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1 Introduction

The University’s vision, supported by its ten-year plan, ‘Strategy 2026’, is focused on delivering outstanding, research-connected learning and teaching alongside a supportive student experience. We are committed to excellence in admissions, and to ensuring that our procedures adhere to the principles of fairness and transparency described in the Schwartz Review and the QAA Code of Practice. We welcome applications from all candidates with the potential to succeed on our programmes. Our admissions practices are designed to ensure that applications are considered on the basis of the applicants’ achievements and potential to complete successfully their chosen course of study.

We believe that the University is enhanced by the presence of a diverse student body which includes students both from within the UK and from overseas, and we actively seek to encourage applications from as wide a range of students as possible. We endeavour to ensure that we treat all applications fairly and according to the principles set out in this policy document.

2 Scope of the Policy

This policy applies to applications for postgraduate taught study (including applications for MRes programmes) at the University of Liverpool, from both Home/EU and overseas applicants. It does not cover applications for study:

- As a postgraduate research student (eg, MPhil, PhD, MD)
- On one of our online programmes offered in conjunction with Laureate Online Education or Kaplan

Details of the Admissions procedures and policies relating to these groups of students may be found at:

- Kaplan Open Learning: [https://www.liverpool.ac.uk/online-programmes/](https://www.liverpool.ac.uk/online-programmes/)

3 Policy and Legal Context

The Policy should be read in conjunction with other material published by the University, both in hard copy and online, including:

- [Academic Technology Approval Scheme (ATAS)](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/PGR-code-of-practice.pdf)
- [Admissions Privacy Statement](https://www.liverpool.ac.uk/online-programmes/)
Our approach to admissions takes into account the requirements of the Equality Act 2010.

The University is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community, including those that seek to apply to the University, are treated with respect.

We are committed to providing equality of opportunity for all, irrespective of:
- age
- disability
- ethnicity (including race, colour and nationality)
- gender
- religion, belief
- sexual orientation (including civil partnership status)

In addition to the statutory duties imposed by the Equality Act, the University is also guided by the principles set out in a number of Government-led reviews of Higher Education, and in particular the Report of the Admissions to Higher Education Steering Group, chaired by Professor Steven Schwartz (‘the Schwartz Review’), published in September 2004. Although the Schwartz Review focused on admissions to undergraduate programmes, the principles of fair admissions which it established apply equally to postgraduate admissions and our policy is therefore guided by the principles articulated within it. The Schwartz Review is available online at: https://dera.ioe.ac.uk/5284/1/finalreport.pdf

Our admissions policy complies with chapter B2 of the QAA UK Quality Code for Higher Education on recruitment, selection and admission to higher education. The Quality Code is available online at: http://www.qaa.ac.uk/quality-code/the-existing-uk-quality-code/part-b-assuring-and-enhancing-academic-quality

We welcome applications from disabled students and those with specific learning difficulties such as dyslexia, and their applications will be considered on the same academic grounds as those of other students. We will contact applicants who indicate a disability on their application form and subsequently accept an offer of a place to study at the University. We will invite them to discuss their support needs with a member of the Disability Advice and Guidance Team so that any necessary support can be arranged.

Further information on the Disability Advice and Guidance Team may be found at: www.liv.ac.uk/studentsupport/disability/index.htm
4 Roles and Responsibilities

Responsibility for University policy in relation to admissions at postgraduate taught degree level lies with the University’s Student Intake Strategy Group (SISG). The Student Intake Strategy Group (SISG) reports to the Senior Executive Group, which ratifies the decisions made by its committees and groups.

Full details of the Ordinances and Regulations which relate to admission as a postgraduate taught student are contained in the University’s Calendar, available on our website at: https://www.liverpool.ac.uk/governance/university-committees/datesofmeetings/

The Student Intake Strategy Group Terms of Reference are:

Development and implementation of Strategy:

a. To act as a forum for development of a holistic student number strategy for the period 2019-2026.
b. To oversee strategic risk indicators and to consider effectiveness of mitigation measures for strategic risks relevant to student recruitment.
c. To consult with a range of stakeholders in Faculties, Schools, Institutes and Departments to jointly develop and agree on strategy and to effectively communicate agreed institutional strategy and policy to stakeholders.

c. Review of student demand and targets:

d. To consider market position and approach to offer levels for different subject areas and types of students.
e. To oversee all student number plans for partnerships, including LIC, XJTLU, Carmel College.
f. To oversee the process for target setting, informed by the analysis of data on applications and prior performance in recruitment of volume and quality of students.
g. To oversee the ongoing development of a portfolio that is responsive to market demand and supports the wider student recruitment strategy.

Alignment of Resources:

h. To advise Executive Board on the alignment and levels of bursaries, scholarships and studentships to support the achievement of the student number strategy.
i. To advise Executive Board on appropriate levels of tuition fees to be charged for programmes of study offered by the University.
j. To advise Executive Board on the allocation of funding aligned to the strategy, including those linked to the Access and Participation plan.
k. To ensure alignment of resources to support implementation of the strategy e.g. accommodation, IT and Library facilities, student services.
l. To make recommendations to SEG and Planning and Resources Committee, who will retain responsibility for affordability of plans through the planning process.

Overview of operational activity:
m. To oversee the development of the institutional planning tool to support effective student number planning.

n. To maintain a strategic oversight of student recruitment activity, including confirmation and clearing plans.

The **External Relations Department** is responsible for:

- Promoting awareness of the programmes of study at the University of Liverpool to prospective students
- Providing advice on the suitability of different qualifications for entry to our programmes
- Providing pre-entry advice and guidance to prospective students
- Management of the University’s postgraduate admissions procedures
- Liaising with admissions staff throughout the University
- Monitoring applications and associated trends
- Advising prospective students on admissions matters
- Dealing with Admissions complaints and appeals

We undertake to respond to applications efficiently, courteously and in a timely manner, and to fulfil our commitments as outlined in the University’s Student Charter, available on our website at: [www.liverpool.ac.uk/tqsd/student-engagement/student-charter/](http://www.liverpool.ac.uk/tqsd/student-engagement/student-charter/)

Members of staff in the central **Admissions Team** within the External Relations Department make decisions on individual applications for most programmes, applying criteria established by the **Heads of School** and **Admissions Tutors**.

The **International Recruitment, Relations and Study Abroad Team** within the External Relations Department also provide advice to international students on the non-UK qualifications which may be acceptable for entry. Further information is available on our website at [www.liverpool.ac.uk/international/](http://www.liverpool.ac.uk/international/)

The **Head of School** is responsible for the integrity of the admissions process in his or her School. He or she appoints admissions staff and takes responsibility for ensuring that they understand and support the principles of fair admissions set out in this document. The Head of School is also responsible for recommending the academic requirements appropriate for entry to his or her School. The Head of School devolves responsibility for making decisions on individual applications to either an Admissions Tutor(s) or the central Admissions Team.

**Admissions Tutors** make decisions on individual applications and are responsible, in consultation with the Head of School, for determining entry criteria for their programmes and for ensuring that the School’s selection procedures are consistently applied. They also provide advice and guidance to potential applicants. Admissions Tutors report to their Head of School and are expected to work closely with relevant staff in the central Admissions Team. The Admissions Tutor takes responsibility for monitoring the progress of recruitment and admissions activities in order to achieve the target admissions intake numbers for the programmes for which they are responsible.
5  General Admissions Principles and Entry Requirements

5.1  General Admissions Principles

We believe in treating applicants as individuals and in making offers which are appropriate to their personal circumstances and background. For this reason, admissions staff may take into account a range of factors, both academic and non-academic, in assessing applicants’ merit and potential and have discretion to make offers that differ from the typical offer indicated in the Postgraduate Prospectus. This means that applicants for the same course may receive a different offer depending on their individual circumstances.

Applicants should be aware that entry to many of our courses is very competitive, and the achievement, or predicted achievement, of the degree classification and other requirements indicated in the entry requirements for any of our programmes does not, in itself, guarantee an offer of a place. Admissions staff may take into account a range of factors in assessing suitability for their programmes including, but not limited to, interviews, work experience, assessment of a piece of written work, etc. All applicants will also be expected to provide evidence of their proficiency in English.

5.2  Entry Requirements

Precise entry requirements will vary from course to course, depending on the nature of the programme and the level of competition for places. However, in order to help applicants to understand what is likely to be required of them, we review our entry requirements each year and publish them on our website. The normal minimum entry requirement would be a UK upper second-class degree or equivalent, although in exceptional circumstances offers may be made to students with a lower second-class degree or equivalent. Some courses will require that your first degree is in a related discipline; others will accept students from any academic background.

Some of our programmes will consider applicants who have not previously studied at level 6 or 7 in the Regulated Qualifications Framework. Where an applicant presents without previous Higher Education study, we will consider relevant work experience and work-based qualifications in arriving at an admissions decision.

As far as possible, we will not amend our entry requirements during the admissions cycle (from October of the year preceding entry, ie from October 2019 for entry in September 2020), and will consider all applications against the same criteria. However, for courses which have very large numbers of applications and limited places, Schools may impose a deadline beyond which they will consider applications only on a discretionary basis, or may stop making offers once they have made sufficient offers to fill all the places they have available. In such circumstances, admissions staff may offer a place on an alternative course or make an offer of a deferred place for the following academic year.
We welcome applications from students from all over the world, and our admissions staff have experience of admitting students with a wide range of qualifications. However, in order to provide an indication of the level of performance that would be needed to secure an offer of a place, we normally express our entry requirements in terms of UK degree classifications, or their equivalent. If you are an international student and you are unsure of the equivalence of your qualifications, you may wish to look at the information available on the UK NARIC website at http://ecctis.co.uk/naric/ or on the University of Liverpool website at: www.liverpool.ac.uk/study/international/countries/index.htm

5.3 English Language Qualifications

All students at the University of Liverpool, both from the UK and overseas, are expected to be able to demonstrate proficiency in English, normally demonstrated by holding a satisfactory English language qualification.

Students from the UK will normally be expected to have a GCSE in English at grade C or above (Grade 4 on the new numerical grading scale in England), or an equivalent qualification.

For students whose first language is not English, the University’s minimum requirements are the IELTS test with a minimum overall score of 6.5, and no less than 5.5 in each of the sub-tests (reading, writing, speaking and listening). This is the minimum requirement for admission to the University and many of our programmes will require higher scores than this, and may also require higher specific grades in each of the sub-tests. Some programmes, particularly in the clinical subject areas, may require an overall IELTS score as high as 7.5, so it is important to check the requirements for each programme.

Full details of the University’s English language requirements and can be found on our website at: www.liverpool.ac.uk/study/international/countries/english-language/

In addition to the academic requirements, all international students are required to achieve a minimum English Language requirement equivalent to Common European Framework for languages (CEFR) level B2 as set out by the UK Visas and Immigration (UKVI). For further details please consult the Gov.uk website at: https://www.gov.uk/tier-4-general-visa/knowledge-of-english

Students who are nationals of countries defined by UK Visas and Immigration as 'majority English-speaking' are not required to demonstrate a formal qualification in English in order to obtain their visa. The relevant countries are:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica
- New Zealand
- St Kitts and Nevis
Nevertheless, our academic Schools may still require applicants from these countries to provide an IELTS test score or other satisfactory equivalent qualification to demonstrate their proficiency in English and ability to cope with the linguistic demands of their course.

Overseas applicants who have satisfied all the other requirements of entry but have not achieved the required standard of English language proficiency may be made an offer conditional upon completing to the required level a pre-sessional programme of English language study (i.e. a programme that takes place before the start of the academic year) at the University of Liverpool’s English Language Centre. The length of the programme will be decided in consultation with staff in our English Language Centre. You may find further information on our pre-sessional English language courses on the English Language Centre website at: www.liverpool.ac.uk/english-language-centre/

In some circumstances we may be able to issue you a combined Confirmation of Acceptance for Studies (CAS) for both the pre-sessional programme and the academic programme. We will contact you if you are eligible for a combined CAS.

If you are made a conditional offer based upon achieving academic requirements and you choose to attend a pre-sessional programme and are not successful in achieving the required academic requirements the University is under no obligation to accept you for the academic programme. Where appropriate a change course offer will be made.

6 Making an Application

6.1 Direct Applications

Before you apply, you have a choice as to how to make an application to the University of Liverpool. All UK-based students and many international applicants will make a direct application, i.e. you apply to us directly using our online application form. More detail on how to apply directly is given later in this section.

6.2 Agency Applications

Some of our international students may choose to apply via one of our representatives overseas, sometimes referred to as Agents. These representatives have been appointed by the University of Liverpool to represent us in various countries where there are significant numbers of students who wish to study in Liverpool. They will explain the courses we have on offer and will be able to advise on whether your academic background is suitable for the course you are interested in. They will also be able to help you to complete the application.
form and will act as a correspondence address for you. However, you should be aware that agents may charge you for the services that they provide.

The University of Liverpool will give applications received directly and via its agents the same academic consideration, so it is entirely up to you whether you decide to use the services of one of our agents or not. A list of the representatives working for us may be obtained from: www.liverpool.ac.uk/study/international/countries/index.htm. If you click on the link to your home country, you will be able to see a list of the representatives we have working for us in that country.

Further information about the way in which Liverpool selects and manages the relationship with its agents may be found at: http://www.liverpool.ac.uk/study/international/contact-us/agents/

6.3 Modes of Study

Most, although not all, of our taught postgraduate programmes are available either full-time, usually taking one academic year, or part-time, extending over 2-3 years. However, some programmes are only available full-time; others are only available part-time. You should check with the online Postgraduate Prospectus at www.liverpool.ac.uk/study/postgraduate/taught_courses/ whether the programme you are interested in is offered full-time or part-time.

If you are an international student, you should note that, because of the requirements of the UK Home Office in relation to visas, there are certain restrictions on studying part-time. See https://www.gov.uk/tier-4-general-visa/eligibility for further details.

6.4 Completing the Application Form

Applications to the University are made using the online application form on our website. To apply online, go to: online application form and follow the instructions to complete your application.

There is currently no charge for making an application for postgraduate study to the University of Liverpool.

6.5 Non-standard application routes

Some of our programmes require you to apply via alternative routes because there are special arrangements for applications to these programmes. If you wish to apply for:

- Clinical Psychology, DClinPsychol
Please see our website at www.liverpool.ac.uk/study/postgraduate/applying/offline.htm for details of how to make an application for this programme.

6.6 Documents required as part of your Application

In order for us to reach a decision as to whether or not to offer you a place on one of our programmes, we need you to provide some documentation in addition to the information you provide on the application form. Until we receive this information we may not be able to decide whether to make you an offer, so it is very important that you include this documentation with your application, or send it to us as soon as possible after you have submitted your application.

The online application form requires you to attach certain documents (in pdf, Word or jpeg formats) to your application. After you have submitted your application you will not be able to attach documents to it. If you need to send us any documents after you have submitted your application, you should send these to us by email to pgosi@liverpool.ac.uk for international and EU applicants and pguk@liverpool.ac.uk for UK applicants.

Please see https://www.liverpool.ac.uk/study/postgraduate-taught/applying/before/ for details of the documents you will need to provide with your application.

6.7 Incomplete Applications

If you submit an application that is incomplete, the University will use its discretion in deciding whether or not to consider your application. If there is sufficient information available, we may make a conditional offer, based upon you providing additional evidence of your qualifications. However, the University reserves the right not to consider incomplete applications.

6.8 Applications Deemed Withdrawn

If we receive an application form from you, but have not received any further supporting documentation from you three months after the date of your application, we will assume that you no longer wish your application to be considered and will record a decision of ‘Deemed Withdrawn’. Please note, however, that if your application is deemed withdrawn it may be reinstated at any time if you contact us with further information and indicate that you wish to continue with your application.

6.9 Application Deadlines

Important: Some individual Schools operate earlier deadlines than those outlined below. Please check the deadline that applies to the programme you are interested in before you apply.
The University recognises that some students may make the decision to continue onto postgraduate study only after they know the classification of their undergraduate degree. However, we do need sufficient time to process your application in order for a decision to be made in time for you to arrive at the University before the start of the academic year. Programme where the University receives a high number of applications may close during November/December so it’s advisable to submit applications as early as possible.

6.9.1 International Students

For practical reasons relating to the issuing of visas, we ask students who will require visas to study in the UK to apply no later than 31 July of the year in which you intend to start your studies (ie 31 July 2020 to begin your studies in September 2020).

If we have not received your application by this date, it may be too late for us to make a decision on your application in time for you to apply for your visa and arrive before the start of term. If we receive late applications, we may still consider them, but may make an offer only for the following academic year.

6.9.2 Home/EU Students and nationals of countries that do not require visas

If you do not require a visa in order to study in the UK you may continue to make applications until 31 August of the year in which you intend to start your studies. Please note that deadlines for scholarships or other forms of funding may be earlier than this and it is your responsibility to check these deadlines and submit applications for funding in time.

Applications received after this date may still be considered, but we may not have any places left, so we may make you an offer only for the following academic year.

6.10 Application Opening Dates

The University of Liverpool’s online application form will open on X however this does not include University of Liverpool Management School (ULMS) programmes which open on 1st October. Applicants will not be able to apply for ULMS programmes prior to this date. Paper application forms for ULMS will not be accepted prior to 1st October and will not be processed.
6.11 Applicant Conduct

The University of Liverpool is committed to ensuring that any interaction with an applicant or their representative, is conducted in a professional manner and it expects that any communication from an applicant or their representative is conducted in the same way.

Applicants and their representatives should note that the University will not tolerate inappropriate behaviour or language towards its employees during the admissions process. Hostile, or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, including excessive levels of contact, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint. The University will normally alert an applicant or their representative that their behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application.

7 Application Screening

7.1 Criminal Convictions

As part of its duty of care to members of the University community, it is our policy to ask certain cohorts of applicants who we believe are more ‘at risk’ whether they have any relevant criminal convictions at the time when they apply to us (All Clinical, Wirral Metropolitan and Carmel applicants), or when they apply for University accommodation (all applicants who apply) and to ask for further details of any convictions which are disclosed.

If an applicant discloses a relevant conviction, procedures vary slightly depending on the programme of study. For non-clinical subject areas, when we have received details of the conviction and its consequences in terms of any sentence served or caution received, an Admissions Risk Assessment Panel will undertake a risk assessment to determine whether there is a risk of harm to others before deciding whether an application may proceed. The application process will be suspended while information is gathered about the conviction. The Admissions Risk Assessment Panel will normally consist of the Academic Compliance Manager from Student Administration and Support (or their nominee), the Assistant Director of Legal Services (or their nominee), the Associate Director, Admissions from External Relations (or their nominee), and the Head of the academic School within which the applicant wishes to study, (or their nominee).

Full details of the procedure for handling applications from individuals who declare a criminal conviction may be found at:
For certain clinical courses there are separate requirements for applicants to be subject to a Disclosure and Barring Service (DBS) check, in order to determine fitness to train and practise. Further details may be found on the relevant academic Schools’ websites.

7.2 Determining your Fees Status

When we have received your application, we begin the process of determining whether we are able to offer you a place. Part of this process involves determining your status for tuition fee purposes. This will determine whether you will be charged fees at the rate payable by students from the UK, EU or at the ‘overseas’ rate.

Staff in the Admissions Team will normally determine your fee status from the information you have provided on your application form. If your fee status is unclear, we will send you a copy of our Fee Status Questionnaire via email, which you should complete and return to the address shown on the form or to feestat@liverpool.ac.uk. If we send you a copy of this form it is essential that you return it to the University as soon as possible, since you will be defaulted to ‘overseas’ status for tuition fee purposes and charged fees at the higher rate. The University’s Fee Assessment Officers are unable to determine your fee status without the completed form.

Fee status is not wholly dependent on nationality and can be complex to determine. If you are in any doubt as to your fee status, please contact the Fee Assessment Officer by emailing feestat@liverpool.ac.uk.

Further information about your fee status is available from the University website at www.liverpool.ac.uk/student-administration/money/fee-status/

7.3 Applicants who are in debt to the University

When you apply for a postgraduate programme at Liverpool we will check whether you have previously studied at the University and whether you have any outstanding debts.

Students who apply for a postgraduate programme who have previously studied at the University of Liverpool and who have left with an unpaid debt will be required to make arrangements for the repayment of that debt before the application can proceed to be considered for postgraduate study.
8   Decisions and Feedback

When we have received all the documentation we need from you in order to make a decision, and we have carried out the initial checks we need to make, your application will be passed to the member of staff responsible for making decisions for the programme you have chosen.

Depending on the programme, the person making the decision on your application may be a member of staff in the academic School offering the programme, or a member of staff in the central Admissions Team. In each case, staff will be working to the same criteria, established by the School and monitored by them.

8.1   How long will it take to receive a decision?

The length of time it will take to process your application and arrive at a decision will depend both on whether the academic School concerned requires additional information from you or uses additional selection procedures such as an interview.

If you submit all the required documentation with your application, and there are no additional selection procedures and the decision can be made centrally, we will endeavour to make a decision on your application within 15 working days of its receipt. If the decision is dependent on an interview or needs to be made within the department, we will endeavour to make a decision on your application within 10 working days of the date of the interview or the date the application is received back by the central team. Application processing can take longer during peak periods.

If you do not submit all the documentation we require at the time when you make your application, this could lead to a significant delay in us making a decision on your application. It is very important, therefore, that you let us have all the documentation we need at the earliest possible opportunity.

8.2   Selection Procedures

Depending on the programme you have applied for, your application may be considered on the basis of the information you have provided in the application form and supporting documentation, or you may be required to attend for interview or provide additional evidence of such things as relevant work experience, or submit a piece of work or an essay for consideration by the selector.

8.2.1   Interviews

For some of our programmes, decisions are made on the basis of the information provided by the applicant only; in other cases, applicants may be called for interview. In some Schools, interviews may be used only for candidates who have unusual or
non-standard qualifications, in order to give them an opportunity to demonstrate that they have the skills and knowledge required for them to thrive on their chosen course of study. Where appropriate, applicants may be interviewed via telephone or Skype.

8.2.2 Work Experience

Some of our programmes, particularly MBA programmes in the University of Liverpool Management School, will require that you have undertaken a period of relevant professional experience before you apply. Full details of any requirements for work experience may be found in the online prospectus entry for each programme at: www.liverpool.ac.uk/study/postgraduate/taught_courses/

8.2.3 Other selection criteria

Some of our programmes may require you to provide other information in support of your application, such as a portfolio of artwork, examples of your written work, essays or recordings of musical performances, etc. If any such additional information is required, the Admissions Team or the academic School concerned will contact you to request this.

8.3 Deposits

8.3.1 Deposit Criteria

If you are an international student beginning a full-time postgraduate taught degree, you are required to pay a tuition fee deposit of £1,000.

Applicants will be required to pay the deposit before three specific deadlines depending on when the applicant receives an offer and the deposit will be a condition of the offer:

- For those where offers have been made prior to the 31st December the deposit must have cleared in the University accounts by 28th February or the offer will be withdrawn.
- For those where offers have been made between the 1st January and the 31st May applicants the deposit must have cleared in the University accounts by 30th June or the offer will be withdrawn.
- For those where offers have been made between the 1st June and the 31st July the deposit must have cleared in the University accounts by 18th August or the offer will be withdrawn.

Deposits are payable once you have been made a conditional offer. You will receive an email from Flywire, the University’s approved payment provider. This email will contain
instructions on how to activate your account and pay your deposit. In order to make your fee deposit payment, you will need your University/Student ID.

For all programmes, your full deposit amount will be deducted from your tuition fee when you register with us.

We recommend you pay your deposit as soon as possible, as we will not issue an unconditional offer and subsequent Confirmation of Acceptance for Studies (CAS) until the deposit payment is received. A CAS is an essential document when you are applying for a student visa through the UKVI Tier 4 Points Based System.

Once you have paid your tuition fee deposit you will receive a confirmation of payment email from Flywire.

Certain groups of applicants are exempt from the requirement to pay a tuition fee deposit. You do not need to pay a deposit if:

- Your tuition fees are fully funded, by a third-party sponsor (a government sponsor, research council, charity, US Federal Loans, commercial organisation, an international organisation) or you have been awarded a full scholarship. You must provide written evidence of your sponsorship;
- You are progressing from our partner institution, Liverpool International College;
- You are registered on the University of Liverpool’s pre-sessional English Language programme;
- You are not required to pay a fee deposit if you are applying to study a research-based course such as a PhD, MPhil or MRes.

Deposit withdrawals

If you fail to make a deposit payment by the deadline which is included as a condition of your offer, the offer will be withdrawn. The offer will not be reinstated under any circumstance. If you still wish to study at the University after your offer is withdrawn, you can apply for a different programme. We will not consider applications to the same programme that you previously held an offer for if the offer was withdrawn due to failure to make a deposit payment by the deadline. You can apply for a different programme provided it is available for you to apply to.

8.3.2 Deposit Refunds

Deposit refunds will only be issued if the applicant does not meet the academic criteria required for their academic programme of study. All other programme fee deposits will be non-refundable.

Where an applicant has paid a programme fee deposit but chooses to defer their entry to the University until session 2021/22, the applicant will be afforded the opportunity of the University retaining the deposit to be offset against the 2021/22 programme fee. The
applicant will subsequently be issued with a CAS at the appropriate stage in the 2021/22 admissions cycle.

For further information on our refund policy please view our payment policy:

https://www.liverpool.ac.uk/media/livacuk/student-administration/money/documents/Payment,Policy,201920,Student,Fees,Fines,and,Charges_APPROVED.pdf

8.4 Additional Information for International Students

8.4.1 Visas/CAS Statements

The UK government operates a points based immigration system for all overseas (non-EU) students. Further details at https://www.gov.uk/government/organisations/uk-visas-and-immigration

The University is licensed with the Home Office as a Tier 4 Sponsor. The University aims to provide a Confirmation of Acceptance for Studies (CAS) in good time for the visa application but in doing so relies on the applicant taking responsibility for:

- making a timely application for admission including complete details of all previous study and periods of study in the UK
- responding fully and in good time to accept the offer
- responding fully to requests for any further information, such as passport details
- providing the University with an appropriate email address to which the CAS will be issued.

In order to comply with the relevant United Kingdom legislation and immigration regulations, the University will notify the immigration authorities, where relevant, of any non-arrival, or late arrival, of an applicant and of any subsequent changes to a student’s registration status. The University reserves the right to refuse admission should an applicant be found not to be in a position to meet all UK visa requirements for the anticipated full duration of his/her programme of study.

All applicants requiring a visa to study in the United Kingdom must not currently be, nor have ever previously been, in the United Kingdom for any purpose without valid immigration permissions. If, either during the process of admitting a student or subsequent to that student enrolling upon their programme of study, the University is informed that the applicant/student is (or has previously been) in the United Kingdom without such valid permissions, it may be required to inform the immigration authorities and/or withdraw the offer of a place and/or withdraw its sponsorship of the individual’s visa.

The University may need to review this policy in light of changes to Home Office Tier 4 policy in order to remain compliant with Sponsor duties. This may result in changes to matters such as the evidence required for English language proficiency at short notice. Where
changes are necessary due to Home Office changes the University will endeavour to contact all applicants holding an offer and on whom the change will impact, within 6-8 weeks.

The University will generate Confirmation of Acceptance for Studies (CAS) when applicants have firmly accepted an unconditional offer of a place and the University has received documentary evidence of the qualifications they hold.

**Applicants should be aware that they will be required to produce original copies of their academic certificates when they arrive to register at the University.**

The University undertakes to do all it can to ensure that applicants have the appropriate documentation to apply for their visas in good time. More information may be found on the UK Visas and Immigration website at: [https://www.gov.uk/government/organisations/uk-visas-and-immigration](https://www.gov.uk/government/organisations/uk-visas-and-immigration)

| Important: If you use a CAS issued by the University of Liverpool to obtain your visa, you are committed to taking up your place at Liverpool. You cannot use a CAS issued by Liverpool and then change your mind about where you want to study. |

CAS will not be issued after 31st August for entry for that academic cycle. The exceptions to this are:

- Pre-sessional students at the University’s English Language Centre
- LIC resit results
- International Clearing, where applicable
- Brickfields
- Second CAS for visa refusals
- If an applicant is already in the UK and will be applying in-country

### 8.4.2 Passport and visa documentation

As part of the University’s immigration sponsorship duties, all new international students are required to produce their original passport and original Biometric Residence Permit upon registering for their programme. This documentation will be verified, scanned and retained in your student file. Documentation which cannot be verified (due for example to incorrect sponsor details on your visa) may result in you being refused permission to continue on your programme. The University needs to see the full Biometric Residence Permit; the short-term Tier 4 entry visa stuck into the passport is not acceptable on its own for registration purposes.

International students must complete all stages of the registration process, including having their original documentation checked, before they can be issued with their student ID card and handbook. The University is also required by law to inform UK Visas and Immigration if students fail to fully register as described.
The University is one of the institutions that is taking part in the UKVI pilot scheme. For further information please see the following link: https://www.liverpool.ac.uk/study/postgraduate-taught/applying/tier-4-visa/

8.4.3 Academic Technology Approval Scheme (ATAS)

**Important: It is your responsibility to find out whether the course you are interested in is covered by the ATAS scheme or not. If it is, you must ensure you have an ATAS certificate before applying for your visa – the University cannot do this for you.**

International students who are applying to certain postgraduate programmes may need to apply for an Academic Technology Approval Scheme (ATAS) certificate before they apply for their visa and begin their studies. The ATAS scheme has been set up by the Foreign and Commonwealth Office as a means of avoiding the proliferation of potentially dangerous technologies.

To check whether you need an ATAS Certificate, you should go to the following website: http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/

This will allow you to check whether the course you intend to study is covered by the ATAS scheme. If it is, you must obtain an ATAS Certificate before you apply for your visa. If you do not do so, and your course is covered by the ATAS scheme, your visa application will be refused. It is your responsibility to ensure that you have an ATAS Certificate before you apply for your visa – the University cannot do this for you.

The deadline to apply for programmes that require ATAS clearance is the 31st July 2020 entry for September 2020 entry.

8.5 Feedback

If we decide that your application has been unsuccessful, we will record the reasons why we were unable to make you an offer and will provide feedback on request. Unfortunately, because of the volume of applications we are dealing with, we cannot enter into prolonged discussion as to how you might be able to improve your application in the future, but we can give you an indication of why your application was not successful on this occasion.

We will record the reasons for any decisions that we make and will provide feedback on request. We will correspond only with the applicant, unless the applicant provides written permission for the University to correspond with another person on their behalf.
8.6 Resubmitting an Application after an Unsuccessful Decision

If your application has been unsuccessful, you may re-submit your application only if there is additional information you wish to be considered that was not available at the time you made your original application. Any decision as to whether to permit the re-submission of applications will be at the discretion of the academic School, who will take into account both the nature of any additional information provided and the number of applications already received for their programme.

8.7 Re-applications for a future academic year

If your initial application was unsuccessful you may re-apply for the following academic year. You may not apply again for entry in the same academic year unless new information has become available which was not available at the time of the original application (see above). Consideration of any such additional information will be at the discretion of the academic School.

If your application was unsuccessful because you did not meet the academic entry requirements for your chosen course, it is unlikely that a future application would be successful unless you have improved your qualifications and/or grades.

8.8 Deferrals

Applicants who have been made an offer of a place and who wish to defer their entry may be permitted to do so, but such arrangements are at the discretion of the individual academic School. Applicants seeking to defer entry should contact the relevant Admissions Team in the first instance, email: pgosi@liverpool.ac.uk for International and EU applications and pguk@liverpool.ac.uk for UK applications.

Applicants who apply through a University representative or agent will be required to complete a deferral form. This is available by emailing pgosi@liverpool.ac.uk.

The deferral deadline for deferring from 2019 entry to 2020 entry is 31st October 2019. After this deferrals will not be considered and a new application will need to be submitted for reconsideration.

Deferral will be permitted for a maximum of one academic year. Applicants who wish to defer for a second time will be required to submit a new application.

Deferred applicants will be expected to pay a deposit.
8.9 Discontinued Programmes/Major Modifications to Programme Content

While the University does make every effort to be able to provide the programmes that it has advertised in its prospectus and other promotional material, there are sometimes occasions when, for reasons beyond our control, we are unable to offer a programme in any given academic year.

Where this is the case, and we have applicants who have applied for places on the programme, or who have deferred their entry for the programme from a previous year, we will do everything we can to offer them a place on an alternative programme at Liverpool.

In some cases, the University may continue to offer a programme, but its content may be significantly different from the description of the programme in the Prospectus. Where this is the case, we will contact applicants to let them know that significant changes have occurred and will again do everything we can to offer a place on an alternative programme if the modifications mean that the original programme no longer meets their needs.

9 Welcome/Pre-Arrival and Registration

9.1 Welcome Packs

When you have accepted an unconditional offer of a place, and your application is ready for you to complete the registration process, we will send you a link to an online Postgraduate Welcome Pack.

9.2 Welcome Week

The University offers a week-long induction programme for all new students during the week preceding the start of formal classes. Final details of the induction programme will be communicated to all offer holders with their pre-arrival information.

9.3 Registration

Students who have accepted an unconditional offer of a place will receive an invitation by email to begin the registration process online. This process will involve the entry and review of your personal information (such as name, address and emergency contact) and your academic information (such as your previous qualifications and your module selections for your new programme of study).

The process will also involve the uploading of a passport-type photograph for the University to use in the production of your student ID card which will give you access to support facilities such as the Library.
Students who have submitted their personal and academic information must complete their registration by confirming their arrival on campus. This is done by logging on to the same registration system, but this time using a campus PC or your own device connected to the University network (e.g., in a University wireless zone).

Only once you have completed both parts of the registration process will you be issued with your student ID card and handbook.

9.4 Late registration on modules or programmes

The decision to accept a student onto a module once teaching has started on it must be based on the academic judgement of the module coordinator/convenor to ensure that the student registering late on the module will not be disadvantaged in respect of opportunity to achieve the learning outcomes, in-session coursework deadlines and learning contexts such as group work. Normally transfer into a module will not be allowed after two weeks from the commencement of teaching.

The decision to accept a student onto a programme/subject component once teaching has started on it must be based on the academic judgement of the Programme Leader/Director of Studies, in consultation with the relevant module coordinators, to ensure that the student registering late on the programme/subject component will not be disadvantaged in respect of opportunity to achieve the learning outcomes, in-session coursework deadlines and learning contexts such as group work.

Normally late registration onto a programme/subject component will not be allowed after two weeks from the commencement of teaching on the programme/subject component.

10 Payment of Fees

Full details of the arrangements for payment of fees may be found in the University’s Fee Payment Policy, which is updated on an annual basis. The latest version of the Policy may be found at: [http://www.liverpool.ac.uk/feepayment/](http://www.liverpool.ac.uk/feepayment/)

11 Preparatory Programmes leading to Postgraduate Study
11.1 Liverpool International College

The University recognises that not all education systems match that of the UK, and that some students who have studied at University level in their home country may require some additional study before they are able to successfully apply to study for a postgraduate programme at the University of Liverpool. With this in mind, in partnership with Kaplan International Colleges, the University has established the Liverpool International College, which offers a one-year Graduate Diploma programme. Students who successfully complete the Diploma at the required level are eligible to progress to certain taught postgraduate degree at the University of Liverpool.

More details about Liverpool International College and the Graduate Diploma may be found on our website at: https://www.liverpool.ac.uk/study/international/sponsors/liverpool-international-college/

12 Alternative Postgraduate Study Routes

12.1 Online Study

For students who prefer the flexibility to study for their degree online, we offer a portfolio of online postgraduate programmes in partnership with Kaplan Open Learning.

The University of Liverpool is recognised as a leader in online education. Our unique approach allows you to complete a Master’s programme 100% online.

More details about the programmes that are offered online and the benefits of studying in this way may be found on our website at: https://www.liverpool.ac.uk/online-programmes/

12.2 Xi’an Jiaotong – Liverpool University

Xi’an Jiaotong – Liverpool University (XJTLU) is an international University run in partnership between the University of Liverpool and Xi’an Jiaotong University in China.

Students who have completed a degree at XJTLU are eligible to apply for postgraduate programmes at the University of Liverpool under the ‘4+1 route’. Students apply for places at the University of Liverpool as outlined in this policy document.

The Liverpool Student Mobility Manager, based at XJTLU, can advise all students considering applying for study in Liverpool following their degree at XJTLU.
13 Fraudulent applications/documents including suspected plagiarism

By submitting an application, either online or in hard copy, you are confirming that the information you have provided, and any accompanying documentation supporting your application, is true, complete, accurate and your own work.

The University is not prepared to accept applicants who misrepresent or give false information about themselves. If the University suspects that an applicant has provided false, plagiarised or misleading information, we will carry out an investigation to determine whether these suspicions are justified, and we reserve the right to record an unsuccessful decision or withdraw any offer that might already have been made.

International students who have made an application via one of the University’s representatives overseas should be aware that they are themselves responsible for any information that the representative provides to the University on their behalf.

14 Data Protection and Competition Markets Authority (CMA)

By submitting an application, whether online or in hard copy, applicants give permission to the University to process their personal data for the purposes of managing the University’s selection and admissions procedures and for the University to use this data for maintaining its student records. This information is also used to make statutory returns to bodies such as the Office for Students (OfS). More information about the way in which we use your data may be found in our Admissions Privacy Statement at
https://www.liverpool.ac.uk/legal/data_protection/privacy-notices/admissions-privacy-statement/

Data collected during the admissions and registration processes will be used for the purposes of maintaining student records, managing processes in relation to academic progress, providing personal and academic advice and support, managing accommodation services and providing access to the Library and sports facilities and the facilities in The University of Liverpool’s Guild of Students.

The University complies with the Data Protection Act (1998) and with the General Data Protection Regulation with regard to handling applicant data.

14.1 Competition Markets Authority (CMA)

The CMA sets outs your consumer rights as an applicant. There are three key consumer law issues for students/applicants:
Information provision – universities need to provide up front, clear, unambiguous and timely information.
Terms and conditions – universities’ terms and conditions that apply to students need to be fair.

Complaint handling process and practices – universities need to ensure their complaint handling processes and practices are accessible, clear and fair to students.

For further information on CMA:
https://www.gov.uk/government/publications/higher-education-guide-to-consumer-rights-for-students

15 Complaints and Appeals

Although the University strives to maintain the high standards that we set ourselves in dealing with admissions, we recognise that things do sometimes go wrong and that applicants may feel that they have grounds for a complaint or an appeal.

For the purposes of this policy, an appeal is defined as a request by an unsuccessful applicant for a formal review of the outcome of an admissions decision. Such appeals will normally be allowed only if there is evidence of a material irregularity in the decision-making process.

A complaint is defined as an expression of dissatisfaction with the way in which the University's admissions policies or procedures have been applied to reach an admissions decision.

Please note that a complaint or appeal which merely seeks to dispute the academic judgement of the selector will not be allowed.

Further information on the University’s Complaints and Appeals procedure may be found at:
https://www.liverpool.ac.uk/study/postgraduate-taught/applying/taught_policies/

16 Ordinances and Regulations

Full details of the Ordinances and Regulations which relate to admission as a postgraduate student are contained in the University’s Calendar, available on our website at:
https://www.liverpool.ac.uk/governance/programme-ordinances/

17 Terms and Conditions for Applicants

Applicants and their educational representatives should be aware that when they sign the application form, whether online or in hard copy, they acknowledge the content of this policy and are specifically agreeing to the following:
that the information contained within the application is true and accurate to the best of their knowledge

that the applicant is aware that if they have made an application via one of the University’s educational representatives overseas they are themselves responsible for any information that the representative provides to the University on their behalf

that the University will process personal data contained in the application form, or other data which the University may obtain from the applicant or other sources. Applicants agree to the processing of such data for any purpose connected with their studies or their welfare and safety, or for any other legitimate interest

that, where appropriate in order to process an application for study, the University will share personal information with other relevant organisations, which may include: Kaplan, Xi’an Jiaotong – Liverpool University (XJTLU), partner institutions, UK Visas and Immigration, the applicant’s educational representative, sponsors and referees

that the University will keep application data for up to six years if the application is unsuccessful

that if the application is successful the University will at that point provide further notification of how the data that has been provided will be used and stored

that applicants have the right to access, rectify, erase, restrict or object to processing of their data. If you are not happy with the way your data has been processed in the first instance you should contact the University of Liverpool Data Protection Officer, Vicki Heath, at LegalServices@liverpool.ac.uk. If you remain dissatisfied, you may complain to the Information Commissioner’s Office at the following postal address or via https://ico.org.uk/:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

that the University will require any student who has previously studied at the University of Liverpool and who left with an unpaid debt to make arrangements for the repayment of that debt before they can be accepted onto a postgraduate programme;

that if the University suspects that an applicant has provided false or misleading information, it will carry out an investigation to determine whether these suspicions are justified, and reserves the right to record an unsuccessful decision or withdraw any offer that might already have been made. The University may also refuse to accept a subsequent application from students who have provided false or misleading information in the past;

that occasionally, for reasons beyond its control the University may be unable to run a programme that has been advertised for any given academic year. Where this occurs and there are applicants who have applied and/or been made an offer for
that programme, the university will make every effort to provide an alternative programme to these applicants.

18 Monitoring of the Policy

This policy is monitored and updated by the External Relations, Marketing and Communications Department. It is updated annually and the next revision is expected to be in spring 2019. Any queries about its contents should be directed to:

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External Relations
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