one not be available, this may delay and ultimately prevent enrolment.

The guardian should be a responsible adult who UCB can contact in case of emergency, acting in loco parentis (in the absence of the parents) and must be:

- Aged over 25, can be a relative or family friend, but cannot be a current UCB student
- Legitimately based in the UK, living within a maximum 150 mile radius of Birmingham city centre and able to travel to UCB if required
- Able to take on guardian responsibilities until the student is aged 18 years old
- Available to attend enrolment at UCB
- Named in the signed parental consent letter (**refer to admissions requirements for details**)

UCB is not able to take on the rights and responsibilities of parents/guardians in relation to under 18s, and **we do not act** in loco parentis in relation to students who are under the age of 18 during the period until which they legally become adults on their 18th birthday.

Appointed UK guardian – responsibilities

The person the parents appoint to be the UK guardian for the under 18 on the student's acceptance form is expected to undertake the following responsibilities whilst the student remains under 18:

- Arrange to meet the student at the UK airport at which they arrive at and ensure they arrive safely at their place of accommodation.
- Ensure the student is settled into the place of accommodation with the daily practical necessities required.
- To ensure that the student is living with an adult in private accommodation or other suitable shared student accommodation.
- It is a **requirement** for the UK guardian to accompany the under 18 to collect their Biometric Residence Permit (BRP) and attend on campus enrolment at UCB. The UK guardian must bring their proof of identity with them in the form of a passport or driving license. **This must be the person who has been nominated on the student's acceptance form.**

- To be based in the UK, in Birmingham or within a maximum of 150 miles radius, and to keep in contact with the student, preferably on a weekly basis, to ensure their safety and welfare in the UK until the student legally becomes an adult on their 18th birthday.
- Report any personal or academic welfare concerns about the student to the Safeguarding Manager and DSL at 0121 232 4151 / 4314 or safeguarding@ucb.ac.uk

Part 5: Parental Consent

Parents or legal guardian of students under the age of 18 should be aware that the majority of university facilities are intended for use by students aged 18 and over. As such, parents/legal guardians are required to accept responsibility for this and ensure that students under the age of 18 years understand and comply with arrangements for younger students. Before a student under the age of 18 joins their course, their parent or legal guardian must complete the [consent form](#)

Part 6: Living arrangements and student accommodation

UCB **does not** make its own residential accommodation available to students under the age of 18. Suitable private accommodation must be secured **before** the student arrives in Birmingham to commence their course. Please note that under 18s are unable to enter into tenancy agreements / legally binding contracts with UK landlords, who will require a parent or guardian or other responsible person over the age of 18 to act as guarantor and to sign the tenancy agreement. If an under 18 student arrives in Birmingham with no accommodation arrangements in place, it will be necessary for UCB to undertake safeguarding actions to ensure the safety of that student. This will include an expectation that the UK guardian (where the student is not living with them) will accompany the student to their own home until appropriate accommodation is found. If this is not possible, the student will be referred externally to the Local Authority children's safeguarding services.

Part 7: Alcohol and tobacco

Students aged 18 years or over are legally entitled to purchase and to consume alcohol in bars / public houses locally. It is illegal for alcohol or tobacco to be sold or bought by individuals who are under the age of 18.

UCB will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the University's control but it cannot and does not undertake to supervise students on an individual basis.

Part 8: International students

In line with Home Office requirements, parents or guardians must ensure suitable care arrangements are in place for a child under the age of 18 who will study in the UK and be sponsored by the University under its student route licence. These include arrangements for their:

- travel

- reception when they arrive in the UK
- living arrangements while in the UK

A student aged 17 has the legal right to live independently in the UK and may make their own accommodation arrangements. However, when a 17 year old applies for a visa under student route, they must have their parents' or legal guardian's permission both to travel to the UK and to live independently.

A failure to comply with the requirements above could result in the University losing its ability to sponsor students under its student route licence. As such, prior to registering on their course, all students under 18 years of age who are sponsored under the University's student route licence must provide the University with the information required within the student's [Acceptance Form](#).

The student must also keep UCB updated as to any change in their living arrangements in the UK e.g. change of address. If there is a failure to provide the above information, UCB reserve the right to refuse to register on the student on their course and/or enable them to continue their studies if they are already registered.

Part 9: Holding office

All students, including those under the age of 18, are automatically members of the Guild of Students and are encouraged to join and take part in societies and Guild activities. Students under the age of 18 are able to lead societies, chair student groups and take part in the democratic life of the Guild. Students are unable to take up roles as sabbatical officers with the Guild until after their 18th birthday, as this role would require them to have legal responsibilities. Their participation in some activities, such as competitive inter-university sports, may also be limited due to health and safety regulations.

Part 10: Enquiries

Any enquiries about the content of this Policy should be addressed in the first instance to Head of Admissions on admissions@ucb.ac.uk. This Policy is premised on English law.

References to "parents" and "guardians" in this Policy and the [Acceptance Form](#) include references to someone with parental responsibility for the relevant under 18 year old.