



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

ADMISSIONS POLICY 2.0

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1. The purpose and scope of the policy

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

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

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

2. The University's aims

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

The University is committed to providing a fair, effective and professional admissions service which is consistent with good practice as defined in the QAA's UK Quality Code for Higher Education; Chapter B2: Recruitment, selection and admission to higher education and Part C: Information about higher education provision (<http://www.qaa.ac.uk/quality-code/the-existing-uk-quality-code>) and as recommended by Supporting Professionalism in Admissions (SPA) (www.spa.ac.uk/support/goodpractice).

2.1 Principles

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

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

3. Compliance with codes and regulations

The policy and associated procedures comply with the Data Protection Act 1998 and relevant equality and diversity legislation affecting the admissions of students, and take account of sectoral best practice, including:

- The QAA's UK Quality Code for Higher Education; Chapter B2: Recruitment, selection and admission to higher education and Part C: Information about higher education provision;
- UCAS's guidance and manuals for institutions;
- The Schwartz report's principles of fair admissions, www.spa.ac.uk/resources/schwartz-report?section=161
- The requirements of relevant accrediting professional bodies;
- The requirements of UKVI, www.gov.uk/government/organisations/uk-visas-and-immigration

4. Related policies, procedures, and regulations

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

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

5. Responsibility for admissions and review of the policy

The University Senate is responsible for ensuring that the University has and implements appropriate regulations, policies and procedures for the admission of students. Advice on these matters is provided to Senate by the Academic Policy Committee.

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

Overall responsibility for the admissions process rests with the Registry. The Executive Head of Registry has oversight of the designated admissions staff within the Registry.

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

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

All decisions on applications are subject to strict quality assurance procedures, including regular consultation with Admissions Tutors to ensure compliance with selection criteria; routine spot checks to ensure consistency in implementation and compliance with legal and policy requirements and the requirements of accrediting professional bodies; regular reviews of selection criteria and outcomes; and the monitoring of turnaround times to ensure that applications are assessed in a timely manner.

6. Progression/articulation agreements

At the University's discretion, an applicant may be admitted to a programme of study at a later stage rather than at the beginning of a programme. This normally applies to students entering a second or third stage of a programme e.g. into levels 5 or 6 of an Honours degree or into Part 2 of a Master's programme. Such 'direct entry' or 'advanced standing' may be granted either on the basis of an individual application (including an individual Recognition of Prior

Learning (RPL) claim) or on the basis of an articulation agreement. In both cases, the University must recognise and award credit for the student's previous certificated or experiential learning via the RPL process. Further information is available at www.uwtsd.ac.uk/courses/recognition-of-prior-learning-opportunities.

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

7. Collaborative partnerships with other HE providers

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

8. The Reaching Wider Partnership

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

Aiming to widen access into higher education for previously excluded and under-represented groups, the Reaching Wider Partnership organises learning and aspiration raising activities. Activities include the running of a three week summer university programme with academic input provided by staff at the University of Wales Trinity Saint David and Swansea University.

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

9. Use of intermediaries/external agents

The University has formal agreements with many institutions worldwide and in many countries, including the UK, UWTSD has appointed local representatives who can offer advice, information and assistance with applications from prospective UK, EU and International students alike.

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

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

10. Enquiries and information, advice and guidance for applicants

The University will ensure that information about its programmes is made available through various media channels, including its website, prospectuses and other recruitment materials. The University's Marketing team provide pre-entry and point of application advice and guidance. The department also has Champions who assist specific groups including Carers and members of the Armed Forces. The University aims to consider applications and make decisions as quickly as possible. However, given the volume, range and quality of applications received, it is not always possible to make an admissions decision immediately. The University recognises the importance of keeping applicants informed and aims to provide effective updates at key points during the admissions process.

A wide range of communications is sent to applicants from Registry, including the following:

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

In addition to the above, applicants may receive communications from the Marketing Unit, and academic Faculties/Schools which may include an invitation to visit the University to attend an Open Day or interview and programme specific information.

11. Applications from Welsh speaking students

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

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

12. Application process

12.1 Applying online at www.ucas.com

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

12.2 Institution Codes

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

12.3 Students at a school or college registered with UCAS

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

12.4 Independent applicants in the UK and EU

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

12.5 International applicants outside the EU

Individuals from outside the EU apply online independently to the University, except for those whose school or college is registered with UCAS. Advice is available from British Council offices and other centres overseas, and may be available from the applicant's school or college.

For applicants applying through UCAS, there are full instructions at www.ucas.com to make it as easy as possible to complete their online application.

12.6 When to apply

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

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

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

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

12.7 Part-time applicants

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

12.8 Postgraduate applicants

Potential applicants for postgraduate programmes (excluding PGCE programmes offered through UCAS Teacher Training www.ucas.com/ucas/teacher-training) should complete the application form available on the 'How to Apply' section of the University's website. Alternatively, application forms can be requested from Registry.

12.9 Wales Institute for Work-Based Learning

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

Further information is available at: www.uwtsd.ac.uk/wiwbl/

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

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

13. General information about the application process

Applicants for certain programmes will be given access to the University's application portal which will become the student portal after enrolment. Applicants will be provided with log-in details so that they can track their application, respond to an invitation to attend an interview and respond to an offer. Applicants who are not given access to the portal will be given the same information via email and letter.

14. Entry requirements

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

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

- The UCAS website and entry profiles (for programmes handled by UCAS);
- The University website;
- Faculty literature;
- The University programmes prospectuses;
- The University Open Days

Any changes made to entry requirements or standard offers after the publication of printed materials will be communicated as soon as possible via the University website (and the UCAS website where applicable). These sources should therefore be considered the most up-to-date and applicable. Applicants holding offers will be contacted directly to inform them of any changes that affect them.

15. Interviews, admissions tests and portfolios

Applicants for certain programmes are required to attend an interview or audition, undertake an admissions test or present a portfolio. Further detail on such requirements for each

programme is available on the University's website and UCAS website (where applicable). All applicants are encouraged to attend visit days and open days.

16. Programmes requiring enhanced disclosure (DBS)

Applicants who wish to enrol on programmes where they will be required to work with children and/or vulnerable adults will be informed during interviews and in subsequent offer letters that they will be required to gain an enhanced disclosure from the Disclosure and Barring Service and register with the DBS Update Service.

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

If a student has made every effort to submit their DBS application in a timely manner and there is a delay in gaining the DBS clearance, the University may consider administering a Children's Barred List (formerly list 99) Check in the interim. Further information on this process is contained in the University's Safeguarding Policy (Appendix SQ1), published at www.uwtsd.ac.uk/academic-office/appendices-and-forms/

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

17. Decisions, Offers and Feedback

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

Successful applicants will receive either a Conditional offer on the basis of qualifications or requirements yet to be completed, or an Unconditional offer. In some circumstances, an offer may be conditional upon non-academic requirements e.g. financial requirements for International applicants requiring a Tier 4 (General) Student Visa.

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

Unsuccessful applicants are made aware that they can request feedback. Further information is available at:

www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/registry/Policy-and-Procedures-for-Admissions-Feedback,-Appeals-and-Complaints.pdf

18. Meeting offer conditions, Clearing and Adjustment

18.1 Meeting offer conditions

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

18.2 Clearing

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

18.3 Adjustment

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

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

Where appropriate, applicants for undergraduate programmes may apply for admission to the second or third year of a programme. Applicants for both undergraduate and taught postgraduate programmes may also apply for exemption from particular modules based on study undertaken at another institution. All such applications will be considered by the relevant Programme Directors. Applications for recognition of prior experiential learning will be considered by the University's Recognition of Prior Experiential Learning Board. In order to claim recognition for prior experiential learning above 40 credits, candidates will be required to successfully complete the Recognition and Accreditation of Learning (RAL) module.

Full details of the process for the recognition of prior certificated and experiential learning can be found in Chapter 10 of the Academic Quality Handbook (www.uwtsd.ac.uk/academic-office/academic-quality-handbook/). In all cases, the process should normally be completed before the candidate enrolls on a programme of study.

20. Document verification and fraud

If an application is found to contain false information at the point of verification or thereafter, the University reserves the right not to enrol the applicant or to require the student to withdraw from the programme of study. Applicants whose personal statements have been identified as similar under the UCAS Similarity Detection Service will be required to submit a new personal statement before their application will be considered. However, the University reserves the right to reject such applications where the degree of similarity is of a substantial nature.

21. Care leavers

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

22. Under 18s

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

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

The University has a Safeguarding Policy (Appendix SQ1) and procedures relating to the care of students under the age of 18 available at www.uwtsd.ac.uk/academic-office/appendices-and-forms/

23. Young Adult Carers

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

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

Further information is available at www.uwtsd.ac.uk/community/widening-access/information-support-and-guidance/

24. Applicants with disabilities or specific learning needs

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

Students who have disclosed a disability on their application form are encouraged to contact Student Services and their Academic School to discuss their support requirements. The University may decide to invite applicants who have disclosed disabilities in specific categories to meet with a member of the School, a representative from the Learning Support Team (Student Services), and any other relevant staff in advance of making an offer. The meeting will be arranged to take place as early as possible, in order that support requirements can be identified. Where complex support requirements are identified, the applicant's case will be referred to senior Student Services staff prior to any decision regarding an offer being made. Applicants declaring a disability prior to, or during an Open Day event should also be encouraged to contact Student Services and their School to discuss their support requirements.

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

Further information on Student Services is available at www.uwtsd.ac.uk/student-services/

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

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

Programme teams also need to make sure that everyone admitted to a programme of study that leads to an accredited status has the physical, mental, intellectual and behavioural competencies inherent for a successful career in their chosen field.

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

26. Applicants declaring criminal convictions

The University has a duty to ensure the safety of its student and staff community. The application process requires applicants to disclose unspent convictions. For certain programmes involving interaction with children and/or vulnerable adults, applicants must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions.

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

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

Applicants who declare a criminal conviction will be asked to complete a form that provides the University with further detail. The application will be assessed in the first instance on the basis of standard academic and non-academic selection criteria. The relevance or otherwise of any criminal conviction(s) will be considered before a final decision is made. Upon receipt of the criminal records disclosure form and depending on its content, the information will be shared with appropriate senior officers including the Executive Head of Registry, the Principal Officer (Student Services) and the Director of Student Services.

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

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

27. International applicants

Each applicant is assessed on an individual basis, according to the evidence provided on the application form and supporting documents. Each applicant must meet the University's requirements in addition to any requirements placed upon the institution by Government/legislative bodies. These include the requirements of Tier 4 (General Adult Student Visa) sponsorship as defined by the Home Office.

27.1 Academic requirements

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

As part of the University's UKVI Tier 4 Sponsor Licence, the University is required to view and maintain copies of all international students' current passports and visas (valid for study at the University) along with original qualification documents (including certified translations if these are not in English) on the basis of which admission is granted to the University.

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

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

27.2 English Language Requirements

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

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

Applicants whose first language is not English must have sufficient command of the English language to complete their studies satisfactorily and have completed an English language proficiency test that has been assessed as meeting the UK Visa and Immigration (UKVI) requirements equivalent to a minimum level B2.

27.3 Admissions interviews

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

Interviews are conducted either through Skype, Lync or equivalent, transcribed and recorded and normally a recording of the interview is kept.

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

27.4 Financial information

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

27.5 Confirmation of Acceptance for Studies (CAS)

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

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

It should be noted that a Tier 4 visa application can be made only in the three months prior to the start of a programme. In order to apply for a UK Tier 4 student visa and enrol at the start of a programme, students must produce their original certificates and transcripts. More information is available on the University's website, www.uwtsd.ac.uk/international/ including information about immigration and visas, travel to UWTSD and English Language requirements, as well as the International Students' Guide.

Offer letters will include appropriate information and guidance notes for international applicants. The University's International Admissions Team is responsible for carrying out the appropriate checks to assess immigration history before issuing Confirmation of Acceptance

for Studies (CAS) for applicants where required. Collaborative Partners are responsible for ensuring that their own institution has undertaken all appropriate checks before issuing a CAS for applicants who will enrol on UWTSD programmes.

28. Refugees and asylum seekers

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

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

The University follows the recommendations of the Welsh Government in providing accessible information, advice, guidance and support to increase access to further and higher education by refugees and asylum seekers.

29. Changes to and discontinuation of programmes

Where significant changes have been made to a published programme, those applicants with an offer on that programme will be informed of those changes as soon as possible. Such changes may include:

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

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

30. Deferred Entry

The University is willing to consider applications for deferred entry to the next academic year in the case of the majority of its full-time undergraduate programmes. However the University reserves the right to withdraw a programme from its prospectus during an academic year, and applicants choosing to defer their entry will be clearly informed of this. The University cannot guarantee that the programme's tuition fee will not change during the deferment period.

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

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

31. Appeals and complaints procedure

The University considers all applicants fairly and in line with the principles outlined in the policy. However, the University recognises that there may be occasions where applicants request an appeal (review of their application), or make a complaint about the admissions process. The arrangements in place for applicants to obtain feedback about an unsuccessful application, to appeal against a selection decision or to complain about the admissions process are set out in the following document which can be found under the 'How to apply' pages of the University's website:

www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/registry/Policy-and-Procedures-for-Admissions-Feedback,-Appeals-and-Complaints.pdf

Version No:	Reason for change:	Author:	Date of change:
0.1	Initial draft	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	17/05/18
0.2	Amendments requested to sections 11 and 28 following meeting of the APC.	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	15/06/18
0.3	Amended draft for APC approval	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	29/06/18
2.0	Final draft approved by Academic Policy Committee	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	17/08/18