University of Central Lancashire
UCLan

Admissions Policy & Applicant Complaints Procedure

Effective September 2024 to Present

Student Regulations and Policies

uclan.ac.uk/studentcontract

Purpose of Policy	This policy applies to students and applicants. It contains a requirement that applicants undergo an enhanced Disclosure Barring Service check (organised by the University) before they can be enrolled on certain courses. Depending on the outcome of that check, the applicant may not be eligible to enrol on those courses. There is a complaints procedure through which applicants can challenge the operation of the policy.
Internal services involved	Academic Registry
Related UCLan regulations, policies and procedures	Admissions Policy for Applicants with a Criminal Conviction
Enquiries to	uadmissions@uclan.ac.uk
Senior Managers responsible	Director of Admissions
VCG Lead	Deputy Chief Executive

Version	Approved	Effective from	Revisions made	Next Review
1	May 2023	September 2023		September 2024
2	May 2024	September 2024	Merged with policy on applicants with a criminal conviction	May 2025

UNIVERSITY OF CENTRAL LANCASHIRE

ADMISSIONS POLICY AND APPLICANT COMPLAINTS PROCEDURE

1. Principles

The University believes that education is a basic right and that individuals should be encouraged to participate in the education process throughout life to the highest level of their ability to benefit. This is central to the University's mission to encourage and enable individuals to develop their full potential. Therefore, the University is committed to enhancing access to its courses through the continued development of local provision, flexibility in course design and delivery, recognition of work based and prior learning and collaboration with external partners in the development and delivery of courses. The University believes that intakes to courses should reflect all groups in society able and eligible to participate, and recognises the importance of the recruitment and selection process in achieving this. The University is resolute in the view that the potential to study successfully draws from a range of academic and other attainments, motivation and commitment, and that course-based selection and admissions criteria should reflect this.

2. Background

The University is a signatory to the Universities UK/GuildHE Fair Admissions Code of Practice, and this policy takes into account the sector guidelines within the UK Quality Code for Higher Education and the work of Supporting Professionalism in Admissions. It is also underpinned by relevant legislation.

3. Admissions Policy Statement

The Admissions Policy is derived from the Mission Statement and associated aims:

- The University operates a policy of responsible recruitment and undertakes to ensure that promotional material accurately reflects the University's courses and facilities.

- The procedures for the admission of students are non-discriminatory and espouse the University's commitment to equal opportunities.

- The University will not admit applicants unless there is a reasonable expectation that the applicant can fulfil the learning outcomes of the course and reach the required standard for the award.

- Responsibility for the selection of students lies with Admissions Tutors, nominated by Heads of School, operating within the general entry requirements for the award specified by the University and any specific course-based requirements.

- The selection of students is based on ability to benefit as demonstrated through prior educational achievement, motivation and commitment.

- The admission of students with disabilities and/or learning difficulties is based on the academic judgement that the student can, with reasonable adjustments by the University, be reasonably expected to fulfil the learning outcomes of the course to achieve the award.

4. Implementation

4.1 Implementation of the Admissions Policy is represented through a Code of Practice which forms a series of guidelines for staff engaged in admissions and recruitment work. These guidelines enshrine the basic philosophy of the University as expressed in the Mission Statement with respect to admissions.

4.2 Recruitment and marketing activities are the responsibility of the External Relations Service.

4.3 Responsibility for implementation, monitoring and review of the Admissions Policy lies with the Director of Admissions.

4.4 The University operates one central admissions function at its Preston Campus, which is responsible for application processing and formal liaison with national clearing houses such as UCAS, and a separate Admissions Office at its Cyprus Campus. The Shanghai and Delhi offices also have offer-making authority and an admissions function.

5. Code of Practice

5.1 General Admissions Practice

5.1.1 The Code of Practice applies to all of the University's courses, wherever they are delivered.

5.1.2 The admissions process will pay due regard to the University's responsibilities to minimise fraud, to protect the health and safety of its staff and students, and to meet its legal obligations in relation to human rights, freedom of information, data protection and equality. To this end, the University will operate procedures that are fair to all applicants regardless of age, background, disability, gender, religion or belief, sexual orientation, race, ethnicity, or gender reassignment.

5.1.3 The University encourages applications from anyone who sees the ethos of this University or Partner College as particularly relevant to their individual needs, and in addition recognises a special responsibility towards:

- Those who for domestic, cultural, physical or other reasons need to come to this University or Partner College;
- Those who are seeking to re-enter the education system after a period away from study;
- Those with accreditable alternative experience in lieu of standard entry requirements;

- Those applicants from under-represented groups in higher and further education.

5.1.4 The Director of Admissions in collaboration with Deans of School and Heads of Partner Colleges are responsible for ensuring that admissions policies and procedures are effectively implemented.

5.1.5 Applications to courses offered in Partner Colleges and overseas campuses which are validated by the University are processed by staff operating within the University's Admissions Policy. The Director of Admissions retains responsibility for the oversight of such delegated arrangements.

5.1.6 The University's central Admissions Office may act as an agent for partner colleges in processing UCAS applications where there are no facilities for this in the college or otherwise by agreement.

5.1.7 It is the responsibility of each School and Partner College to ensure that there are academic teams/tutors for their courses. Appropriate advice, assistance and training/briefing will be provided by the University's Admissions Office to support admissions teams/tutors.

5.1.8 Staff in the University's Admissions Office are responsible for creating and updating the applicant record on the University's student record system.

5.1.9 Offers to applicants applying through UCAS are transmitted by UCAS on receipt of appropriate information from the University's Admissions Office. All other offers will be made through the Director of Admissions or Partner College or campus as appropriate. This authority may be delegated to Deans of School in relation to part- time and certain specialist courses following consultation with the Director of Admissions.

5.1.10 Formal correspondence with applicants will be sent through the University's Admissions Office, campus or Partner College as appropriate.

5.1.11 Successful applicants will be informed of the offer conditions including details of the University Regulations and Information and Conditions of Offer.

5.1.12 Requests for transfers between courses will be accommodated wherever possible, giving due regard to Home Office requirements for international applicants. Admissions tutors are responsible for identifying common transfer routes into the second or third years of other courses and for planning their intake accordingly.

5.1.13 Offers should normally only be made for courses which have been approved through the University's Course Approval process. If in exceptional circumstances an offer is made for a course which is at pre-approval stage, the offer must state that it is subject to the course being approved and make clear when such approval is expected and what the consequences will be if approval is not granted.

5.1.14 The University will inform prospective students as soon as possible of any significant changes to a course. This will apply from the point at which they make an application up to their point of enrolment. In accordance with Competition and Markets Authority (CMA) guidance, if any change made to a course to which an applicant has applied makes a material difference to any aspect of its delivery, the University will advise applicants regarding alternative options. Where no suitable options are available at the University, the University will advise applicants of other opportunities open to them.

5.1.15 Senior Admissions Officers will monitor successful and unsuccessful applications to ensure equality and consistency, and will liaise with admissions tutors to clarify atypical decisions. Similar monitoring will be carried out by Partner Colleges.

5.1.16 Enquirers are encouraged to visit and the University operates a number of open days throughout the year. An invitation to attend a course-based offer holder day will be offered to all UK applicants to whom offers are made.

5.1.17 A contact schedule is reviewed each application cycle to provide timely information to applicants for them to make a considered decision on whether to accept an offer of a place on a course at the University.

5.1.18 The University will send details of enrolment and induction programmes to new students studying at the Preston, Burnley or Westlakes campuses prior to the commencement of the course. New students studying outside these campuses will have details sent from their point of study.

5.2 Entry Requirements

5.2.1 The University considers a range and combination of qualifications, experiential and certificated professional learning for entry. Academic entry criteria are set by Schools and Partner Colleges, taking into account relevant professional, statutory and regulatory body criteria, and are reviewed on an annual basis.

5.2.2 Information on the content of courses, entry requirements and processes such as interview, audition or portfolio, requirements for criminal record checks (DBS) and fitness to practise/occupational health screening are listed on the University's website and the UCAS website.

5.2.3 Undergraduate applicants must have 5 GCSE passes at grade 4 (grade C) or above including Maths and English, or equivalent i.e. Key Skills Level 3 or Functional Skills Level 2. Subjects relevant to the degree programme may require a higher GCSE grade (e.g. GCSE grade 5).

5.2.4 For mature applicants, decision making on levels of literacy and numeracy can be based on the whole profile/contextual data in their application. General minimum entry requirements are detailed in the Academic Regulations.

5.2.5 All applicants must have sufficient competency in the English language to study successfully for the proposed award. Minimum English language requirements are detailed in the Academic Regulations.

5.2.6 There are recognised progression routes for advanced entry from qualifications such as Foundation degrees.

5.2.7 The Director of Admissions will keep abreast of changes in the 16-19 examination systems, review and advise on minimum entry qualifications accordingly for UK applicants. The Director of International Recruitment in collaboration with the Director of Admissions will review and advise on international and English language entry qualifications.

5.2.8 The key determining factors in distinguishing 'ability to benefit' through the selection process for any group of applicants are motivation, commitment and academic aptitude. It is the responsibility of course teams to identify appropriate methods to judge these factors to ensure that they are given proper prominence in the selection process.

5.2.9 It will be made clear in promotional material that all relevant aspects of an applicant's experience have value and will be taken into account in the admissions decision.

5.2.10 Courses leading to professional recognition or awards offered by external awarding authorities may place additional entry requirements on applicants. These will be detailed on the University's website and in course literature.

5.2.11 The University operates a contextualised admission policy which uses a range of background factors which the University believes should be considered when making an offer for a place at the University. Applicants will be eligible for a contextualised offer if their home postcode falls into quintile 1 or 2 of POLAR4, IMD (Indices of Multiple Deprivation), EST (Education Skills Training deprivation) and IDACI (Income Deprivation Affecting Children Index). Applicants who are care-experienced will also be eligible for a contextualised offer. Contextualised offers will be made one grade (8 tariff points) lower than the advertised entry tariff for a range of the University's courses.

5.3 Proof of Qualifications

5.3.1 All applicants will be asked to provide evidence of the academic qualifications listed on their application form if this has not been provided by the Awarding Body Linkage via UCAS. Applicants will be given a deadline date to send in their evidence.

5.3.2 All qualifications will be checked against the application form by the Admissions Office, School or Partner College, wherever the application has been processed, as soon as the evidence is provided.

5.3.3 If no evidence is provided by the deadline given, a hold will be put on the applicant electronic record so they cannot enrol as a student. The hold will only be taken off the record when the evidence has been provided and matched to the application form. International applicants will have a specific deadline to meet the evidence requirements which will be communicated. Failure to meet this will result in a place being withdrawn and a deferral offered for a future intake.

5.3.4 If it is found that an applicant has wilfully or negligently misrepresented their qualifications and/or other information in their application form, the offer may be withdrawn and the applicant's contract with, and membership of, the University may be terminated. In the case of UCAS applicants, the Director of Admissions will inform UCAS of the findings.

5.3.5 If it is discovered after a student has enrolled at the University that relevant facts or information in connection with their application has been omitted or falsified, this will be investigated under the Student Disciplinary Policy and could results in withdrawal from study.

5.4 Selection Procedures

5.4.1 Requests from applicants for advisory interviews at the enquiry stage will be met wherever possible. Where appropriate, staff in the University's Admissions Office will assist admissions tutors in fulfilling this requirement.

5.4.2 Senior administrative staff in the University Admissions Office or Partner College Admissions Offices will initiate offers to specified groups of applicants, in accordance with course entry criteria determined by Schools or Partner College admissions teams. Such criteria will be publicised on the webpages and be reviewed annually. All other decisions will be made by admissions tutors.

5.4.3 Individual interviews may be required as determined by Senior Admissions colleagues or Admissions Tutors of applicants in the following categories, unless an offer can be made on the basis of the application alone:

- Those with alternative qualifications
- Applicants with experiential learning
- Special or unusual factors disclosed in the application
- Where an interview or audition is part of the usual selection process

5.4.4 Normally two staff should be involved in any interview or audition.

5.4.5 The University will not admit applicants unless there is a reasonable expectation that the applicant can fulfil the learning outcomes of the course and reach the required standard for the award.

5.4.6 Applicants who are unsuccessful in their first choice course will be contacted and, wherever possible, an appropriate alternative course will be offered. Where an alternative course cannot be offered, the applicant will be given further advice and guidance.

5.4.7 There is no right of appeal against a decision not to admit an applicant onto a particular course, although an applicant who is unhappy with the admissions process may bring a complaint in accordance with section 5.14 below. However, applicants are entitled to know the reason(s) for their non-selection which will be communicated and to discuss these with the Admissions Tutor or relevant Admissions Office for the course. Any queries in relation to this are to be directed to uadmissions@uclan.ac.uk

5.5 Admission of Students with Criminal Convictions

5.5.1 The University actively promotes equality of opportunity for all, and welcomes applications from a wide range of people. Having a criminal conviction will not necessarily prevent someone from studying at the University; this will depend on the nature of the course and the circumstances and background of the offence(s).

5.5.2 The University complies fully with the Disclosure and Barring Service (DBS) Code of Practice and undertakes to treat all applicants fairly. Any information about an applicant's criminal convictions will be disclosed only to those people who need to see it as part of the admissions process.

5.5.3 This policy sets out two distinct processes for the declaration and consideration of information about criminal convictions. The extent of disclosure required to be made by the applicant will depend on the course applied for.

5.5.4 The University uses this information to consider whether it is appropriate to admit the applicant to the University, in the context of helping to provide a safe community in which staff and students can teach and learn, and in which the University can safeguard children (those under 18) and vulnerable adults. All offers of places to home and international applicants are therefore subject to the relevant disclosure being made by the applicant (or through a DBS check) and to the University being satisfied following a risk assessment that the applicant is suitable for admission.

5.5.5 **Courses leading to membership of a regulated profession or involving activities relating to children and/or vulnerable adults**

5.5.5.1. This process is a requirement for courses where the final award also confers a licence to practise in a regulated profession where certain types of convictions, or any criminal record, could prevent a licence being granted, or where a DBS check is required because the course involves close working with either children or vulnerable adults.

5.5.5.2. If an applicant applies through UCAS for these courses, they will be asked to declare any spent and/or unspent convictions at this stage of the application. However, the University will continue to consider the application regardless of the declaration, because the assessment of whether the applicant meets the academic eligibility requirements is a separate process. Once an offer has been made and the applicant accepts that offer, a DBS check will be conducted prior to enrolment. This is undertaken by the Admissions Office.

5.5.5.3. It is the Admissions Office's responsibility to ensure that procedures are in place for the consideration of convictions in line with professional body requirements, and for notifying applicants of the outcome.

5.5.5.4. If a DBS check is returned with convictions/cautions noted, the information is shared with the Disclosure Panel for professional body

courses which comprises University staff and representatives from associated placement providers.

5.5.5.5. The Disclosure Panel will consider the requirements of the regulated profession and/or the risks, if any, posed to others (e.g. colleagues, vulnerable adults/children during placement), and the management/mitigation of such risks.

5.5.5.6. The Disclosure Panel will reach one of the following outcomes based on the evidence provided to it:

- The place is confirmed without any restrictions or risk management in place;

- The place is confirmed subject to certain restrictions or risk management being attached to the offer;

- The place is cancelled on the basis that the conviction presents or is likely to present one or more risks that cannot appropriately be managed within the University environment or on placement, or where the conviction presents a barrier to completing the course.

5.5.6 **Courses not leading to membership of a regulated profession and not involving activities relating to children and/or vulnerable adults**

5.5.6.1. This process applies to applications for all courses other than regulated professions courses. Applicants are subject to a separate declaration requirement. Applicants are only asked to declare relevant unspent convictions once they have accepted an offer to study with the University. The relevant unspent convictions required for declaration fall into the categories below:

- Offences concerned with violent or threatening behaviour, or the causing of physical or mental harm to others, whether or not such harm was intended or actually caused
- Sexual offences, including those listed in the Sexual Offences Act 2003 or equivalent in other jurisdictions
- Offences concerned with harassment, stalking or malicious communications
- Unlawful supply of controlled drugs or substances, including trafficking offences
- Offences involving firearms
- Offences relating to religious or racial hatred or on grounds of sexual orientation under the Public Order Act 1986 and/or racially or religiously aggravated offences under the Crime and Disorder Act 1986 and/or racially or religiously aggravated offences under the Crime and Disorder Act 1998 and equivalent offences or findings in other jurisdictions
- Arson
- Offences involving terrorism
- Offences under section 76 of the Serious Crime Act 2015 (controlling or coercive behaviour), or any equivalent offence in another jurisdiction

5.5.6.2. The University asks for information relating only to relevant convictions (as listed above) that are 'unspent' under the terms of the UK Rehabilitation of Offenders Act 1974 (or the equivalent law from a country outside of the UK). This allows some convictions to be disregarded after a certain period has passed and, subject to some exceptions, the person is considered to be rehabilitated and therefore treated as if the offence was not committed. The rehabilitation period varies depending on the nature of the conviction, and some very serious offences can never become 'spent'. However, apart from conditional cautions, a caution (including a youth caution or a reprimand or warning given to a youth offender) becomes spent immediately after it is given. Further guidance on how to identify whether a conviction is 'spent' can be found here: https://hub.unlock.org.uk/wp-content/uploads/ROA-Unlock-A5-8pp.pdf

5.5.6.3. Once an offer has been made and communicated to the applicant, they are informed as part of that offer that should they accept the offer, they will then be subject to an information follow-up request in relation to criminal convictions.

5.5.6.4. When the offer holder accepts an offer, an automated communication is sent. This includes all the relevant information needed and links to external sources to allow the applicant to make the relevant declaration.

5.5.6.5. If a declaration is made, this will not automatically bar an applicant from being admitted to the University. Further information may be requested from relevant authorities (e.g. police and probation service, pre-sentencing report) in relevant cases. A failure to provide information or to consent to the University obtaining it from third parties may mean that there is insufficient information to assess risk, and hence eligibility for admission to the relevant course.

5.5.6.6. The Director of Admissions will consider the declaration and, if necessary, will liaise with the relevant authorities to collect information to undertake an initial risk assessment. This initial assessment will be based on the conviction type, sentence type, time since sentence, re-offences, or patterns of similar offence.

5.5.6.7. If the outcome is a low risk the application will proceed as normal through to enrolment and the applicant will be notified.

5.5.6.8. If a medium or high risk is determined from the initial risk assessment, the information will be shared with the Disclosure Panel.

5.5.6.9. Membership of the Disclosure Panel is as follows:

- Director of Admissions
- Director of Student Services
- University safeguarding lead
- Dean of School (or nominee)

5.5.6.10. The function of the Disclosure Panel is to identify any risks which may arise from an applicant with a declared conviction within the University environment (including in University accommodation), with respect to the applicant themselves and/or others, and whether such risks can be mitigated/managed.

5.5.6.11. The Disclosure Panel will reach one of the following outcomes based on the evidence provided to it:

- The place is confirmed without any restrictions or risk management arrangements in place;
- The place is confirmed subject to certain restrictions or risk management arrangements attached (such as internet restrictions/accommodation restrictions);
- The place is cancelled on the basis that the conviction presents or is likely to present one or more risks that cannot appropriately be managed within the University environment.

5.5.7 **Appeal (either process)**

5.5.7.1. Once the Disclosure Panel has reached a decision the Director of Admissions will communicate the outcome to the applicant including any restrictions, supported by reasons.

5.5.7.2. If any risk management arrangements are put in place, the Director of Admissions may communicate with relevant colleagues in the University and accommodation providers, only as necessary, in order to manage the risks identified. The University will ensure that any information shared is proportionate to the relevant risks identified in these cases.

5.5.7.3. An applicant who is dissatisfied with the Disclosure Panel outcome may appeal against the decision. The appeal must be made in writing and within seven working days of receipt of the decision letter. An appeal will only be considered under the following grounds:

- Procedural irregularity at any stage in the process;
- The emergence of new and relevant information which was not available to the Disclosure Panel at the stage the decision was made and could not reasonably have been made available to it.

5.5.7.4. Appeals should be addressed to uadmissions@uclan.ac.uk

5.5.7.5. The Director of Admissions will consider the appeal and will respond to the applicant within 10 working days. The decision of the Director is final.

5.5.8 **Failure to disclose relevant criminal convictions**

5.5.8.1. The failure of an applicant to comply with this policy in terms of providing information to the University for the Disclosure Panel to arrive at a decision will be a breach to the conditions of offer and will be treated seriously. It may lead to cancellation of the individual's place on the course or withdrawal from the University if already enrolled.

5.5.8.2. The requirement to disclose relevant convictions will continue to apply in relation to any new convictions (including cautions) obtained after the time for disclosure as part of the admissions process.

5.6 Occupational Health Requirements/Fitness to practice

5.6.1 Applicants may be subject to a condition of offer which asks for satisfactory health screening abd/or fitness to practice as described in the course literature and in the offer. The University may not allow enrolment or may withdraw a place of an enrolled student if the satisfactory health clearance has not been granted or if the necessary vaccination schedules are not upheld.

5.6.2 The University will use the services of an external occupational health provider to undertake the necessary screening required, which will be outlined in the admissions process.

5.7 Admissions of Students with a Disability and/or Learning Difficulty

5.7.1 Admission to a course is based on the academic judgement that the student can, with reasonable adjustments by the University, be reasonably expected to fulfil the learning outcomes of the course to achieve the award.

5.7.2 In line with the University's Disability Policy, applicants are strongly encouraged to disclose disability-related information within the application process. A failure to do so may mean that the University or Partner College cannot put appropriate support arrangements in place for the start of the course.

5.7.3 Operating under advice from the University Disability Decision Panel, the University or Partner College may require further information from the applicant regarding anticipated support needs in order that a considered judgement can be made.

5.7.4 Admission or enrolment may be refused or deferred if, following an assessment of need, provision of the adjustments required by the applicant cannot reasonably be provided at that time.

5.8 International Student Admissions

5.8.1 All international admissions functions must comply with the latest requirements of the Home Office for student visas. These requirements relate to a number of key admissions areas:

- minimum levels of English language ability
- rulings around academic progression and transfers between programmes

and could result in a different option for an international applicant when compared with a UK/EU/Island applicant.

5.8.2 All Home Office compliance matters are the responsibility of the Compliance Team based within Academic Registry who work closely with the Admissions team.

5.8.3 The University is guided by the National Academic Recognition and Information Centre in terms of the equivalence accorded to international qualifications. The University's Admissions Office is responsible for the maintenance of reference material in relation to international and European qualifications.

5.8.4 Acceptable minimum qualifications in the English language are agreed and reviewed by the Admissions Office in line with Home Office requirements, and are set out in the Academic Regulations.

5.9 Admission of Students under the age of 18 years old

5.9.1 The University considers all applications to study on the basis of the applicant's individual merits, which occasionally leads to students who are under the age of 18 being admitted to study on a University course. The University will treat all students in the same way, and therefore all students, regardless of their age, will be expected to have the necessary skills to study and live independently, and to assume an adult level of responsibility.

5.9.2 However, the University acknowledges that anyone living in England who is under the age of 18 is legally defined as a child, and this policy highlights the special arrangements that are in place as a result.

5.9.3 Parental Responsibility - The University does not act in "*loco parentis*". This means that the University will not act in a parental capacity towards students who are under the age of 18.

Where the parents or guardians of an international student remain abroad, the University requires that the student provides details of a guardian based in the UK. This should preferably be someone who is in or near to the University and who can act in *loco parentis*. The guardian must be a British national or holder of a UK Biometric Residence Permit. Students under the age of 18 will not be allowed to register on their course until this information has been provided.

5.9.4 Health - A child from the age of 16 is entitled to consent to medical treatment, and such consent cannot be overruled by parents or guardians.

Parents or guardians are responsible for ensuring that the University has been informed of any special needs or requirements relating to the student's health and wellbeing.

5.9.5 Student accommodation - Residential accommodation offered by the University is generally intended for the use of adults and, save in exceptional circumstances, special arrangements cannot be made for students who are under the age of 18.

5.9.6 Field trips and work placements - Some courses may involve compulsory or optional field trips, excursions or other periods of study away from the University. Subject to the University's duties under health and safety law, the University is not able to take

any additional responsibility for a student who is under the age of 18in relation to such activities.

When undertaking work placements, the University is obliged to inform any employer that the student is under 18 and to ensure that the employer has appropriate insurance and health and safety procedures in place, and that they are aware of the additional responsibilities of employing young people, including any DBS requirements. The University cannot guarantee work placements for students under the age of 18.

5.9.7 Alcohol and tobacco - It is illegal for alcohol or tobacco to be sold to or bought by students who are under the age of 18. The University 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 cannot undertake to supervise any individual student.

The Students' Union is responsible for ensuring that appropriate arrangements are in place for its own licensed premises.

5.9.8 Holding office - Students who are under 18 are not allowed to hold office, for example, they may not be secretary or treasurer to a sports club or other students' association.

5.9.9 Relationships with staff - Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which may include members of University staff) to engage in sexual activity with someone who is under 18.

5.9.10 Child protection - The University will report any suspicions or allegations of the abuse of children to the principal safeguarding leads who will contact the appropriate authorities.

5.9.11 Notification - The relevant Dean of School and Hall Manager will be notified of any student within their School or Hall who will be under the age of 18 on entry to the University. The personal and residential tutors (if any) will also be notified, but teaching and other staff will not routinely be made aware of a student's age.

5.9.12 Parental /guardian involvement - It is the University's usual policy that it deals with students (with whom it has a contractual relationship) and not with parents or guardians. This approach will also apply to students who are under the age of 18. The University will therefore correspond with students, not their parents or guardians.

5.9.13 Internet - Parents or guardians of students under 18 should note that internet access is unrestricted at the University. It is not possible for the University to limit access to any particular sites or categories of information. Students under 18 will be expected to observe the same rules and regulations about acceptable use of the internet as all other students.

5.10 Admission with Credit

5.10.1 The University or Partner College will consider applicants with prior learning (certificated or uncertificated) which fulfils some of the learning outcomes of a course for admission with credit to an appropriate point on that course.

5.10.2 The recognition of prior learning is determined in relation to a specific course. Students are required to reapply for assessment of prior learning if they subsequently change course.

5.10.3 The assessment of prior learning for credit is governed by procedures approved by the Academic Standards and Quality Assurance Committee. For more information, please contact Admissions Staff on uadmissions@uclan.ac.uk.

5.11 Training for Admissions Tutors and Admissions Staff

5.11.1 Admissions Tutors and Admissions staff who are making decisions on whether a place can be offered will be given the knowledge and skills necessary to make those decisions in a fair and consistent way without bias.

5.11.2 The University recognises the need to provide appropriate training for Admissions Tutors and Admissions staff especially in the following areas:

- Interviewing techniques
- Diversity
- Selection criteria
- Disability awareness

5.11.3 The provision of training will be co-ordinated by Human Resources in consultation with the Director of Admissions.

5.11.4 The University's central Admissions Office will provide awareness and briefing sessions on the procedural aspects of admissions to University and Partner College staff.

5.12 Monitoring and Review

5.12.1 Changes in the Admissions Policy which impact on the Academic Regulations will be considered and approved by Academic Standards and Quality Assurance Committee.

5.12.2 The University will monitor, through all its admissions offices, the impact of any subsequent changes to processes and entry requirements on all applicants.

5.12.3 The Admissions Manager in the Admissions Office will review all rejected Preston, Burnley and Westlakes Campus applications as a double check for consistency and bias.

5.12.4 The Admissions Manager will liaise with FE providers and awarding bodies where changes in course provision or curriculum prevents applicants from obtaining an offer for their chosen course at the University.

5.13 Archive of Applicant Records

5.13.1 Records created on the University's student record system will be removed or archived as determined by the University's computer record archive policy.

5.14 Applicant Complaints Procedure

5.14.1 Applicants who wish to complain about the operation of the University's admissions process should submit their complaint in writing to the Director of Admissions within 10 working days of the issue arising. The Director of Admissions, or nominee, will investigate the complaint and respond in writing within 15 working days.

5.14.2 If the complaint relates to the Director of Admissions or nominee, the complaint should be directed to the Director of UK Recruitment and Partnerships who will deal with it in the manner prescribed above.

5.14.3 Complaints will not be considered:

- About matters of academic judgement regarding an applicant's suitability to study a course;

- About an applicant's failure to satisfy non-academic requirements specified by external agencies for a particular course (except in respect of criminal records checks – these complaints will be considered in accordance with section 5.5 above);

- If they are submitted anonymously.

5.14.4 If the complaint is upheld the University may decide to either:

- uphold the complaint, in which case the matter will be referred back to the Director of Admissions to reconsider the application; or

- reject the complaint.

5.14.5 Where an applicant has already enrolled at the University, a Completion of Procedures letter will be issued informing them about the scheme of the Office of the Independent Adjudicator for Higher Education.