

UNIVERSITY OF
WINCHESTER

ADMISSIONS POLICY

Document Title	Admissions Policy
Document Author and Department:	Head of Admissions and Customer Insight, Deputy Director Marketing, Communications and Engagement
Responsible person and Department:	Director of Marketing, Communications and Engagement
Approving Body:	Senate
Date of Approval	25/06/2024
Date effective from:	01/09/2024
Review Date:	June 2027
Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
Summary/Description:	
This document defines the Admissions Policy for all taught programmes delivered by the University of Winchester, including undergraduate, apprenticeship, PGCE and taught postgraduate programmes.	

TABLE OF CONTENTS

SECTION A: INTRODUCTION	4
SECTION B: SCOPE OF THE POLICY	4
SECTION C1: ENTRY REQUIREMENTS	4
SECTION C2: UNDERGRADUATE ENTRY REQUIREMENTS.....	5
SECTION C3: POSTGRADUATE ENTRY REQUIREMENTS.....	5
SECTION C4: DISTANCE LEARNING	5
SECTION D: APPLICATION DEADLINES.....	6
SECTION E: APPLICATION PROCESSING	6
SECTION F: INTERVIEWS AND AUDITIONS.....	7
SECTION G: UNSUCCESSFUL APPLICATIONS.....	8
SECTION H: FEEDBACK.....	8
SECTION I: REQUESTS FOR RECONSIDERATION.....	8
SECTION K: APPLICATION FRAUD	11
SECTION L: FEE CATEGORIES AND FEE ASSESSMENT	11
SECTION M: APPLICATIONS FOR ENTRY WITH ADVANCED STANDING.....	12
SECTION N: DEFERRED ENTRY	12
SECTION O: APPLICANTS WITH CRIMINAL CONVICTIONS.....	12
SECTION P: ADDITIONAL NON-ACADEMIC CLEARANCE CHECKS.....	14
SECTION Q: SKILLS SCANS FOR DEGREE APPRENTICESHIPS	15
SECTION R: APPLICANTS UNDER 18.....	15
SECTION S: DISABILITY	16
SECTION T: EXTENUATING CIRCUMSTANCES	16
SECTION U: PROGRESSION ARRANGEMENTS.....	17
SECTION V: STUDENT VISA SPONSORSHIP	17
SECTION W: DEATH OF AN APPLICANT	18
SECTION X: ENROLMENT	18
SECTION Y: APPLICATIONS FROM PREVIOUSLY REGISTERED STUDENTS.....	19
SECTION Z: COMPLAINTS.....	19
SECTION AA: DATA PROTECTION.....	19
SECTION AB: CONTACT DETAILS.....	20

SECTION A: INTRODUCTION

- A1.1 This Policy is intended to cover the University's admissions process for applicants and their representatives, and to support the work of its admissions staff in recruiting students who, based on their application and achievements, are believed to be in a position to complete one of the University's programmes successfully.
- A1.2 The University is a signatory to the Universities UK/GuildHE 'Fair Admissions Code of Practice' and strives to provide a fair and transparent admissions process for applicants included within the scope of the Policy.
- A1.3 The University celebrates diversity and welcomes all, regardless of age, gender, sex, sexual orientation, disability, race (including colour, nationality, ethnic or national origin) or religion or belief. As part of this, the University aspires to remove barriers which might discourage people from taking up programmes at the University and aims to recruit students from a wide range of groups including those currently under-represented in higher education.
- A1.4 Alongside the Admissions Policy, the University has a wide range of institutional policies and procedures. Where appropriate, reference to relevant policies is included in this document, and a full list of University policies and procedures is available on the University website: www.winchester.ac.uk/policiesandprocedures.

SECTION B: SCOPE OF THE POLICY

- B1.1 This Admissions Policy ("Policy") applies to all taught provision of the University of Winchester, including undergraduate, PGCE and taught postgraduate programmes. The Policy also applies to credit-bearing short courses and degree apprenticeships.
- B1.2 This Policy does not apply to applicants for postgraduate research (PGR) programmes or applicants to non-credit bearing short courses. Applicants to PGR programmes should refer to the Postgraduate Research Degree Admissions Policy.
- B1.3 This Policy encapsulates all activities, policies, procedures, and practices involved in the process of admitting students to the University.

SECTION C1: ENTRY REQUIREMENTS

- C 1.1 The entry requirements for each programme are published annually on the programme pages of the University's website. Applicants are advised to check the website to ensure they have the most up-to-date information for their year of entry.
- C1.2 All programmes at the University are taught and assessed in English. Applicants whose first language is not English and who require student visa sponsorship to study in the UK must normally hold a recognised English language qualification such as IELTS, TOEFL, PTE, Cambridge, etc., that assesses each of the four skills (listening, reading, speaking and writing) separately and has been achieved at the required level to meet UK Visas and Immigration (UKVI) requirements. Applicants should check the website page (www.winchester.ac.uk/international/english-language-requirements/) for further

information on the University's English language requirements and the qualifications accepted. Applicants can also contact the University's Admissions team (admissions@winchester.ac.uk) if they have questions about their English language qualifications.

- C1.3 Entry requirements for certain programmes may include an audition or interview as part of the application process to determine an applicant's suitability. Where attendance at an audition or interview is required, it is specified in the entry requirements of the relevant course page on the University website. Further details about interviews and auditions are covered in Section F.
- C1.4 The University is committed to giving full and fair consideration to all entry qualification information presented by applicants. The University will only offer a place where there is evidence that an applicant is capable of successfully completing their programme.
- C1.5 The University reviews application and acceptance numbers to determine whether to close a course to recruitment. This process is set out in the University's Terms and Conditions (www.winchester.ac.uk/termsandconditions).

SECTION C2: UNDERGRADUATE ENTRY REQUIREMENTS

- C2.1 Published entry requirements are expressed using the UCAS tariff, and most offers are made by reference to the required number of UCAS tariff points. Where applicants are taking qualifications that do not attract UCAS tariff points, offers are tailored accordingly.
- C2.2 Where students have completed qualifications from outside the UK, the University uses information from the UK National Agency for International Qualifications and Skills (UK ENIC) to determine suitable equivalencies. Offer levels are consistent for UK and non-UK nationals, with both expected to meet equivalent levels during the main application cycle and during clearing.
- C2.3 Applicants are normally expected to hold qualifications that are accredited by an awarding organisation that is regulated by Ofqual or the Council for the Curriculum, Examinations & Assessment (CCEA). Qualifications not regulated by Ofqual or the CCEA will be considered on an individual basis.

SECTION C3: POSTGRADUATE ENTRY REQUIREMENTS

- C3.1 At postgraduate level, an honours degree in a relevant subject (or equivalent professional qualification) is normally required. Applicants should check the relevant programme page on the University website for the specific entry and classification requirements.

SECTION C4: DISTANCE LEARNING

- C4.1 In addition to academic and English language entry requirements, applicants for distance learning programmes are required to have access to appropriate computing equipment and a reliable internet connection. Evidence of this may be requested and if it cannot be

provided may result in the application being unsuccessful or the offer of a place being withdrawn.

- C4.2 Further information about the minimum and recommended specification requirements for distance learning study is available on the University website (www.winchester.ac.uk/distancelearning).

SECTION D: APPLICATION DEADLINES

- D1.1 In accordance with UCAS procedures, the University accepts applications up to, and including, the official UCAS equal consideration deadline, normally in January each year. Applications may be accepted after this deadline, providing there are spaces available. Applicants are encouraged to apply by the advertised deadline to ensure equal consideration of their application.
- D1.2 At postgraduate level, the University advertises its application deadline for most programmes on the University website. Applicants are encouraged to check the relevant programme page on the University website and to apply ahead of this deadline.
- D1.3 After application deadlines and in line with the University Terms and Conditions (www.winchester.ac.uk/termsandconditions), the University reviews application and acceptance numbers to determine whether to close a course to recruitment.

SECTION E: APPLICATION PROCESSING

- E1.1 The University is committed to providing an admissions operation that delivers a high-quality, efficient admissions system, and a professional service to all applicants.
- E1.2 Decisions on applications to programmes are made on behalf of the University by staff within the Admissions team, or where appropriate by designated academic members of staff.
- E1.3 Applications are assessed on their individual merits against the advertised entry criteria for the chosen programme, with additional consideration given to applicants applying to the University with non-standard qualifications.
- E1.4 Staff involved in the decision-making process receive regular training and have access to resources to make fair and appropriate decisions on applications.
- E1.5 The University is only able to communicate the status of an application directly with the applicant, unless they have provided a nominated contact in their UCAS application who can contact the University on their behalf to discuss the application.
- E1.6 The University engages international recruitment agents to assist students from outside the UK during the application process. Where agents have assisted applicants, they are normally able to receive information about the progress of applications they have supported.

E1.7 The University monitors and evaluates admissions data and practices on an annual basis to identify what works well and where improvements can be made in terms of serving the interests of applicants of all backgrounds.

SECTION F: INTERVIEWS AND AUDITIONS

- F1.1 As part of the selection process, applicants to certain programmes may be required to attend an audition or interview to demonstrate their suitability. Where an audition or interview is required, it is specified on the programme page of the website and on the UCAS entry profile.
- F1.2 Attendance at an interview or audition may also be required where an applicant is relying on professional experience to support their application, rather than through certified learning.
- F1.3 Applicants are provided with advance information about the format of the interview or audition and any information they need to bring with them.
- F1.4 Applicants are normally given a minimum of seven calendar days' notice of an interview or audition to allow time to make travel arrangements and prepare for the day. Applications submitted via clearing or close to the programme start date may however be organised with a shorter notice period.
- F1.5 Auditions and interviews can take place in-person, on-campus or online. If the audition or interview takes place online, applicants are assessed against the same criteria and expected to demonstrate the same competencies as those expected during an in-person interview or audition.
- F1.6 Applicants with additional requirements or reasonable adjustments should advise the University at the earliest opportunity, so that any required adjustments to the format of the interview or audition can be made. Requests for reasonable adjustments should be submitted to admissions@winchester.ac.uk no later than two working days before the time of the scheduled interview or audition.
- F1.7 Failure to attend an interview or audition will normally result in an application being unsuccessful. Where extenuating circumstances mean an applicant is or was unable to attend their designated interview or audition, they should contact the Admissions Team (admissions@winchester.ac.uk) as soon as possible. Where evidence of extenuating circumstances can be provided, it may be possible for the University to offer an alternative interview or audition.
- F1.8 If feedback following the attendance at an interview is requested, applicants should see Section H Feedback.
- F1.9 Interview or audition panels normally consist of University staff, and in the case of programmes with professional elements, service users and/or individuals working in the relevant profession. Staff involved in the panel are expected to have completed student interview/audition training before being a member of a panel.

F1.10 Interviews and auditions will not normally be recorded unless they are being used for the purposes of UKVI compliance. Where an interview or audition is being recorded, applicants will be informed ahead of it commencing.

SECTION G: UNSUCCESSFUL APPLICATIONS

- G1.1 The University is unable to offer a place to all applicants. Applicants who do not meet, or fail to demonstrate they have the potential to meet, the academic or non-academic entry requirements for their chosen programme will be unsuccessful. In addition, due to the finite number of places on each programme, where a programme is oversubscribed, the University acknowledges that some suitably qualified applicants may not be offered a place.
- G1.2 Where appropriate, unsuccessful applicants may be given advice about alternative programmes available at the University or advised to consider re-applying in a future academic year.
- G1.3 Applicants who are unsuccessful based on performance during an audition or interview are unable to re-apply for the same subject in the same application cycle as their original unsuccessful application. Such applicants are only eligible to re-apply in a future application cycle.
- G1.4 Where concerns regarding the authenticity of the information provided by an applicant are raised, section K: Application Fraud applies.

SECTION H: FEEDBACK

- H1.1 The University does not routinely provide feedback to unsuccessful applicants. However, should an applicant require feedback, it is available upon request and is provided in writing.
- H1.2 To request feedback about an unsuccessful application, applicants should email admissions@winchester.ac.uk within 10 working days of the unsuccessful decision being communicated.

SECTION I: REQUESTS FOR RECONSIDERATION

The following section is relevant for applicants who were not required to attend an audition or interview.

- I1.1 Applicants who are unsuccessful based on information provided in an application (i.e. not through attendance at an interview or audition) and who have additional information which was not included in their original application, such as qualifications or prior learning, may request that their application is reconsidered.
- I1.2 To request a reconsideration, applicants are required to email admissions@winchester.ac.uk within 10 working days of the unsuccessful decision being communicated and to include the additional supporting information.

- I1.3 Requests for a reconsideration will be considered by a member of staff who was not involved in the original decision.
- I1.4 The outcome of a request for reconsideration will be provided to the applicant within 10 working days of the receipt of the additional information.

SECTION J1: APPEALS

- J1.1 An applicant may appeal against the University's decision to reject their application in accordance with the relevant process set out below.
- J1.2 An appeal must be based on one of the permitted grounds set out in Sections J2 and J3. Appeals will not be considered about matters of academic and professional judgment regarding the merits of the application or an applicant's suitability to study on a programme.
- J1.3 Appeals can only be submitted by the applicant, their nominated contact (which can include a recruitment agent), or the UCAS Apply Centre they have used to submit their application.
- J1.4 An appeal is distinct from a complaint. An appeal relates to the decision that was reached, rather than how the application has been dealt with. For complaints relating to the admissions process, see Section Z: Complaints.
- J1.5 This section does not apply to appeals against admissions decisions made following the disclosure of a criminal conviction, which are dealt with in accordance with Section O: Applicants with Criminal Convictions.

SECTION J2: APPEALS FOR APPLICATIONS WITHOUT AN AUDITION OR INTERVIEW

- J2 Where a decision was reached not involving attendance at an audition or interview:
 - J2.1 Applicants who are unsuccessful based on their application should follow the appeals process outlined in Appendix 3.
 - J2.2 An applicant who wishes to appeal against a decision to refuse their application may submit a formal appeal request using the Appeal Form available on the University website (www.winchester.ac.uk/applicantappeals). The appeal should be submitted within 10 working days of receipt of the unsuccessful decision (or the decision on a reconsideration, if applicable).
 - J2.3 The grounds on which an appeal can be brought are:
 - J2.3.1 the University did not follow its regulations, policies or processes and this procedural irregularity disadvantaged the applicant;
 - J2.3.2 there is new evidence which the applicant was for good reason unable to provide during the reconsideration process;

J2.3.3 there is substantive evidence of prejudice or bias on the part of the University.

J2.4 Appeals will be considered by a panel with no prior involvement in the initial admissions decision-making process and will normally include the relevant Dean of the Faculty the programme is linked to and the Head of Admissions and Customer Insight.

J2.5 The panel will review the application and appeal documentation and make a written summary of their decision to either uphold the original decision(s) or the appeal. If further information is required, this will be requested from the Admissions team and/or directly from the applicant.

J2.6 The outcome of the appeal will be provided to the applicant within 10 working days of the receipt of the appeal.

SECTION J3: APPEALS FOR APPLICATIONS WITH AN AUDITION OR INTERVIEW

J3 Where a decision was reached after attending an audition or interview:

J3.1 Applicants who are unsuccessful based on attendance at an interview or audition should follow the appeals process outlined in Appendix 4.

J3.2 Appeals must be received within 10 working days of feedback being provided to the applicant. Appeals received outside of this timeframe will not normally be accepted.

J3.3 The applicant should provide details of the circumstances which give rise to the appeal using the Appeal Form (www.winchester.ac.uk/applicantappeals). The grounds for appeal are:

J3.3.1 there were extenuating circumstances that significantly affected the applicant's ability to succeed during the audition or interview;

J3.3.2 the University did not follow its regulations, policies or processes and this procedural irregularity disadvantaged the applicant;

J3.3.3 there is substantive evidence of prejudice or bias on the part of one or more of the interview/audition panel.

J3.4 Applicants who were unsuccessful based on performance during an audition or interview are unable to appeal against the academic or professional judgement that has been reached.

J3.5 The outcome of an appeal will be provided to the applicant within 15 working days of the Appeal Form being submitted and considered by the Appeals Panel.

J3.6 The outcome of the appeal will be either the requirement to attend a second interview or audition, or the initial decision being upheld.

SECTION K: APPLICATION FRAUD

- K1.1 The University considers all of the information provided within an application in good faith.
- K1.2 During the application process, the University will take steps to verify the information included in an application. For example, the University may request copies of qualification certificates or identity documents that confirm a change of name.
- K1.3 Qualification results for most level 3 qualifications are received directly from the UK awarding bodies, via UCAS. However, where this is not possible or where additional information is required, applicants may be required to provide copies of qualifications on request. If evidence of qualifications cannot be provided, it may result in an application being unsuccessful or the offer of a place being withdrawn.
- K1.4 Where possible, English language qualifications (for example ELLT, IELTS, TOEFL, PTE, Cambridge, etc.) are verified with the awarding body directly to confirm the authenticity of the information provided. If the authenticity cannot be verified the qualification will not be accepted and will result in an application being unsuccessful or the offer of a place being withdrawn.
- K1.5 Using an artificial intelligence tool to create all, or a large part of a personal statement, and presenting it as the applicant's own work, is not accepted and will result in an application being unsuccessful.
- K1.6 If, as part of the application process, the University determines that part or all the information provided within an application is fraudulent, the application will be unsuccessful and further applications from the individual will not be considered.
- K1.7 If after an offer has been made information arises that confirms fraudulent information was provided as part of the application, the offer of a place will be withdrawn and the decision will be communicated to the applicant.

SECTION L: FEE CATEGORIES AND FEE ASSESSMENT

- L1.1 Tuition fee status is determined by the University in accordance with the Education (Fees and Awards) Regulations 2007.
- L1.2 The University assesses each applicant based on the categories defined in the Regulations, and those who meet the relevant eligibility criteria will be eligible for home fees.
- L1.3 Applicants who do not meet all the relevant eligibility criteria will not be eligible for home fees and will instead be classified as an international fee-payer and charged the appropriate fee.
- L1.4 Where the University is unable to determine the appropriate fee category based on the information included in the application alone, a fee assessment questionnaire will be provided to the applicant along with a request for supporting information (such as a share code or copy of a biometric residence permit confirming indefinite leave to remain).

- L1.5 Further information about fee assessment is available on the UK Council for International Student Affairs (UKCISA) website (www.ukcisa.org.uk).

SECTION M: APPLICATIONS FOR ENTRY WITH ADVANCED STANDING

- M1.1 Applicants who wish to apply for advanced standing (exemption from part of a programme) based on previous study and/or experiential learning may apply for Recognition of Prior Learning (RPL – formerly known as APL or APEL) and their application will be considered under the University's Academic Regulations (www.winchester.ac.uk/policiesandprocedures).
- M1.2 To be considered under the RPL section of the Academic Regulations, applicants are required to provide transcripts confirming the module titles and grades they have already achieved and module handbooks and/or programme specifications showing the learning outcomes of the modules completed.
- M1.3 Applicants should review the Academic Regulations for more information and as early in the process as possible.

SECTION N: DEFERRED ENTRY

- N1.1 The University normally accepts undergraduate applications for both the current year of entry and deferred entry to the next academic year. There may, however, be certain situations where deferred entry is not possible, for example where a course is not open to recruitment for the following academic year.
- N1.2 Applicants can submit a request to defer their application by contacting the Admissions team at admissions@winchester.ac.uk.
- N1.3 The University does not normally permit applicants to defer their place for a period greater than one academic year. Applicants should instead re-apply for entry in the appropriate academic year.
- N1.4 Applications for postgraduate study are normally only accepted for the current year of entry unless there are valid reasons for a deferral.

SECTION O: APPLICANTS WITH CRIMINAL CONVICTIONS

- O1.1 The University values the wealth of experience, skills, and knowledge which students from diverse backgrounds bring to the experience of other students and staff of the University. This means that having a criminal record is not an automatic obstacle to becoming a student at the University.
- O1.2 Applicants to programmes that involve working with children and/or vulnerable adults are required to declare if they have any criminal convictions, including spent convictions.
- O1.3 Applicants to programmes that do not involve working with children and/or vulnerable adults are required to inform the University if they are bound by restrictions, have

probation requirements to fulfil following a conviction, or have a relevant unspent conviction (see Appendix 2). If an applicant has an unspent conviction but is unsure if it is relevant and needs to be disclosed, they may disclose this conviction confidentially to sensitive.admissions@winchester.ac.uk who will advise whether the University considers it to be a relevant conviction. If it is not a relevant conviction, no further action will be taken.

- O1.4 If an applicant declares a conviction, the University will follow the process outlined in Appendix 1.
- O1.5 In considering the application, the University needs to balance its duty of care to staff and students with the duty to treat applicants fairly when considering their applications. The University shall apply the following principles in such cases:
 - O1.5.1 the determination of the applicant's individual academic suitability for the programme remains the responsibility of the relevant Faculty or programme leader;
 - O1.5.2 the decision of the applicant's overall suitability for admission to the University should be taken by a body independent of that which determines academic suitability, but with due consultation;
 - O1.5.3 the main factor for consideration is whether the admission of the applicant carries an unacceptable degree of risk to the University community or to others with whom they may come into contact with during the course of their studies;
 - O1.5.4 in the case of a programme which involves working with children and/or vulnerable adults, the University will consider the requirements of the relevant professional body and the impact of the conviction on the applicant's ability to complete the practice elements of the programme.
- O1.6 Information provided by applicants and by others relating to criminal convictions will be treated in the strictest confidence and will only be disclosed to University staff who are directly involved in considering the associated risks. The disclosure of information following admission and enrolment will be based on a 'need-to-know' principle depending on the nature of the offence(s). Information will only be shared with relevant teams within the University where it is deemed necessary.
- O1.7 Applicants who have declared a conviction in error should email sensitive.admissions@winchester.ac.uk to confirm the error as soon as possible. Applicants should note while the University's records for an applicant can reflect that a declaration has been made in error, it is not possible for UCAS or the University to amend this information on the original UCAS application once it has been submitted.
- O1.8 Applicants who receive a criminal conviction after submitting their application should contact sensitive.admissions@winchester.ac.uk in the first instance to discuss what impact this may have on their application.
- O1.9 All applicants who require student visa sponsorship to study in the UK are asked to declare whether they hold a criminal conviction when requesting a Certificate of Acceptance for Studies (CAS).

- O1.10 The Home Office consider a number of specific criminal convictions as grounds for visa refusal under the Immigration Rules, and the University therefore reviews all of the information provided in line with Home Office guidance. If the University determines that the criminal conviction(s) held is likely to result in a visa refusal, the application to the University will be withdrawn.
- O1.11 It is important to note that a failure to declare a relevant unspent criminal conviction, or only partially declaring, is taken very seriously and may result in the application being withdrawn. If the University is only made aware of a relevant unspent conviction after enrolment, the student's continued enrolment will be considered under the Conduct Policy for Students.
- O1.12 Applicants who are unsuccessful due to a criminal conviction declaration may appeal against the decision within 10 working days of the notification. For further information, see Appendix 1.
- O1.13 For further information about applying with a criminal conviction, please see the University website: www.winchester.ac.uk/criminalconvictions.

SECTION P: ADDITIONAL NON-ACADEMIC CLEARANCE CHECKS

- P1.1 Applicants to programmes which involve working with children or vulnerable adults have to meet additional, non-academic criteria in order to be able to enrol. These additional requirements are specified within the entry requirements on the relevant programme page of the University website.
- P1.2 Applicants who require Disclosure and Barring Service (DBS) clearance (www.gov.uk/dbs) are required to provide three original forms of identity, submit a DBS application form via a third party and normally cover the cost of the check.
- P1.3 Applicants who require occupational health clearance are required to complete a health questionnaire and return this to a designated third-party occupational health provider. Applicants to certain health programmes may also be required to attend additional in-person appointments and have vaccinations, depending on their individual medical history and the requirements of practice placement providers.
- P1.4 Further information about the DBS and occupational health process is sent to applicants after an offer has been accepted, including the relevant deadline for completion.
- P1.5 If, during the occupational health assessment, an applicant is assessed as being unfit to practice or unfit to study on the programme they have applied for, they will be required to withdraw or change their programme of study. Depending on the circumstances of the unsuccessful assessment, applicants may be eligible to re-apply for entry in a future intake, subject to meeting all the eligibility criteria at that time.
- P1.6 If, during the DBS clearance check, information is disclosed that was not previously declared to the University, an offer of a place may be withdrawn.

SECTION Q: SKILLS SCANS FOR DEGREE APPRENTICESHIPS

- Q1.1 Applicants who wish to undertake a degree apprenticeship are required to have a Skills Scan, including Initial Needs Analysis and Functional Skills Assessment, as part of the application process.
- Q1.2 The Skills Scan is undertaken in order to ensure that the applicant is eligible for the apprenticeship, and allows the University to tailor the programme to meet the needs of both the apprentice and the employer. The Skills Scan helps to assess the prior learning of the applicant before the start of the programme and is used to determine how the programme will be delivered to reflect individual needs and any relevant existing knowledge, skills and behaviours.
- Q1.3 The Skills Scan will take place before the apprenticeship commences and will typically be undertaken during the employer's recruitment and/or on-boarding process.
- Q1.4 During the Skills Scan, applicants with previous degree level study and/or relevant experiential/professional experience may be considered for advanced entry under the RPL section of the Academic Regulations. The Skills Scan may indicate changes (typically reductions) to the fee for the apprenticeship based on the applicant's previous experience demonstrating prior achievement of Knowledge, Skills and Behaviours (KSBs). Due to the complex nature of KSB mapping within modules, recognition of prior learning with respect to fees does not automatically trigger RPL or a reduction of the credits undertaken.
- Q1.5 Applicants should review the Higher and Degree Apprenticeship: Policy and Practice for Performing Learner Skills Scan including Initial Needs Analysis and for Functional Skills Assessment (www.winchester.ac.uk/policiesandprocedures) for more information.

SECTION R: APPLICANTS UNDER 18

- R1.1 While most students joining the University will be 18 or over when they commence their studies, it is possible for students to begin their studies prior to their 18th birthday.
- R1.2 All students joining the University are treated as independent, mature individuals. It is however worth noting that the University is an adult environment and because persons under 18 are legally 'minors', the University must be aware of their existence within the student body and accept a higher level of responsibility for their welfare.
- R1.3 Applications from those who will be under the age of 18 at the point of enrolment will be assessed using the standard entry criteria for each programme, irrespective of the applicant's age.
- R1.4 Students under 18 will be subject to the normal rules and regulations of the University. Students will also be given the freedom, outside of their studies, to spend their time and organise their activities as they choose. Students' privacy will be respected and students under 18 will not be singled out for special supervision.

- R1.5 Information about students under the age of 18 will only be shared with a small number of people, including the relevant Dean of Faculty, Personal Academic Tutor, staff in Student Support and Success, Students' Union, Library and the Housing Services Manager at the point of enrolment at the University.
- R1.6 Applicants under 18 who wish to study on a programme that contains a professional placement must have turned 18 before the start of the first placement. If the applicant does not turn 18 by the date of the first placement, they will be required to defer their place to begin the following academic year.
- R1.7 Further information about the support and additional requirements for under-18s is available on the University website (www.winchester.ac.uk/ugapply).

SECTION S: DISABILITY

- S1.1 All applicants are encouraged to disclose if they have a disability, learning difficulty or mental health condition as part of the application process so that the University can provide support and reasonable adjustments where required.
- S1.2 Applicants who disclose a disability are asked to complete an Additional Requirements Questionnaire (ARQ) so that an assessment of support needs can be carried out ahead of arrival at the University.
- S1.3 Disclosing information about a disability during the application process is entirely optional and applicants do not have to declare information if they do not want to. Applicants who choose not to share information may experience delays in accessing internal and external support when they arrive at the University if they subsequently disclose a disability and request that an assessment of their support needs is completed.
- S1.4 Disclosing information about a disability will not affect the decision the University makes on an application. However, as noted in the University's Terms and Conditions, the University may withdraw an offer if the University cannot accommodate the applicant's needs, despite making all reasonable adjustments.
- S1.5 To provide information about additional requirements or ask questions about what support is available at the University, applicants should email additional.requirements@winchester.ac.uk.

SECTION T: EXTENUATING CIRCUMSTANCES

- T1.1 The University understands that life can at times be disrupted due to extenuating circumstances, which may include serious health or personal problems. Where this has occurred, applicants or a family member, teacher or advisor are encouraged to provide further information to the University as soon as possible.
- T1.2 If information is received prior to an offer being made, it may help provide context against which an applicant's academic record can be assessed.

- T1.3 If the information is provided after an offer has been made, the information may be considered alongside academic results, once they are available.
- T1.4 The University cannot guarantee that extenuating circumstances will affect the decision made, for example where an applicant does not meet a mandatory requirement for entry.
- T1.5 To provide information about extenuating circumstances, applicants, parents, carers, teachers or advisors should email sensitive.admissions@winchester.ac.uk.
- T1.6 If the information is of a particularly sensitive nature and relates to safeguarding, parents, teachers or advisors should approach the University Designated Safeguarding Lead (DSL) in the first instance via safeguarding@winchester.ac.uk.

SECTION U: PROGRESSION ARRANGEMENTS

- U1.1 The University is committed to encouraging and supporting all applicants who have the academic potential and ability to progress to higher education. The University may therefore establish partnerships with schools and colleges to support progression to higher education.
- U1.2 Applicants applying through these arrangements may be offered, for example, a guaranteed place for non-interview/audition programmes. For programmes that require an interview or audition as part of the application process, applicants coming through progression arrangements may be guaranteed an invitation to interview/audition providing they meet the minimum entry requirements.
- U1.3 Applicants entering the admissions process through a progression arrangement are in scope of this Policy.

SECTION V: STUDENT VISA SPONSORSHIP

- V1.1 Applicants who require visa sponsorship to study in the UK are required to provide additional information at the point an offer is accepted.
- V1.2 Applicants are required to complete a Confirmation of Acceptance for Studies (CAS) request form, provide a copy of their passport, complete an under-18 declaration (where appropriate), and pay a tuition fee deposit to the University.
- V1.3 Applicants may also be required to attend a credibility interview before a CAS is issued.
- V1.4 In a limited number of cases, if, after paying a tuition fee deposit, an applicant no longer intends on joining the University they may be able to obtain a refund in line with the Tuition Fee Refund Policy (www.winchester.ac.uk/policiesandprocedures).
- V1.5 In addition to the University Visa Sponsorship Policy (www.winchester.ac.uk/policiesandprocedures), applicants who require visa sponsorship are required to adhere to the relevant UKVI guidelines.

- V1.6 Further information about student visas is available on the government website (www.gov.uk/student-visa).

SECTION W: DEATH OF AN APPLICANT

- W1.1 In the event that the University is notified that one of its applicants has died, the University will ensure that any current applications are withdrawn and the student record system is updated as quickly as possible to ensure that no further communications are sent.
- W1.2 If the application was submitted via a third-party application system, such as UCAS or DfE Apply, the University will inform the third party so that the application can be cancelled. The cancellation ensures no additional communication is sent to the applicant, to avoid any further distress being caused to the family.

SECTION X: ENROLMENT

- X1.1 All successful applicants who meet their conditions of offer are required to complete formal online registration and enrolment with the University by the deadline specified within the Academic Regulations for Taught Programmes (www.winchester.ac.uk/policiesandprocedures).
- X1.2 Applicants to programmes with additional requirements, such as DBS or occupational health clearance, are required to have completed all necessary steps (for example, provided suitable identification documents or returned forms to occupational health partners) at least two working days before the enrolment deadline. Where such an applicant has not received the relevant clearance prior to enrolment, they may be exceptionally permitted to enrol, subject to the acceptance of an agreement for enrolment with additional requirements in lieu of the relevant clearance. If the relevant clearance is not received by the date specified in the agreement, or if the outcome of the clearance check is unsuitable, the applicant will be required to withdraw from the University or change to a programme without additional requirements.
- X1.3 Applicants who require student visa sponsorship to study in the UK are required to complete enrolment by the deadline specified in the CAS. This includes complying with the Conditions of Visa Sponsorship provided at the point a CAS is issued and providing suitable copies of documentation, such as vignettes or travel tickets, during the enrolment process.
- X1.4 Failure to complete enrolment by the specified deadline will result in a place being withdrawn, or deferred to the next intake, if appropriate. Applicants with student visa sponsorship will also have their CAS withdrawn (if the CAS is unused) or visa sponsorship withdrawn (if the CAS is used).
- X1.5 Further information about enrolment is available within the [Academic Regulations for Taught Programmes](#) on the University website.

SECTION Y: APPLICATIONS FROM PREVIOUSLY REGISTERED STUDENTS

- Y1.1 The University will not normally accept applications from former students who had their registration terminated (for example, due to academic failure or disciplinary reasons) within 24 months of the termination decision.
- Y1.2 Students who chose to withdraw from their programme and now wish to re-join may apply to do so after a period of 12 months from the date of withdrawal.
- Y1.3 Applications from former students seeking re-admission will be considered by the relevant Programme Leader or Head of Department who will determine whether they are permitted to re-join (subject to meeting current entry requirements). Such applicants' prior credit will be reviewed and may be accepted under the RPL section of the Academic Regulations, providing it is still relevant and forms part of the programme applied for.
- Y1.4 Former students with outstanding debts to the University will not be permitted to re-enrol until the debt is paid in full.
- Y1.5 If an application to return to the University is unsuccessful, the applicant may request feedback, as per Section H: Feedback.

SECTION Z: COMPLAINTS

- Z1.1 The University aims to provide a high standard and quality of service in the delivery of the admissions process. However, the University does recognise that occasionally things can go wrong.
- Z1.2 Applicants who wish to raise a complaint should refer to the University's Public Complaints Policy, which covers complaints from applicants and their supporters, and which can be found at: www.winchester.ac.uk/termsandconditions. The contact email is: complain@winchester.ac.uk.
- Z1.3 Applicants should note that a complaint is distinct from an appeal. A complaint refers to a concern about how the application decision was reached, rather than a review of the decision itself. For appeals against admissions decisions, please see Section J: Appeals.

SECTION AA: DATA PROTECTION

- AA1.1 The University collects and processes application data securely, in accordance with the Privacy and cookie policy (www.winchester.ac.uk/policiesandprocedures).
- AA1.2 Confidential academic or professional references that have been submitted to the University as part of any application are exempt from release to the subject in accordance with the UK data protection legislation. This means that the University will be unable to supply to the subject any copies of confidential academic or professional references which it receives.

AA1.3 Applicants who have any queries about how their personal data is managed during the admissions process should contact the University's Data Protection Officer. Their details can be found here: [Privacy and cookie policy - University of Winchester](#).

SECTION AB: CONTACT DETAILS

AB.1.1 Applicants who have any questions about this policy should contact:

Postal Address:

Admissions

Marketing, Communications and Engagement (MCE)

University of Winchester

Winchester

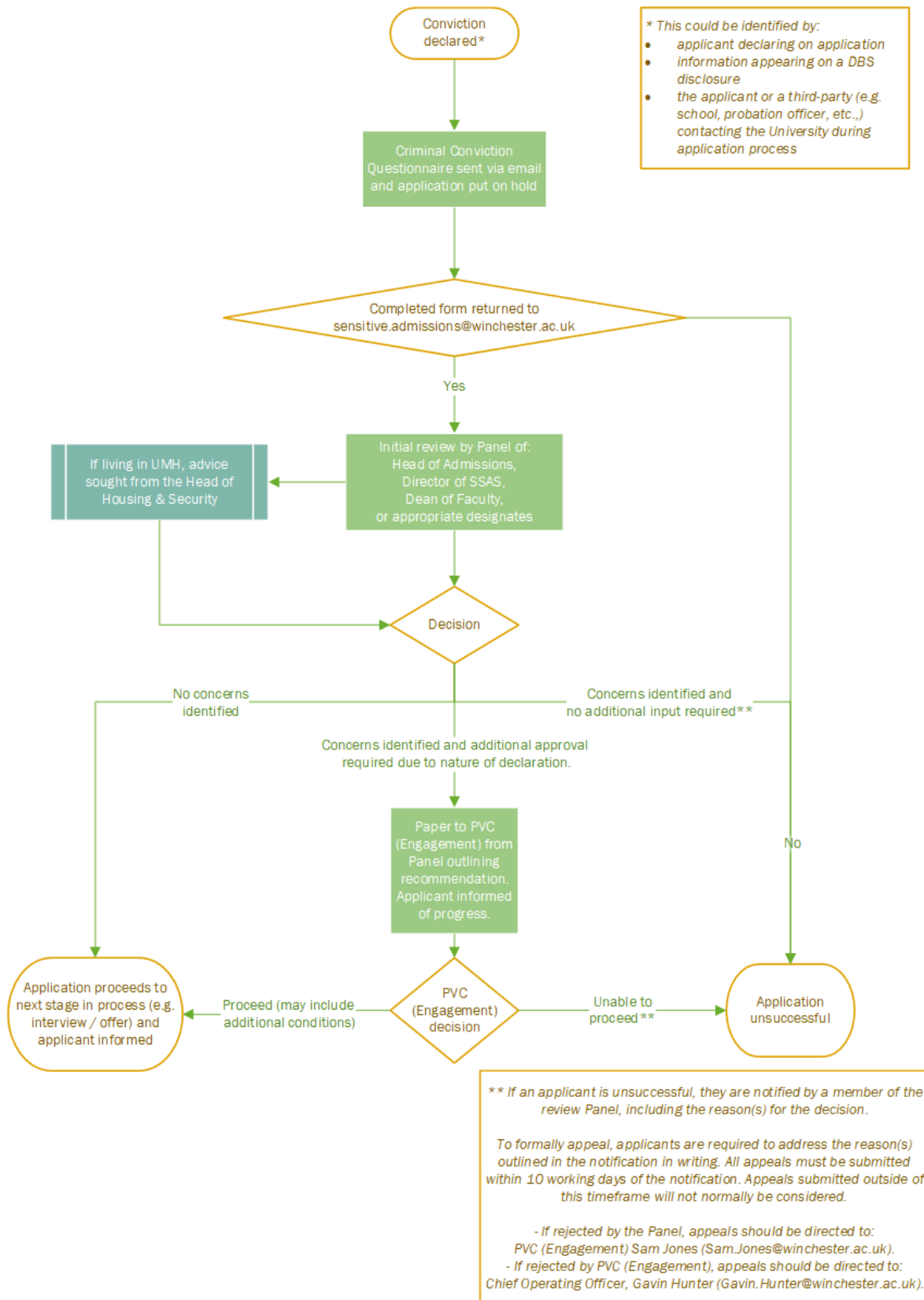
Hampshire

SO22 4NR

Telephone: +44 (0)1962 827234

Email: Admissions@winchester.ac.uk

Appendix 1: Applicants with criminal convictions - Process



Appendix 2: Applicants with unspent criminal convictions – relevant offences

Relevant offences

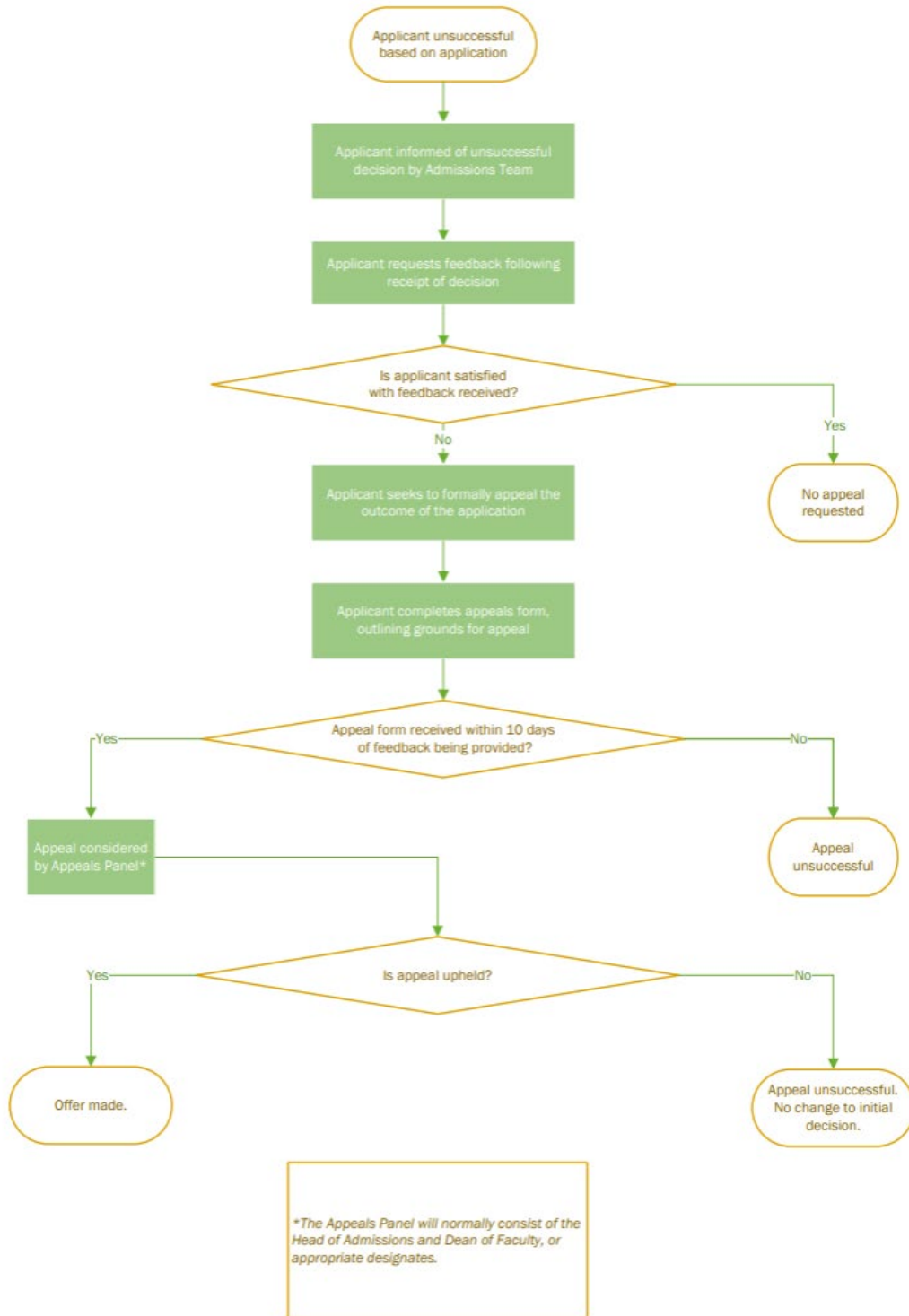
- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Sexual offences, including those listed in the Sexual Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences).
- Offences involving firearms
- Offences involving arson
- Offences listed in the Terrorism Act 2006

If the applicant was convicted outside the UK for an offence listed above, this is also considered a relevant offence.

For the purposes of this Policy, cautions, reprimands and final warnings are considered to be convictions. Penalty notices for disorder (PNDs), Criminal Behaviour Orders (CBOs), anti-social behaviour orders (ASBOs) and other similar orders are not convictions, unless the applicant has contested a PND or breached the terms of a CBO, ASBO or other order and this has resulted in a criminal conviction.

An applicant who requires a student visa to study in the UK will need to provide information about any convictions that resulted in a period of imprisonment or if they have been convicted of any immigration-related offences.

Appendix 3: Appeals process for applicants unsuccessful based on an application



Appendix 4: Appeals process for applicants unsuccessful at audition or interview

