



Admissions Policy & Procedures

The purpose of this document is to ensure that all applicants, advisors and other interested parties have access to clear and definitive information on the process of applying to study at UCFB.

This document can be read before, during or after an application to UCFB and may be of particular use in the case of a complaint or appeal being made regarding the handling of an application or enquiry to UCFB. Admissions colleagues at UCFB are expected to be familiar with and follow the processes mapped out in this document and it is expected that all applications to UCFB will be handled professionally, responsibly and in line with our stated policies and procedures.

The policies and procedures in this document have been written with a consideration of the current laws and regulations for higher education as well as the requirements of our awarding institution and the Quality Assurance Agency. A glossary of terms and organisations including the QAA and other organisations relevant to higher education admissions can be found on the following page.

This policy document has also been reviewed and approved by senior management and board members at UCFB who both share and drive our commitment to the ethical and fair acceptance of students at UCFB.

We hope that this document will be clear, unambiguous and will help to understand the UCFB application and admissions process. Should you have any questions regarding UCFB admissions policies, procedures or entry requirements, please feel free to contact us using the below details.

Email – admissions@UCFB.com

Phone - 0333 241 7334

Post – Admissions Team, UCFB, Wembley Stadium, PO Box 1966, London, SW1P 9EQ

Glossary of important terms and organisations	
Academic Partner	An institution which UCFB works with for the delivery, validation or quality assurance of our programmes.
Admissions	The admissions department deal primarily with the assessment of applications to programmes, issuing of offers and verification of qualifications and documents. Applications to UCFB undergraduate programmes are dealt with both the admissions team at both UCFB and Bucks New University.
Bucks New University (BNU)	Based in High Wycombe, Buckinghamshire, UCFB is a college of BNU who validate all of UCFB's undergraduate and postgraduate programmes. Students on these programmes are awarded BNU degrees and may sometimes be contacted by BNU regarding their application or details as a student. http://bucks.ac.uk/
Competitions and Markets Authority (CMA)	The government body tasked with strengthening business competition and reducing anti-competitive practices. This body has provided guidance which higher education providers are expected to follow to ensure that students and applicants are treated fairly and lawfully. https://www.gov.uk/cma-cases/competition-and-regulation-in-higher-education-in-england
Conditional offer	An offer in which there are specific qualifications or grades which must be achieved prior to a formal place being offered on the course. Offer conditions will be communicated by UCAS Track or a formal offer letter.
Entry requirements	The minimum grades, qualifications and competencies required to get a guaranteed place to study on a programme. Applicants achieving less than our standard entry requirements may still be considered on a case by case basis but it is important to remember that only meeting the requirements in full can completely guarantee that a place is reserved for you on the programme.
Firm Acceptance	In order for a place to be reserved on a programme, applicants must indicate that they would like to accept this offer as their first choice course and institution. This can be done via UCAS Track for UCAS applicants or via email for non UCAS applicants.
Insurance acceptance	Specifically for applicants applying through UCAS, in some cases applicants are given the choice by UCAS to select an Insurance offer as their second choice. In any case where an applicant is rejected from their firm choice but meets their insurance conditions they will hold a confirmed place for their insurance choice.
International English Language Testing System (IELTS)	This is UCFB's preferred English language test for applicants from Non-Majority English speaking countries. This assessment tests and grades the skills of speaking, listening, reading and writing. https://www.ielts.org/
Level 2 qualifications	Qualifications awarded at Level 2 are considered to be equal to a GCSE at grades A*-C, these qualifications are requested by UCFB in English and Maths as part of our standard entry requirements to all undergraduate programmes.
Level 3 qualifications	Qualifications awarded at Level 3 are considered to be equal to A-Level standard, although smaller qualifications such as AS levels also fit into this category. Applicants to UCFB are expected to have studied to Level 3 prior to enrolment, however UCFB does not typically accept applicants who have only studied to AS level or equivalent.
Postgraduate	This refers to qualifications and students studying qualifications at a higher level than a degree, e.g. Masters programmes. It can also refer to higher level programmes such as PhDs.
Quality Assurance Agency (QAA)	This organisation is responsible for oversight of academic standards and quality of programmes at both Bucks New University and UCFB. http://www.qaa.ac.uk/en
UCAS	This organisation provides a central application service for all applicants to full time undergraduate programmes. UCFB is committed to recruiting all full time undergraduates through UCAS and abiding by their rules and timelines. Please see www.ucas.com for more information. http://www.ucas.com
UCAS Tariff Points	The UCAS tariff points system is a reference guide for applicants, advisors and admissions teams to calculate the equivalency of different grades and qualifications. This is a useful reference guide but for some qualifications we may ask for higher UCAS points (e.g. IB Diplomas) and not all acceptable qualifications are listed on the Tariff Point system. https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/calculator
Unconditional offer	An offer made in any case where the applicant has already met all formal requirements for the programme or achieved a suitable high level in exams to have their place confirmed.
Undergraduate	This refers to qualifications and students studying at degree level, e.g. BSC (Hons) and BA (hons). It can also refer to programmes at lower levels such as Foundation degrees.

1. Introduction

It is the policy of UCFB to recruit ethically and ensure that students admitted to our programmes have demonstrated sufficient motivation, skills and potential to succeed in their chosen field. An applicant's suitability is measured in a number of ways that this document seeks to detail below.

UCFB places a strong emphasis on employability and work skills alongside academia. Admissions decision making takes into account both an applicant's academic skills and their ability to succeed in the workplace.

There are a number of documents and processes that are linked directly to this policy, however because of the requirement for flexibility these documents sit outside the policy. This policy should always be read in conjunction with the documents listed or referenced below.

Appendix A – UCFB Complaints and Appeal Process

Appendix B – UCFB Declared Disability Policy

Appendix C – Agreed entry requirements

Appendix D – UCAS Clearing Guide

2. Principles of Admission

UCFB is committed to fair admissions, equality, diversity, fair access and widening participation and is proud to offer second chance routes to higher education for candidates who are returning to education or who do not have a standard academic background.

UCFB Admissions policies and procedures have been written with full consideration of the Schwarz Recommendations for Good Practice¹, Chapter B2 of the QAA Quality code (Recruitment, Selection and Admissions to Higher Education)² and guidance issued by Supporting Professionalism in Admissions (SPA)³.

UCFB is a member of the UK Council for International Student Affairs (UKCISA) and as such are bound by their code of ethics (found at <https://institutions.ukcisa.org.uk/Info-for-universities-colleges--schools/Publications--research/resources/41/The-UKCISA/AISA-Code-of-Ethics>).

As a college of Buckinghamshire New University, UCFB recognises and is bound by the Bucks New University Code of ethics (found at https://bucks.ac.uk/_data/assets/pdf_file/0017/11087/Ethics_Policy.pdf).

¹ <http://www.admissions-review.org.uk/>

² <http://www.qaa.ac.uk/publications/information-and-guidance/uk-quality-code-for-higher-education-chapter-b2-recruitment-selection-and-admission-to-higher-education#.Vk88hXbhB1s>

³ <http://www.spa.ac.uk/support/goodpractice/admissionspolicies>

3. Purpose and scope of this document

- 3.1. UCFB is a college of Bucks New University (BNU)⁴ and works collaboratively to award and deliver undergraduate and postgraduate programmes. This Admissions Policy document is designed to sit alongside the policies and procedures of BNU and ensures a consistent approach to UCFB admissions.
- 3.2. Due to a shared commitment to fair admissions it is not expected that fundamental policy differences will exist between UCFB and our academic partner and every effort has been made to ensure compatibility between our respective Admissions policy documents.
- 3.3. The admissions policies and procedures within this document serve as an overarching policy for admission to all UCFB programmes and ensures a consistency of approach across all programmes and levels (e.g. postgraduate and undergraduate). Where a difference in procedure exists between levels, this has been clarified.
- 3.4. This policy document exists for applicants applying to the 2017/18 Academic year onwards. Applicants who applied to UCFB for previous intakes should refer to the Bucks New University admissions policy.

4. Fairness and Transparency

- 4.1. Applications to UCFB programmes are processed in collaboration with our academic partner Bucks New University. Decision making criteria are clearly documented under Appendices C & D and discussed between each respective department to ensure that decision making can be carried out consistently by authorised colleagues at either institution.
- 4.2. All applicants to UCFB should expect and receive fair and reasonable treatment during the application and enrolment process by all employees of UCFB and our partners. Decision making will be unbiased and transparent and applicants are entitled to receive detailed feedback on their application decision when requested. Feedback requests should be made direct to UCFB admissions in writing (see contact details on front page and section 12 of this document)
- 4.3. The institution recognises the authority of the Competitions and Markets Authority (CMA) and the guidance on consumer protection provided to higher education institutions. UCFB is committed to ensuring that policies and practices are in line with CMA guidance and ensuring that consumer protection rights are extended to all applicants and students.⁵
- 4.4. A commitment to providing a high quality application experience underpins all of the institutions admissions policies and procedures and all processes are developed with applicant needs at the forefront.
- 4.5. Where courses are recruited using the University & Colleges Application Service (UCAS), UCFB recognises and follows the rules set by UCAS to ensure fair admissions including the Equal Consideration deadline of January 15th which ensures that all applicants applying

⁴http://bucks.ac.uk/content/documents/Formal_Documents/Academic_Quality/Admissions_Policy_and_Procedures.pdf

⁵ <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>

before the deadline are given equal opportunity to receive an offer.

5. Information, Advice and Guidance

- 5.1. UCFB Admissions can be contacted during all working hours by either emailing admissions@ucfb.com or calling 0333 241 7334. Applicants to UCFB will also be provided with the name and contact details of dedicated recruitment colleagues following our receipt of their application.
- 5.2. Entry requirements to all programmes are published online at www.ucfb.com and on specific course profiles on the UCAS course search tool. UCFB provide entry requirements in printed media such as the prospectus, however applicants are advised to check the UCFB website for the most up to date information in case of changes to our entry requirements.
- 5.3. Whilst UCFB are able to publish entry requirements for the most common entry qualifications, there are many we do not list publicly. Applicants may contact Admissions on the above contact details for specific advice regarding entry qualifications.

5.4. Equality and Diversity

- 5.5. UCFB is committed to promoting equality and diversity and adheres to the Equality Act 2010.⁶
- 5.6. The institution does not discriminate against applicants on any characteristics such as disability, race, gender, ethnicity, sexual orientation, age, religion, political beliefs or socio-economic status.
- 5.7. UCFB acknowledges the benefits that a diverse student body brings and aims to promote and encourage equality between all students and staff members.

6. Disability

- 6.1. UCFB welcomes applications from disabled students and has a dedicated team providing support, advice and guidance to applicants and students. For further information, please refer to the UCFB Policy & Procedure for disabled applicants (see Appendix 3.).
- 6.2. In cases where an applicant declares a disability on their application, their details and application will be forwarded to the UCFB Student Services team to advise and discuss any reasonable adjustments which may be required.

7. How to apply

- 7.1. UCFB has committed to recruit all full time undergraduate students through UCAS and applicants are asked in the first instance to visit www.ucas.com and submit an application to study through their online application form.
- 7.2. Applicants applying through clearing who have not previously submitted an application through UCAS for that intake may be offered a place outside of the UCAS system. In such cases, the institution will provide applicant details to UCAS directly and create an application on their behalf once the applicant is formally registered on their programme.

⁶ <http://www.equalityhumanrights.com/legal-and-policy/legislation/equality-act-2010>

- 7.3. Applicants applying for postgraduate study or our NCTJ Fast Track Diploma should apply using the postgraduate application form on the UCFB website at <http://ucfb.com/wp-content/uploads/2016/08/PG-App-PDF-Final-130715-1-1.pdf>
8. Applicant communications
- 8.1. Applicants may be contacted by UCFB or authorised colleagues at our Academic Partner in cases where information is missing or unclear which prevents a decision being made on an application. Applicants will typically be contacted by email.
- 8.2. In any case where an applicant does not respond to an information request, the application will be put on hold for a maximum of 28 days or until deadlines set by UCAS.
- 8.3. Applicants who do not respond by the given deadline will be contacted again and given an additional 14 days to respond.
- 8.4. UCFB reserve the right to reject or withdraw any applicant who submits an incomplete or unclear application and who do not respond satisfactorily to requests for more information or clarification.
- 8.5. Applicants applying through UCAS will receive their decision and any offer conditions through UCAS Track.
- 8.6. Postgraduate, NCTJ or direct applicants will receive their decision via an offer letter which will be emailed to them.
9. Academic Entry requirements
- 9.1. Entry requirements at UCFB are set in collaboration between UCFB admissions, senior management, academic partners and relevant UCFB academic colleagues. Requirements are reviewed annually to ensure that they are reasonable, relevant and in line with industry best practice.
- 9.2. The purpose of setting minimum academic entry requirements is to ensure that students joining UCFB have demonstrated sufficient academic ability to complete and gain benefit from a UCFB programme. It is not in the best interest of an applicant to allow them to join and pay tuition fees for a programme for which they are not sufficiently prepared or where doubt exists regarding their ability to succeed on and complete the programme.
- 9.3. All applicants are expected to demonstrate numeracy and literacy skills equals to QCF Level 2 (GCSE A*-C or equivalent) through formal qualifications. Applicants who do not meet these requirements but who meet all other entry requirements in their application will be requested to achieve a level 2 equivalent qualification as part of a conditional offer, provided that the application has been received prior to April 30th of any given year.
- 9.4. Applicants who do not have sufficient time to achieve a Level 2 equivalent qualification or who have failed to meet other entry requirements will typically be offered an interview and the opportunity to sit Level 2 equivalency tests at a UCFB Assessment day (see section 16).
- 9.5. Up to date entry requirements are published on the relevant page for each programme on the UCFB website and the UCAS course listing page (where appropriate).
<http://ucfb.com/programmes/>
- 9.6. The institution is committed to ensuring that information provided to applicants is accurate and correct. In any case where a difference in published entry requirements exists, the

UCFB website should be taken to be the most up to date and definitive source of information.

- 9.7. Suitability for entry to a higher education programme can be demonstrated in a number of ways and is not limited to academic qualifications alone. Applicants who do not meet UCFB's published entry requirements are encouraged to contact admissions for advice.

10. UCAS Tariff points

- 10.1. UCFB typically make offers based upon the UCAS Tariff point system and undergraduate applicants are expected to hold the appropriate number of UCAS points for their chosen programme. More information on UCAS Tariff points can be found at <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/calculator>.
- 10.2. Any qualification which carries tariff points may be counted towards the total, however applicants must have at least two C graded A levels or equivalent as part of their qualification profile.
- 10.3. UCFB reserves the right to ask for qualification profiles which exceed the standard course tariff point requirement as part of a conditional offer, this includes standard offers for qualifications such as the International Baccalaureate in which we request grades carrying a higher tariff point level than our A level offer.

11. Non-Academic entry requirements

- 11.1. All applicants must submit a personal statement in support of their application. This personal statement should demonstrate a clear interest in the subject applied for as well as strong literacy skills. Statements containing considerable inaccuracies, spelling or grammar issues may result in an application being unsuccessful.
- 11.2. Undergraduate applications are expected to submit at least one reference; this should be an academic reference from a current or former tutor however professional references can also be accepted in exceptional circumstances. Applicants currently studying for a qualification for entry to higher education (e.g. A-levels) will always be expected to submit a reference from their current school or college.
- 11.3. Postgraduate applicants are expected to submit two references, one professional and one academic. Applicants unable to submit one reference from each source should seek further advice from UCFB admissions.
- 11.4. UCFB routinely check references for validity and referees may be contacted to request further information or clarification. References found to be falsified or from unsuitable sources may result in an application being unsuccessful.
- 11.5. Applicants who do not meet the minimum academic entry requirements but can demonstrate a strong non-academic profile (e.g. work experience or vocational qualifications) are encouraged to contact UCFB admissions for advice.

12. Predicted grades and conditional offers

- 12.1. UCFB will make use of conditional offers for any applicant sitting entry qualifications (e.g. A-Levels, BTEC qualifications, GCSEs) who have yet completed the qualification(s) and received a final grade. A conditional offer will be made in any case where a suitable personal statement and reference has been submitted and the applicant is currently sitting or holding sufficient qualifications to meet our minimum grade and UCAS point requirements.
- 12.2. Predicted grades are considered to be a useful indicator of a student's current academic ability, however it is recognised that making a decision based upon predicted grades alone may not always result in a fair or accurate decision. In many cases an offer will be made to any applicant meeting the criteria in 11.1 including cases where the predicted grades are lower than our entry requirements. The decision to make an offer to applicant with lower predicted grades would typically be made on the basis of a strong application, reference and personal statement.
- 12.3. Applicants who do not have suitable Level 2 qualifications in Maths and English may be issued a conditional offer on the basis of achieving this qualification, even if they are not currently sitting it. This is to ensure that we give applicants every possible opportunity to succeed in gaining a place. Applicants unsure as to how to meet this condition should contact UCFB admissions for advice on admissions@ucfb.com.
- 12.4. UCFB reserves the right to accept applicants who do not meet their conditional offer following their exam results. This decision will be made once all qualifications and grades are available and on a case by case basis. Applicants holding a conditional offer should be aware that the only way to be assured of their acceptance is by meeting the terms of their offer and acceptance with lower grades or failed qualifications is not assured.
- 12.5. Applicants receiving a conditional offer are expected to meet all conditions by the following August 31st and it is the responsibility of the applicant to ensure that UCFB is provided with suitable evidence that all conditions have been met prior to this deadline. Extensions to this deadline are at the discretion of UCFB.

13. Unsuccessful applications

- 13.1. In cases where an applicant is unsuccessful in their application, the admissions team can provide detailed and personalised guidance on improving their profile and reapplying successfully in future intake, along with feedback regarding the reasons for rejection.
- 13.2. Feedback is not provided as standard following an unsuccessful decision, however all applicants are entitled to request and receive feedback. This will be provided in writing within 14 working days of the request. Feedback should be requested by emailing admissions@ucfb.com.

14. Complaints and Appeals

- 14.1. Applicants wishing to appeal a decision or raise a complaint regarding the handling of their application should refer to the UCFB Admissions Complaints and Appeals Procedure.
- 14.2. Complaints are typically considered to be cases in which an applicant feels that they did not receive the level of customer service or attention that was expected during the admissions process and wishes for the handling of their application to be reviewed.

- 14.3. Appeals are typically considered to be cases in which an applicant feels that a specific decision was not made fairly or did not take into account relevant information which lead to an incorrect or unfair decision being reached.
- 14.4. In either case, UCFB will endeavour to investigate and respond within the timeframe set out in our complaints and appeals procedure.

15. Evidence of qualifications

- 15.1. UCFB reserve the right to request evidence of any qualification stated on an application form. Qualifications submitted to UCFB will be checked for authenticity and may be sent to relevant 3rd party organisations such as UKNARIC or UCAS in any case where there are concerns relating to the validity of the evidence provided. Please refer to section 17 for further information on this.
- 15.2. In order to confirm an unconditional offer for an applicant, all relevant Level 3 qualifications must be provided (e.g. A level, BTEC, Access course).
- 15.3. Applicants who fail to provide satisfactory evidence of qualifications to UCFB or our Academic Partner within 28 days of the initial request may have their application to UCFB rejected or withdrawn.

16. English Language

- 16.1. All UCFB programmes are taught in English and applicants must have demonstrated sufficient English language ability to be able to succeed prior to enrolment on a programme. This is typically evidenced through completion of a GCSE, level 2 or equivalent programme from a majority English speaking country. For more information on the list of countries considered to be majority English speaking by the UKVI, please see <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>.
- 16.2. Any student who has studied in a non-majority English speaking country will typically be asked to complete an additional qualification testing English language ability (speaking, listening, reading & writing). UCFB's preferred qualification is IELTS but equivalent qualifications can be considered on a case by case basis. Please contact admissions@ucfb.com should further advice on suitable English language qualifications be required.
- 16.3. Applicants who have previously studied English as a second language (in which the primary mode of instruction is in a different language) may still be asked to provide evidence of English ability as part of their offer conditions. The institution consults UK NARIC for guidance on qualifications in this category.
- 16.4. UCFB may be unable to accept certain qualifications or tests with known security or verification issues. Applicants wishing to submit an English qualification not listed on the UCFB website should contact UCFB contact Admissions for advice.

17. Assessment days

- 17.1. Assessment days are sessions run by UCFB in which applicants who do not meet our standard entry requirements are invited to a UCFB campus for an assessment.
- 17.2. Typically, an applicant will be invited to a UCFB Assessment Day in cases where they do not meet our minimum entry requirements but:
 - have considerable relevant work experience;
 - have vocational qualifications;
 - have a strong sporting background for a relevant course (e.g. BA (Hons) Football Coaching & Management, Physical Education, Sport Business and Coaching).
- 17.3. In some cases, applicants may be invited to a UCFB Assessment Day to discuss any specific concerns that have been highlighted within the admissions process (e.g. comments made in their reference or personal statement which require further discussion).
- 17.4. Applicants who do not meet our minimum entry standards will be assessed by authorised Admissions colleagues who will decide whether or not an applicant should be invited to attend an assessment day. Assessment will be made based upon the quality of an applicant's personal statement, experience, reference and prior educational attainment. In the event that an applicant is unsatisfied with the results of this assessment, the UCFB Complaints and Appeals Procedure would apply and applicants are encouraged to contact the institution in any such instance.
- 17.5. UCFB Assessment Days comprise of a numeracy test (set at GCSE grade C equivalent), a written exercise designed to test spelling and grammar and a formal interview with our academic team. Further information on the schedule and expectations of the day are sent as part of the emailed invitation.
- 17.6. Invitations to an assessment day are issued on a case by case basis and not guaranteed to all applicants who do not meet our entry requirements. Applicants typically will not be invited for an assessment day in cases where they:
 - are currently studying and have enrolled on insufficient qualifications to meet our minimum entry requirements;
 - have no formal qualifications and no relevant work experience;
 - have recently failed or failed to complete a programme at Level 3 or a similar degree level programme;
 - have recently completed qualifications and achieved insufficient grades to be considered.
- 17.7. Applicants attending a UCFB Assessment Day will typically receive their decision within two working days of attendance.
- 17.8. In cases where an applicant is unable to attend an assessment day to which they have been invited, UCFB will endeavour to find an alternative session. No guarantees can be made that an alternative session will be available and applicants are liable to be rejected in cases where they are unable to attend their assigned assessment day and UCFB are unable to offer an alternative session.
18. Information verification
- 18.1. As part of the application assessment process, information provided by an applicant may be verified for accuracy by UCFB or authorised colleagues at our partner institutions. This includes qualifications, references and previous study.

- 18.2. In some cases, a referee may be contacted in order to clarify certain points or to verify that they are an appropriate person to be supplying a reference to study at UCFB.
- 18.3. UCFB reserve the right to withdraw or reject any application found to contain misleading or false information. This information may also be shared with the UCAS verification team for further investigation and may result in other UCAS choices being contacted or the UCAS application being withdrawn entirely.
- 18.4. All applicants are expected to have provided evidence of qualifications prior to enrolment. Students with outstanding evidence or qualifications may be provisionally permitted to attend lectures, log in to student accounts (e.g. email or Moodle) and make use of UCFB facilities such as the library whilst certificates or results are pending, however this is strictly at the discretion of UCFB and will be decided on a case-by-case basis.

19. Alternative offers

- 19.1. In cases where an applicant does not meet the minimum requirements for a course, they may be considered for an alternative programme at UCFB. This will happen in any case where the applicant meets the requirement for this alternative programme and the programme is deemed to be relevant or of interest.

20. Late applications

- 20.1. UCFB will continue to accept applications to any programme which has places available, however the latest opportunity to apply and receive a place will typically be Friday in the third academic week of the programme. Late applications should be made by calling the UCFB Clearing hotline (publicised on the UCFB website between August and early October).
- 20.2. In exceptional circumstances, applicants may be accepted beyond this point with the permission of the academic team. In line with the policies and procedures of our validating institution, senior management at Bucks New University must also approve late enrolment at UCFB and the right to refuse late enrolment sits with the awarding University at all times.
- 20.3. Courses which are full will be indicated on the UCFB and UCAS website at the earliest possible opportunity.

21. Advanced entry and credit exemption

- 21.1. UCFB is willing to consider applicants for advanced entry onto a degree programme for applicants holding who have already completed Level 4 or 5 of a degree elsewhere. A thorough investigation of previous subjects studied and grades attained must take place prior to confirmation of an offer and acceptance cannot be guaranteed.
- 21.2. Applicants wishing to transfer credits (APCL) or prior experiential learning (APEL) must receive authorisation from UCFB Admissions, UCFB academic team and receive final approval by our awarding institution Bucks New University.
- 21.3. Applicants wishing to enter into this process are advised to contact admissions@ucfb.com for tailored advice based on their current circumstances

22. Criminal convictions

- 22.1. A previous criminal conviction does not necessarily preclude entry to UCFB, however a thorough and consistent process must be followed before an applicant is permitted to enrol at UCFB. This assessment is carried out by our Academic Partner, Bucks New University. Applicants declaring a criminal conviction will be contacted by this institution with further information following an application.
- 22.2. For more information on the process followed by Bucks New University, please see the section for applicants and students on non-professional programmes at http://bucks.ac.uk/content/documents/Formal_Documents/Academic_Quality/Criminal_convictions_-_Procedure_for_consideration_of_applicant_student_criminal_records.pdf.

23. Applicants under 18

- 23.1. UCFB is willing to accept applicants who will be under 18 at the point of enrolment, however to ensure the protection of minors under our care, due process must be followed prior to them registering as a student with UCFB. This will include contact and a discussion between the applicant and with the relevant Student Services team and will require the consent and contact details of the applicant's parents or guardians prior to enrolment.
- 23.2. Students under the age of 18 may be restricted from participating in specific events and activities, however UCFB will try to ensure a similar, inclusive experience and information on restricted events will be provided at the start of the academic year.

24. Extenuating circumstances

- 24.1. In the event that an applicant believes they have extenuating circumstances which may result in lower than expected attainment in examinations, preventing them from meeting the conditions of their offer, a letter of explanation should be sent to the University's Admissions Team. This will be kept against the applicant's record and given consideration, alongside their results, during the Confirmation Period.
- 24.2. Letters of explanation should be accompanied by evidence from an appropriate person, qualified and able to confirm the extenuating circumstances. As an example, such persons may be defined as doctors or teachers. Submission of extenuating circumstances does not guarantee admission.
- 24.3. Any applications found to be fraudulent through the UCAS Similarity Detection Service, or found to be fraudulently claiming extenuating circumstances, will be rejected by the Institution.

25. Data Protection

- 25.1. UCFB Adheres to the 1998 Data Protection Act and ensures that applicant data is not released to any third party without their consent, including to parents, spouses or family members.
- 25.2. Applicants who wish to have their information discussed with a third party must give written consent to UCFB, stating the third party's name and contact details. In accordance

with UCAS procedures, UCFB will discuss application details with the authorised contact listed on a UCAS application form.

26. Course closure

26.1. In the event that UCFB withdraws or suspends a programme, any applicants will be contacted as soon as possible to inform them.

26.2. UCFB will offer guidance, advice and support to students affected by course closure and endeavours to withdraw a programme only in unavoidable circumstances. In any case where a course is withdrawn, applicants will be given the opportunity to apply for other programmes at UCFB or to receive direct assistance with finding and applying for vacancies at other institutions if required.

27. Mature applicants

27.1. UCFB welcomes applications from students of all ages and backgrounds, applicants are assessed on their own merits and no applicant to UCFB will be discriminated against on the basis of age.

28. International Applicants

28.1 Applicants assessed as International (as defined by fee assessment) will have their applications processed by Bucks New University Admissions staff. These applications will be processed in accordance with the Immigration Rules and Policy Guidance documents issued by the Home Office.

29. Deferred applications

29.1. A deferral is any instances in which an applicant requests to delay their enrolment on a programme by one year. This can be requested either on the original application form or at any stage in the application process up to enrolment.

29.2. Applicants may only defer a specific application once, subsequent deferrals of that application will not be granted. Applicants wishing to defer an application which has already been deferred once would be encouraged to reapply for the next available intake.

30. Key responsibilities

30.1. The ultimate authority to offer a place on a UCFB programme lies with the relevant awarding body. All applications and enrolments are approved by the awarding institution in collaboration with UCFB.

30.2. UCFB sets all academic and non-academic entry requirements in consultation with the relevant academic team and awarding institution.

30.3. All applicants are expected to provide full and honest information as part of their application, documentation and any subsequent enquiries. Applicants who do not respond

to enquiries or provide the specific information requests are liable to have their application rejected or withdrawn.

- 30.4. UCFB Admissions and Student Recruitment teams are the primary contact for applicants to UCFB programmes, however some enquiries may originate from the relevant awarding institution. Applicants are expected to respond with all requested information to colleagues at the awarding institution and may have their application rejected or withdrawn should they fail to do so.
- 30.5. The responsibility for accepting applicants with “non-standard” applications (e.g. advanced entry or qualifications not normally accepted for degree level study) lies with the academic team and relevant course tutors.
- 30.6. The UCFB Admissions office are responsible for ensuring that all UCFB applicants are treated fairly, consistently and without unnecessary barriers, regardless of which awarding institution they have applied to.
- 30.7. Complaints and appeals are handled internally at UCFB, however complaints which cannot be resolved to the satisfaction of all parties will be referred to the awarding institution.
- 30.8. The responsibility for ensuring the accuracy and relevance of this Admissions Policy lies with the UCFB Admissions team and will be reviewed on an annual basis.