Birmingham City University (BCU) Admissions Policy

1. Purpose

i. The purpose of this policy document is to provide information on the policies and procedures which apply to any applicant to a formal programme of study at BCU and to provide a source of public information regarding the process applicants will go through following submission of an application to BCU.

ii. All applicants are entitled to clear information about what to expect and to have their applications process fairly, consistently, and in line with the policies and processes outlined within this document.

iii. Where any applicant feels that that has not happened, the complaints and appeals policy should be used to address this with the University. See section 25 for more information on this process.

iv. This document should be read and understood by any employee of BCU who is involved in the process of assessing applications to study at BCU, including (but not limited to) dedicated admissions staff, programme leaders, and admissions tutors.

2. Scope

i. This policy covers all admissions processes at BCU, including the admission of students to:
   - Undergraduate degree programmes
   - Taught and research postgraduate programmes
   - Apprenticeships
   - This policy covers all applicants to the programmes listed above, including applicants requiring sponsorship for a visa to study in the UK.
   - This policy does not cover students who received an offer to study prior to the document's formal ratification and publication. The previous admissions policy covering admissions during this period applies.

3. Responsibilities

i. Responsibility for delivering the Admissions Policy and managing the application processes lies with the following teams:
   - Admissions, Marketing and Communications Department for Home status applications
   - International Office for EU and international applications
   - Doctoral Research College for postgraduate research applications
   - Apprenticeships Delivery and Compliance Team for apprenticeship applications

ii. Each of the teams listed under 3.i are responsible for ensuring that the admissions process they manage are conducted in line with this policy.

iii. Entry requirements are set centrally, with the University Executive Team responsible for approving institutional thresholds for entry.

iv. Each of the teams listed under 3.i are responsible for setting their offer making processes in line with the institutional threshold entry requirements.

v. The applicant is responsible for ensuring that the University is in receipt of all information required to make a decision on their application and that all information is accurate. Omission of relevant information, or the supply of inaccurate information, may invalidate the application or the offer of a place. An omission of information or submissions of inaccurate information at the admissions stage if discovered later will normally result in disciplinary action under the Student Disciplinary procedure.

vi. Where required by the programme entry criteria, interviews and assessment of portfolios will be conducted by admissions tutors and members of the academic team in the relevant Faculty.

4. Partnerships

i. The University has a wide range of academic partnership agreements within the UK and globally. Oversight of admissions rests with the University and course specific admissions criteria and admission processes for courses delivered at partner institutions are agreed at the point of approval with each partner.

ii. Academic partnership course admission adheres to the principles of the University Admission Policy and also meets local jurisdictional requirements. The University retains the responsibility for setting standards of entry and for taking all decisions on non-standard qualifications and RPL requests for applicants to partner institutions.

iii. University and academic partner staff roles and responsibilities in admissions processes are prescribed in the Operations Manual, agreed by the University for each partnership and which forms an annex to institutional or organisational contractual agreements.

iv. Normally a designated University Link Tutor holds operational responsibility for oversight of admission decisions referred by the partner with Associate Deans retaining responsibility for RPL decisions. Partner institution admissions and progression and award outcomes are monitored via the university's governance structure.

5. Apprenticeships

i. Apprenticeships adhere to the University admissions policy and principles for entry to associated undergraduate and post graduate courses. In addition to the University admission requirements, apprenticeships are also governed by the Department for Education/Education and Skills Funding Agency (DfE/ESFA) regulatory requirements for admission.

ii. Compliance is the responsibility of the Apprenticeships Delivery & Compliance Team who manage the admissions process via the University's APTEM system. You can find further information on the University's dedicated Apprenticeship information and information regarding the DfE/ESFA funding rules.

6. Policies and Procedures

i. The Policy should be read in conjunction with other University policies, procedures and guidance listed below which are published on the BCU website such as:

- Student Contract (including the University's Terms and Conditions and tuition fee policy)
- Data Protection Policy
- Privacy Notice
- Access and Participation Plan
- Student Protection Plan

- Recognition of Prior Learning Policy
- Safeguarding Policy
- Accommodation Policy
- Confirmation of Acceptance of Studies (CAS) Issuing Policy
- Student Disability and Mental Health Policy

ii. This Policy and its associated guidance have been mapped against the Expectations, Core Practices and Guiding Principles set out in the QAA's revised UK Quality Code for Higher Education (2018) and specifically the Advice and Guidance theme: Admissions, Recruitment and Widening Access.

7. Information and guidance

i. The University will provide applicants with accurate, clear, relevant and accessible information and clear guidance to enable them to make informed decisions about their options prior to and during the admissions process as outlined in the Privacy Notice. This will be achieved by:

- Holding advertised Open Day/Evening Events, Offer Holder Days, UCAS fairs, overseas fairs, and presenting at overseas institutes and schools;
- Providing talks at schools and colleges and hosting visits by schools and colleges on site about studying at BCU;
- Providing course specific information for every course advertised in the prospectus via the University website or in other durable formats;
- Providing support for applicants leading up to their transition into higher education;
- Responding to applicants' requests for advice made by telephone, email on social media or in person;
- Ensuring that any major changes to published information are communicated to applicants holding an offer so that they are aware of their options to either remain, withdraw or find an alternative course. Changes may include the closure of a course, significant changes to cost, location, content, staff expertise and the status of a course, including withdrawal or granting of validation by a professional or statutory body.
- Promoting UCAS advice and guidance such as the Admissions Guidance on Offers.

8. General principles of admission

i. The BCU Admissions policy follows the guidance and expectations set out in the Quality Assurance Agency's UK Quality Code for Higher Education

ii. The admissions process is designed to ensure that students who are permitted to enrol upon a programme have demonstrated the willingness and ability to succeed on a programme of study at BCU, and that the process of assessing applications is fair, reasonable and equitable.

iii. Applicants will be selected on the basis of their application, including evidence of qualifications and experience and, where appropriate, through the use of interviewing, auditions, portfolio reviews or other mechanisms.

iv. The majority of full-time Home and EU undergraduate admissions will be processed through the Universities and Colleges Admissions Service (UCAS) with a small percentage of direct applications managed directly and reported to UCAS within the same cycle. International students can apply directly to the university or through UCAS

v. Information will be collected and used only in accordance with the University's Data Protection Policy and the EU's General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

vi. The University will endeavour to only request and make use of information which is necessary to reach a fair and reasonable decision on an application and will seek to minimise or remove any barriers to entry.

vii. The University will seek to ensure that applicants are given every opportunity to progress onto a course which they have selected and applied to enrol upon, using alternative course offers only when there is no realistic possibility of an applicant being accepted to study on the applicant's original choice of course.

viii. Birmingham City University is committed to equality, diversity, and inclusion and maintaining an environment that supports lawful free speech and academic freedom. The University has a duty to prevent unlawful discrimination and harassment in accordance with its policies and legal obligations. In line with BCU's Freedom of Speech Code of Practice, applicants will not be disadvantaged in the admissions process, nor will have an offer of admissions be withdrawn, solely because of a lawful expression of a viewpoint, even where such viewpoint is controversial or unpopular.

9. Admissions processes

i. The University operates a paperless admissions process which enables all transactions and communications relating to the application and decision to be held against the student record.

ii. Admissions processes to BCU are centrally managed, as per section 3.i. BCU will make all possible decisions centrally, with academic faculty taking responsibility for reviewing nonstandard or marginal applications.

iii. Direct and UCAS application forms, interviews and other selection activities enable applicants to detail their relevant qualifications, experience and other information in support of the application.

iv. Where courses are full and/or waiting lists are held, or when courses have to be closed for any reason, applicants will be informed as soon as possible with the offer of alternative courses wherever possible.

v. For applicants to a course where references are required, applicants will be referred to the entry requirements on the course webpages for specific details. References will need to be sent in a verifiable format, such as from a professional email address or on letter-headed paper.
References sent from publicly available email servers (e.g. Gmail) will be accepted only where the identity of the referee can be independently established.

vi. Where an applicant is unsuccessful for a particular course, the application will be considered for other alternative courses where appropriate, which may include to BCU programmes taught at partner providers.

10. Selection criteria

i. To ensure the process is fair and transparent, clear entry requirements are published in the course level information to show what qualifications are required to demonstrate the potential to succeed on the course. These will be published on the University website, UCAS and in the prospectus.

ii. Selection criteria will be determined on an annual basis and published on the University website and relevant external sites such as UCAS. The University reserves the right to review and alter criteria where appropriate and in line with the University's policies and procedures and CMA guidance.

iii. When considering individual applications, our selection criteria is based on a number of factors not limited simply to qualifications, achieved grades or other qualification information (such as cumulative achieved UCAS Tariff points). Other factors taken into account in the selection of applicants or the setting of offer conditions can include:

- Demographic data, when used to develop contextual offer schemes in line with the university's Widening Participation strategy.
- Performance in course selection interviews, auditions, or assessments.
- The quality and content of previous portfolios, showreels or previous relevant work.

11. Interviewing and assessment

i. Applicants will receive clear information on requirements for interviews, auditions, portfolios or any form of assessment applied during the application process. Disabled applicants will be entitled to reasonable adjustments for interviewing or assessment for selection purposes.

ii. There will be a clear structure for each interview, or other selection method, and these will be conducted against pre-determined criteria.

iii. Applicants for PSRB courses may be invited to an interview as part of the admissions process to determine suitability for the course, taking into account the requirements of the PSRB and the competencies students are required to demonstrate. As part of the interview, applicants will be invited to discuss any reasonable adjustments they feel they need due to a disability, long-term health condition, mental health difficulty or neurodivergence such as dyslexia, autism or ADHD.. This could include the reasonable adjustments candidates currently have in place at their current level of study and/or consideration of what adjustments may be required both on the course and on placement.

Please note, students on courses subject to PSRB requirements and placements in the area of Health and Social Care are required to notify the University of any disability which may impact on their ability to complete the course and to be fit to practise on completion of their studies. Offers for these courses are conditional upon a satisfactory Occupational Health assessment and on the University being satisfied that, with reasonable adjustments, you will be able to meet all relevant academic, practical and professional competence standards

iv. Decisions and the reasons for the decisions will be held against the applicant record for ease of feedback.

12. Recognition of Prior Learning (RPL)

i. Under the RPL process, applicants can enter a course at an advanced stage with a previous qualification or other certified learning, where this learning is mapped to the BCU course and it

has been established that the learning outcomes, content, currency, academic credit and level of award are appropriate and relevant. The evidence of prior learning must be provided at the admissions stage so that the mapping is completed prior to enrolment.

ii. The admissions process also allows for standard progression arrangements such as HNC/D students topping up to degree level.

iii. The University will also consider recognising prior experiential learning e.g. learning achieved outside a formal learning environment, such as through professional work experience.

13. Making offers

i. Offers are made in accordance with the University's offer strategy.

ii. Decisions are made in accordance with timescales set by relevant external admissions application services. Direct applicants will be addressed in a timely manner. Clear information will be provided in the offer to the successful applicant on:
- Any academic and non-academic conditions attached to the offer
- The next steps to be taken by the offer holder and BCU

iii. Requests to defer study until the following year will be considered but are not guaranteed. An offer can be deferred for a maximum of one entry cycle only unless there are exceptional circumstances. BCU does not normally defer offers made in Clearing if they are below the main cycle published entry requirements.

14. Mistakes and fraud

i. The University will carry out checks on documents and information supplied by applicants to establish authenticity in order to guard against fraudulent applications. In some cases, this may involve contacting your referee or previous institution to verify the information you have provided.

ii. Where deemed necessary, additional credibility checks may be undertaken, such as reviews of your previous work experience and CV.

iii. All UCAS applications are subject to the UCAS fraud verification checks. All applicants are expected to provide accurate and up to date information as part of their application, and to inform us where any mistake has been made.

iv. Whilst we recognise that mistakes can occur when completing an application, we reserve the right to withdraw, amend, or refuse an offer to any applicant who has provided incorrect or misleading information.

v. Fraudulent information includes information which an applicant provides which they know to be false, or the provision of doctored or fake documents to support their application.

vi. Where offers have been made on the basis of information or documents which is found to be fraudulent, the University reserves the right to withdraw the offer or withdraw the student if enrolled and/or terminate the student contract.

15. Application after a withdrawal

i. Students will not be eligible to re-apply to the university to achieve a first or higher award within 12 months of their date of withdrawal following the ending of their studies due to academic failure. This is to allow you time to potentially resolve the circumstances that led to your withdrawal.

ii. Students previously on an apprenticeship are not eligible to return as an apprentice on the same apprenticeship, unless exceptional circumstances can be demonstrated, but may apply for entry to a standard University course or a different apprenticeship.

iii. Decisions on all such applications will be made in the sole discretion of the University and will take into consideration the applicant's previous academic record.

iv. If a student wishes to study a new course at the University, an application must be made via Admissions and in all cases the current published entry requirements must be met. For an apprentice, a new application would be via the employer in the first instance before an invitation to apply is sent via APTEM.

v. A student whose registration ended due to fitness to practice will not be able to transfer or apply to a programme of study that has a practice requirement within 5 academic years of the decision to find you unfit for practice.

vi. A student who is excluded from the University for a period of up to five years will not be able to reapply to study at the University during this time.

vii. Where an applicant requires a Student Visa to return to their studies following a withdrawal due to failure to comply with the conditions of their student leave, then it is unlikely that re-admission will be agreed as the University reserves the right to refuse to issue a CAS in such cases.

viii. The University retains the right not to make you an offer even if you would otherwise meet the criteria for an offer to be made.

16. English Language Requirements and international qualifications

i. As all teaching, learning and assessment delivered at the University is through the medium of English, all applicants will be required to demonstrate that they meet the required level of English language competency for their desired course of study.

ii. International and EU applicants will be required to have a recognised English language qualification, such as IELTS (International English Testing System) or equivalent at the appropriate level for the course of study for which they wish to be considered.

iii. The University's standard English Language entry requirement is IELTS 6.0 (with no banding below 5.5). Some courses may set higher requirements where necessary together with any individual element requirements as approved by the relevant admissions department and senior faculty leaders.

iv. The English language qualifications accepted are outlined on the University website.

v. Each course entry profile will state an overall IELTS score (or equivalent) together with any individual element requirements, as and where appropriate.

vi. Where an applicant's English language competency is below that necessary for their intended course of study, they will be required to successfully undertake a pre-sessional English language course prior to being enrolled on their course. Further information is available on the BCU website.

vii. The University uses Ecctis to compare international qualifications with the equivalent levels of UK qualifications and to authenticate qualifications and may share a copy of your qualifications for verification purposes.

17. Applicants requiring a Student Visa

i. Applicants who are not UK, Irish, EU or EEA citizens wishing to gain admission to the University
must meet and possess the appropriate leave to remain/leave to enter in the UK and satisfy immigration requirements in force at the time of entry onto the course. The University will not normally accept students whose decision by the Home Office is pending.

ii. Students seeking sponsorship through UK Visas and Immigration Student Visa sponsorship will be required to meet the requirements as set out by the Home Office in addition to University requirements.

iii. Not all courses are open to international students who will require a visa to study in the UK.

iv. Students who are not UK or Irish nationals and who are not sponsored under a Student Visa will be required to demonstrate that they have appropriate leave to remain/leave to enter in the UK. The University will not normally accept students whose decision by the Home Office is pending.

v. Further advice for applicants or existing BCU students who require a Confirmation of Acceptance for Studies (CAS) to enable them to make an application for a Student Visa is available here.

vi. The University has links with agents and representatives in many countries to allow applicants to explore all of the study options available to them and give them the opportunity to be guided through the application process. Agents are not employed with the University and act independently and we recommend students undertake individual due diligence prior to liaising with an Agency. More information is available by searching for BCU in your country

vii. In the event of changes to immigration legislation, or if information becomes available that might impact our ability to sponsor a student under the Student Visa Route, the University reserves the right to refuse to sponsor an applicant and/or amend or withdraw any sponsorship already made.

18. Fee status

i. For taught and research programmes, UK Government Legislation allows publicly funded institutions to charge fees to "overseas" students at a higher rate than to "home" students

unless they fulfil certain residence and immigration status criteria. If it is not possible to determine fee status from the information presented on an application form, applicants will be asked to complete a Fee Assessment Questionnaire.

ii. Assessment of this questionnaire is carried out based on the fee and Student Support regulations set by the Education (Fees and Awards) (England) Regulations 2007, with guidance from UK Council for International Student Affairs.

19. Applicants under 18

i. The University does not discriminate on age and applicants under 18 years who meet the minimum entry requirements will receive an offer. However, there are certain professional body courses where admission under 18 is not permitted.

ii. Please see the University Safeguarding Policy.

iii. All applicants who will be under the age of 18 after the point of enrolment will have a risk assessment undertaken, and where there are risks presented by a student's admission to the programme that we are unable to mitigate, we reserve the right to withdraw an offer made for the applicant or to defer it to a future intake.

iv. As required by UKVI, the parent(s) of an under 18 student, studying on a UK Student Visa, must complete the relevant Parental Consent Form and nominate a UK-based guardian. The nominated guardian must be present when the student's right to study check is conducted.

20. Support for disabled students

i. Students are encouraged to share information about a disability, long-term health condition, mental health difficulty, Specific Learning Difficulty (such as dyslexia) or neurodivergence (such as autism) at the application stage so that their needs can be discussed and reasonable adjustments made prior to joining or to support an interview or other selection process.

ii. The Pre-Entry Disability Advisor in the Disability Support Team will make contact at the application, offer and acceptance stages in the process. Disabled applicants who have shared the information described above will also receive automated emails explaining the support available and how to access it. Pre-entry Advisors are also available to provide information and guidance for Admissions Tutors.

iii. Further information is available on support for disabled students.

21. Criminal Convictions and Disclosure and Barring Service (DBS) checks

i. Any disclosure will be processed by the University in accordance with its Students with Criminal Convictions Policy and Procedure, which applies to applicants and students, Data Protection Policy and Appropriate Policy Document, the privacy notices and data protection and/or other relevant legislation in force at the time.

ii. Certain courses, particularly in education, health, social work and others involving work with children and vulnerable adults, require offer acceptors to undergo an enhanced Disclosure and Barring Service (DBS) check via an external DBS service provider and a satisfactory check is a condition of entry.

iii. Further guidance is available on the website in the DBS information pages: https://icity.bcu.ac.uk/hels/Health/Student-Governance/DBS/Index

iv. Overseas students are required to provide an Overseas Police Clearance certificate and undergo an enhanced DBS upon arrival in the UK. Please note, home students may also need to provide this where they have been resident outside of the UK for a period of time within the last five years.

v. Offer holders for courses which do not require a DBS check will be asked to disclose whether they have any relevant and unspent criminal convictions as this may have implications for the University's duty of care to students, staff and visitors. All disclosures will be subject to a risk assessment on a case-by-case basis by a university panel comprising a senior academic, admissions and student services representatives.

22. Occupational Health Checks

i. All students who are offered a place on a Health and Social Care Professional programme in the Faculty of Health, Education and Life Sciences will be subject to an occupational health check via an online questionnaire to ensure they are able to meet the health requirements before they go out to their allocated placement learning opportunity.

ii. For students who will be eligible to apply for Registration with a Regulatory Body they need to ensure they meet the necessary criteria. The Nursing and Midwifery Council (NMC) and the Health and Care Professions Council (HCPC) offer guidance for prospective students on 'good health'. They advise; 'if you have a disability or a health problem that you should seek advice about whether you can be adequately supported to be capable of providing safe and effective practice without supervision'.

23. Enrolment

i. All applicants are required to enrol with Birmingham City University. Applicants undertaking programmes with franchise partner institutions must enrol with both Birmingham City University and the partner institution.

ii. All full-time and part-time applicants entering Birmingham City University will normally be required to enrol for their course of study and thereafter re-enrol annually at the beginning of each new academic year. The enrolment process may differ depending on the type of course for which enrolment is being completed. Where the intake point varies from September (e.g. Jan / Feb / May) the enrolment period for that will be 12-months and re-enrolment will be required annually.

iii. An invitation to enrol online will be issued to an applicant's personal email address. Enrolment is completed online and through a series of tasks and where an on-campus appointment is required this will be made clear to the student when completing their online enrolment tasks.

iv. Apprentices must complete the required onboarding activity via Aptem for their apprenticeship course prior to being invited to enrol.

v. Whilst enrolment is being completed, applicants will be referred to as students or apprentices. Their enrolment status will be classed as 'pending enrolment' otherwise referred to as 'provisionally enrolled' until all enrolment tasks are completed and they become fully enrolled

(notwithstanding any outstanding conditions for continued study, such as Disclosure Barring Service (DBS) and Occupational Health clearance). During this period students and apprentices are still required to attend all teaching activities and engage with their induction and course in accordance with the Student Attendance and Engagement policy and Apprenticeship Attendance and Engagement Policy. Students and apprentices must enrol by the Friday of week 4 of their course start date. Failure to enrol by the deadline will result in the student being withdrawn from their course of study and/or their student contract being terminated as per the terms and conditions.

vi. To enrol, students and apprentices will be required to;

- agree to be bound by all the University's policies, regulations and procedures, by signing and accepting the University's Terms and conditions which will be completed via online enrolment,
- meet all conditions of an offer of a place to study at the University. The student or apprentice will then become fully enrolled (notwithstanding any outstanding conditions for continued study, such as Disclosure and Barring Service (DBS) or Occupational Health clearance). In exceptional circumstances deadlines to meet a condition may be extended see section vii.
- provide proof of the right to study in the United Kingdom (if being taught in the United Kingdom) if required. Apprentices will have right to study checks completed during the Onboarding stage so are exempt from this check in the enrolment process
- have Share code and an E-visa (Student Route Visa Holders and those subject to immigration leave)
- provide proof of identity which for Student Route Visa Holders, must be original copies of a passport. For Home students, a photo identification will be required such as passport, UK driving licence or national ID card will be accepted or in exceptional cases other photo ID with accompanying documentation may be accepted and students will be advised accordingly on acceptable ID via the enrolment task. Further information on required ID can be requested by contacting enrolment@bcu.ac.uk. Apprentices proof of identity will be checked at the onboarding stage so are exempt from this check in the enrolment process;
- provide proof of your qualifications
- provide all personal and other data reasonably required by the university to manage the course and comply with statutory obligations, including full and accurate contact address and UK telephone number.
- provide the correct confirmation of how your tuition fees are going to be paid, as this will determine exactly how and who is invoiced for your studies
- pay tuition fees or provide evidence of funding in accordance with the Tuition Fees Payment Policy. If you are paying your own tuition fees or have not provided evidence of funding, then you will be required to pay a minimum percentage of your tuition fees before you can enrol. Apprentices do not pay tuition fees.

vii. A student will not be permitted to fully enrol on their course at the University until all enrolment requirements are satisfied. Students and apprentices who are not enrolled by the Friday of week 4 of their course start date, are not permitted to enrol on the course, even if they can subsequently meet the conditions for enrolment. Students may be permitted to defer their application, please see section 13 or reapply at a future time. Once the deadline to enrol has passed, the University will withdraw the student's enrolment, and the student can no longer attend or engage with the course. In exceptional circumstances an extension may be provided where this is approved by a member of the Vice Chancellor's office (see BCU Terms and Conditions) and where this does not contravene the requirements of the course or professional, statutory or regulatory requirements. In such cases the student must have made all efforts to complete their online enrolment tasks, ensured that the University is informed of any barriers to completing enrolment that they may have and have been attending and

engaging fully with their course. If an exceptional extension is granted, students or apprentices will be informed and must comply with the extended deadline.

viii. As per the Terms and Conditions of the University, the provision of false, incomplete or misleading information may render a student's enrolment invalid and will entitle the University to terminate its contract with the student.

ix. Once a student has enrolled, they can apply to take a break in study at any time or withdraw from their course, however the student may still be liable to pay some or all their tuition fees. This would be the same for Apprentices however they are not liable for tuition fees, their funding would pause (break in learning) or cease (withdrawal). For more information, please see the Change of Circumstances Policy and Tuition Fees Payment Policy.

x. Students are enrolled onto a specific course with the aim of achieving a specific qualification (usually a named award) or CPD module(s). A student may not transfer to another course or pursue a different qualification after enrolment without the written consent of the University. If a student wishes to make a request to transfer course this must be made in accordance with the Change of Circumstances Policy. Approval of the transfer will also be conditional upon the student meeting the entry requirements of the new course or qualification.

xi. Enrolment will be for a defined period of time during which a student or apprentice will study a specified course. A student will need to confirm certain information to the University at the beginning of each academic year and if the course requires, each student will be asked to re-enrol on their course. This may also include completion of a self-declaration for DBS accredited courses. An invitation to re-enrol will be sent to the student's BCU and personal email account close to the relevant time explaining how re-enrolment can be completed. This will include completing the required tuition fee payment in accordance with the Tuition Fees Payment Policy.

xii. Please note that a student or apprentice needs to re-enrol even if they are only returning to complete assessments. In this case, apprentices are not required to re-onboard through Aptem.

xiii. By enrolling or re-enrolling, students are committing to pay all tuition fees in accordance with the annually revised Tuition Fees Payment Policy. Additionally, if any tuition fee debt from a previous academic period of study remains outstanding, then a student will not be permitted to enrol or reenrol until the balance outstanding is fully cleared. If you are a student continuing your course and you have an outstanding tuition fee debt, then you will not be invited to enrol.

xiv. Please note that all fees and fee payment policies are reviewed periodically, so please check for any changes if you are returning to the University to study.

24. Feedback

i. Due to the volume of applications received, the University cannot provide individual feedback for every unsuccessful application. Where the applicant has attended a selection process such as an interview or audition, feedback can be requested in writing to Admissions@bcu.ac.uk and the response is agreed with the academic team.

25. Complaints and Appeals about the admissions process

i. The applicant complaints and appeals procedure is available here

26. Extenuating circumstances

i. We encourage applicants or their referees/advisors to contact Admissions if they have experienced issues of a personal, social or domestic nature that have affected their studies or ability to meet our published entry requirements or offer.

ii. To ensure a fair and consistent approach, claims are submitted to the Assistant Director Admissions via Admissions@bcu.ac.uk and a recommendation is made to the relevant senior academic with responsibility for the programme of study.

27. Staff development

i. The University is committed to ensuring that all those involved in recruitment and admissions are competent to undertake their roles and responsibilities. Mandatory training and staff development opportunities are provided, and staff participate in external events such as the UCAS Annual Admissions Conference, UCAS Regional Forum and other best practise sharing events and the CMA Moodle module. Staff who are involved in international admissions undertake additional training with Ecctis, UKCISA, UKVI and other relevant external bodies

28. Monitoring and review

i. The University will monitor and regularly review its Admissions policy and procedures to ensure that they continue to support the University's mission and strategic objectives, that they remain current and valid in the light of changing circumstances and that they meet all external requirements, including adherence to equality legislation.

ii. To monitor its Admissions Policy, the University will:

- Monitor any complaints received.
- Review data regarding applications, offers made, the take-up of offers and successful completion where relevant, to inform future recruitment developments.
- Review its policies in relation to changing patterns in the applicant market, changes in the nature of the main qualifications offered by applicants and the demand for modes of study.
- Monitor admission procedures.
- Monitor the application of admission policies and procedures to courses provided by collaborative arrangements with partner institutions.
- Review recruitment materials and any pre-entry information and activities.