Postgraduate Taught Admissions Policy

2017 Entry

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1 Introduction

The University of Liverpool is one of the research-intensive universities known as the Russell Group. It has a long tradition of excellence in teaching and research, and it strives to attract students from all over the world who will benefit from the student experience that it offers.

The University’s admissions procedures are designed to help the University to maintain its core values of academic excellence by setting clear standards for entry, which are fairly and consistently applied. The University is committed to providing an admissions service that is professional in all respects and which rests on policies and procedures which are transparent and aim to help students to understand how the admissions process works and what they must do to maximise their chances of being offered a place on one of our courses.

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

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

- Postgraduate Research at Liverpool: [http://www.liv.ac.uk/study/postgraduate/applying/taught_policies/](http://www.liv.ac.uk/study/postgraduate/applying/taught_policies/)
- Laureate Online Education: [https://www.university-liverpool-online.com/admissions](https://www.university-liverpool-online.com/admissions)

3 Purpose of the Admissions Policy

This Postgraduate Taught Admissions Policy is intended to provide information for applicants and for staff within the University of Liverpool with responsibility for admissions,
on the principles and procedures which we apply to applications for taught postgraduate study at the University. It outlines the University’s approach to a number of matters relating to the processing of applications and the decision whether or not to make an offer of a place, and explains the institutional, national and legal context within which the admissions function operates.

The Policy should be read in conjunction with other material published by the University, both in hard copy and online, including the University’s Postgraduate Prospectus. You can view the online prospectus or request a hard copy at: www.liv.ac.uk/study/postgraduate/

4 National and Legal Context

Our approach to admissions takes into account the requirements of the Equality Act 2010.

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: www.admissions-review.org.uk/

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/AssuringStandardsAndQuality/quality-code/Pages/Quality-Code-Part-B.aspx

We are committed to promoting an environment which:

- Recognises and values people’s differences
- Capitalises on the strengths those differences bring to the institution
- Supports all staff and students in maximising their potential to succeed

More detail about the ways in which we positively promote equality and diversity may be found in the Diversity and Equality of Opportunity Policy, available at: www.liv.ac.uk/diversity-and-equality/policies/

The University also publishes a number of other policies which cover specific issues, such as Disability.
5 University Context

The University’s new vision, ‘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.

In order to ensure that we meet this commitment to excellence, and to enhance our professionalism, we provide all staff involved in admissions with regular training and updates both on our internal policies and procedures and on the principles of transparency and fairness in admissions decision-making.

6 Roles and Responsibilities

Responsibility for University policy in relation to admissions at postgraduate taught degree level lies with the University’s Recruitment, Admissions and Widening Participation Committee. The Recruitment, Admissions and Widening Participation Committee reports to the Senior Executive Group, which ratifies the decisions made by its committees.

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: www.liv.ac.uk/commsec/calendar.htm

The Recruitment, Admissions and Widening Participation Committee’s Terms of Reference are:

- In the context of the University’s strategic priorities, to oversee the development, implementation and monitoring of all the University’s policies and practices relating to the recruitment and admission of students, at undergraduate and postgraduate level, and to report on such to the Senior Executive Group (reporting to Education Committee for academic policy issues).

- In the context of the University’s strategic priorities, to oversee the development, implementation and monitoring of all the University’s policies and practices relating to widening participation, fair access and fair admissions and to report on such to the Senior Executive Group (reporting to Education Committee for academic policy issues).

The External Relations, Marketing and Communications 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

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.liv.ac.uk/tqsd/student-engagement/student-charter/

Members of staff in the central Admissions Team within the External Relations, Marketing and Communications 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, Marketing and Communications Department also provides advice to international students on the non-UK qualifications which may be acceptable for entry. Further information is available on our website at www.liv.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 determining the academic requirements appropriate for entry to his or her School. The Head of School devolves responsibility for making decisions on individual applications either to 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. In some cases this will involve monitoring the performance of the central Admissions Team, where decision-making has been devolved to them. 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.

7 General Admissions Principles and Entry Requirements

7.1 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.

7.2 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 2016 for entry in September 2017), 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.liv.ac.uk/study/international/countries/index.htm
7.3 **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 6.0, 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 tests which satisfy our entry requirements may be found on our website at: [www.liv.ac.uk/study/international/countries/english-language/](http://www.liv.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](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
- St Lucia
- St Vincent and the Grenadines
Nevertheless, our academic Schools may still require applicants from these countries to provide an IELTS test score or other satisfactory 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 a pre-sessional programme of English language study (ie a programme that takes place before the start of the academic year). 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 and in-sessional (ie, taking place alongside your studies during the academic year) English language courses on the English Language Centre website at: www.liv.ac.uk/english-language-centre/

8 Making an Application

8.1 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, ie you apply to us directly using our online application form. More detail on how to apply directly is given later in this section.

8.2 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 make a charge for the services they provide.

The University of Liverpool will give applications received directly and via its agents the same 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.liv.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.liv.ac.uk/study/international/contact-us/agents/

8.3 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.liv.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, it is not usually possible for you to study on a part-time basis.

8.4 Completing the Application Form

Applications to the University are made using the online application form on our website. To apply online, go to: www.liv.ac.uk/study/postgraduate/applying/online.htm

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.

8.5 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.liv.ac.uk/study/postgraduate/applying/offline.htm for details of how to make an application for this programme.

8.6 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 pgrecruitment@liv.ac.uk

Before we are able to confirm any place we may offer you, we will need to see copies of the
following documents:

- **Evidence of your higher education and/or professional qualifications**
  
  If you have already completed your degree or equivalent professional qualifications,
you should submit a copy of your final degree certificate with your application form.

- **Transcripts of your academic record**

  Your transcript should provide full details of the degree classification you have
  obtained as well as the grades or marks you obtained in each module or unit of your
degree. If you have not yet completed your degree, you should submit a transcript
  showing the marks you have achieved to date. If you have not yet completed your
  studies, any offer that we make will be subject to satisfactory completion of your
degree and the achievement of a specified grade or mark.

  If any of your transcripts are not in English, they must be accompanied by a formal
certified translation into English by the awarding institution.

- **English Language Qualifications (where appropriate)**

  Copies of your IELTS test certificate or other approved English language qualification
  should be submitted with your application. If we do not have evidence of your
  proficiency in English, we may make an offer conditional upon you achieving a
  specified grade in an approved English language test, usually IELTS if your first
  language is not English.

  Please note that IELTS test results are valid for two years only and we will not accept
test scores which are more than two years old.

- **References**

  You should provide contact details of your referees within the application form. The
  application system will itself email each of your referees and invite them to submit a
  reference via a secure server. The number of references required will vary according
to the programme you are applying for. Some programmes will require you to
  submit the details of one referee only; others will require the details of two referees.
For programmes where work experience is a requirement, you may be asked to provide contact details for your employer.

These documents are required by the University in order for your application to be regarded as complete. However, some individual Schools may request other information from you after you have submitted your application. Examples of such information include portfolios, examples of your written work, essays, pieces of music, etc.

Although the University will make offers on the basis of copies of documents, you will need to present original copies of these documents during the registration period. International students in particular should note that officials from UK Visas and Immigration are likely to ask to see original documents when you arrive in the UK.

**Important:** You must remember to bring original copies of all your certificates, transcripts, etc with you to the University, as we will require you to produce them before you can be fully registered as a student.

8.7 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.

**Important:** Submitting an incomplete application can lead to delays in processing your application, as most academic Schools will wait until an application is complete before making a decision.

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.

8.8 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.

8.8.1 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 2017 to begin your studies in September 2017).

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.

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

Students who do not require a visa in order to study in the UK 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.

9 Applications Processing at Liverpool

9.1 Acknowledgement of your application

When you submit an application online you should immediately see a webpage which confirms that your application has been submitted. This sends your application form directly to our student records system. However, your application must first be checked before it is stored in our database, and it is only after this process is complete that you will receive an email from us confirming the safe arrival of your application. This process normally takes one working day (ie, if you submit your application late on Friday or on Saturday, you should not expect to receive this email until Monday).
Applications received on hard copy forms will have the details input into our student records database by members of the Admissions Team. Once the data has been input you will receive an email acknowledging the arrival of your application.

9.2 Initial screening of applications

9.2.1 Criminal Convictions

As part of its duty of care to members of the University community, it is our policy to ask applicants whether they have any relevant criminal convictions at the time when they apply to us, 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, a 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 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, Marketing and Communications 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: http://www.liv.ac.uk/media/livacuk/study/applying/criminal_convictions_procedure_2015.pdf

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.

9.2.2 Determining your Fees Status

When we have received your application, we begin the process of determining whether or not 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, which you should complete and return to the address shown on the form. 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 unless you return the form and we are able to make a final determination of your fee status.

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@liv.ac.uk.

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

9.2.3 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 they can be accepted onto a postgraduate programme.

10 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.

10.1 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, we will endeavour to make a decision on your application
within 10 days of its receipt. If the decision is dependent on an interview, we will endeavour to make a decision on your application within 10 days of the date of the interview.

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.

10.2 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.

10.2.1 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.

10.2.2 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.liv.ac.uk/study/postgraduate/taught_courses/

10.2.3 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.
10.3 Recording of decisions

When the selector has considered your application and made a decision, they will record the reasons for their decision, in order for us to be able to provide feedback if you request it.

10.4 Offers

*Important: most of our communication with you will be via email so is it essential that you let us know if you change your email address.*

If we decide to offer you a place, this may be on the basis of either a *conditional* or an *unconditional* offer. Both types of offer are usually communicated to you by email, so it is important that you make sure you let us know if you change your email address.

*Conditional offers* are usually made when you are either awaiting the results of your degree or if you have not yet met our requirements for English language proficiency, or if you have not yet sent us other supporting documents or if we have not received all of the required references. If we make a conditional offer, this will indicate what you must do in order for your place to be confirmed and for your offer to become unconditional. You should let us have evidence that you have met the terms of your offer as soon as you receive it, so that we can update your record accordingly and issue you with the appropriate pre-arrival information.

*Unconditional offers* are usually made when you have already completed any prior academic course and have met any English language or other conditions necessary for the programme.

When your offer is made unconditional, you will be asked to confirm in writing that you wish to take up your place by emailing us at pgrecruitment@liv.ac.uk or writing to the Admissions Team within the External Relations, Marketing and Communications Department. Formally accepting the offer of a place in this way will change the status of your record and trigger the despatch, from August onwards, of the link to your Postgraduate Welcome Pack. You will then be able to complete the registration process (see Section 12).

If you are an international student, it is vital that you formally accept the offer of a place *in writing* (you may indicate your acceptance in an email or letter, but you cannot accept your offer by telephone) if you wish to come to Liverpool, as we will not issue your CAS statement (which you need as part of the visa application process – see Section 10.7.1 below) until we receive your acceptance. It is a requirement of UK Visas and Immigration that we do not issue a CAS until we are sure that you have both met the academic requirements for study and intend to take up the offer of a place at the University, so we must have formal confirmation of your acceptance before we issue this document.
10.5 The Offer Email/Letter

If we make you an offer, either conditional or unconditional, we will send you formal notification of this. Both conditional and unconditional offers will normally be communicated by email.

The offer email contains details of:

- The programme for which you are being made an offer
- Whether the offer is conditional or unconditional
- The academic year of entry to which the offer applies
- If appropriate, details of any conditions you must fulfil in order for your place to be confirmed
- The fees that you will be charged (when these have been formally approved by the University)

You should be aware that, although offer letters may contain details of scholarships for which you may be eligible, the offer letter does not constitute any offer of financial assistance.

If we have sent you a Fees Status Questionnaire because we are uncertain whether you should be charged fees at the ‘home’ or ‘overseas’ rate and you have not yet returned this form, we will assume that you should be charged the ‘overseas’ rate of fee and your offer letter will reflect this. If you feel that your offer letter does not correctly reflect your fees status, please contact the Admissions Team in the Marketing and Communications Department using the address on your offer email as soon as possible.

It is your responsibility to ensure that you have the means to pay the fees associated with your programme. If you are being funded by another person or organisation and your funders fail to make payments during your course, you may become liable to pay the fees yourself.

10.6 Accepting your Offer

We need applicants to confirm their intention to take up the offer of a place in order for us to manage our student numbers. For international students, it is also vitally important that you let us know your intentions as we cannot issue you with a Confirmation of Acceptance for Studies (CAS) unless you have formally confirmed your intention to take up our offer of a place (see Section 10.7.1 below).

Details of how to accept your offer can be found in your offer email. Unfortunately, we are unable to accept a reply by telephone – you must let us know your intentions in writing.
10.7 Deposits

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

Once you have accepted your unconditional 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 this will ensure your Confirmation of Acceptance for Studies (CAS) will be issued as a priority. 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 if you are a sponsored student;
- You are attending an English Language Pre-sessional programme at the University of Liverpool’s English Language Centre (ELC), in the academic year prior to the start of your postgraduate taught programme;
- You are progressing from our partner institution, Liverpool International College;
- You are progressing from our partner institution, Xi’an Jiaotong-Liverpool University (XJTLU);
- 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.

10.7 Additional Information for International Students

10.7.1 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](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 of 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 are firmly holding 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 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

**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.
10.7.2 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:


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.

10.8 Unsuccessful Applications

If you do not meet the criteria for making an offer of a place, we will record an unsuccessful decision and will notify you of this as soon as possible.

10.9 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.
10.10 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.

10.11 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.

10.12 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 Admissions Team in the first instance, email: pgrecruitment@liv.ac.uk. 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 fresh application.

10.13 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 students 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.

11 Induction/Pre-Arrival Information

11.1 UK-based students

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.

The information will be emailed to you from August for students whose programmes start in September, and will include general information on being a postgraduate student in Liverpool and how to register, together with information on University services such as the Library, Sports facilities and Computing Services.

11.2 Students based outside the UK

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 the electronic copy of the Postgraduate Welcome Pack.

The Pack includes general information on being a postgraduate student in Liverpool and how to register, together with information on University services such as the Library, Sports facilities and Computing Services. We will send you the email containing the link for the Induction Pack when you accept your offer (from August onwards).

11.2.1 International Meet and Greet Service

Staff and students from the University will meet students arriving at Manchester and Liverpool International Airports during the weekend preceding Welcome Week and bring them to University accommodation or the University campus. Exact arrangements will be communicated to offer holders in the summer and students will be able to book onto the service online.

11.3 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.
12 Registration

12.1 Before you arrive

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.

12.2 When you have arrived

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 (eg, 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.

12.3 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.
13 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.liv.ac.uk/feespayment/

14 Preparatory Programmes leading to Postgraduate Study

14.1 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: www.liv.ac.uk/study/international/pathway-programmes/lic/

15 Alternative Postgraduate Study Routes

15.1 Laureate Online Education

For students whose commitments do not allow them to attend the University of Liverpool to study, we have developed a number of online degrees in conjunction with our e-learning partner, Laureate Online Education.

Together we have developed a unique approach to online degrees, allowing 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:

www.liv.ac.uk/study/online/
15.2 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.

16 Fraudulent applications/documents

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 and accurate.

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 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.

17 Data Protection

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 Higher Education Statistics Agency (HESA).

The University complies with the Data Protection Act (1998) with regard to handling applicant data. However, applicants and their referees should note that, under the Data Protection Act, references submitted with applications are part of the applicant’s personal data and will be released upon request by the applicant upon payment of the appropriate fee.
18 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: [http://www.liv.ac.uk/media/livacuk/study/undergraduate/applying/admissions_complaint_policy_2015.pdf](http://www.liv.ac.uk/media/livacuk/study/undergraduate/applying/admissions_complaint_policy_2015.pdf)

19 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: [www.liv.ac.uk/commsec/calendar.htm](http://www.liv.ac.uk/commsec/calendar.htm)

20 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 health, welfare and safety, or for any other legitimate reason;
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

21 Monitoring of the Policy

This policy is monitored and updated by the Marketing and Communications Department. It is updated annually and the next revision is expected to be in spring 2017. Any queries about its contents should be directed to:

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