



UNIVERSITY OF
LIVERPOOL

Undergraduate Admissions Policy

2016 Entry

Last Updated January 2016

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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 document is the overarching Undergraduate Admissions Policy for the University of Liverpool. It applies to applications for undergraduate study at the University of Liverpool, from both Home/EU and overseas applicants. It does **not** cover applications for study

- on the Go Higher programme
- at Liverpool International College
- on the Psychology 2+2 programme offered in conjunction with Wirral Metropolitan College
- at the Truman Bodden Law School in the Cayman Islands.

Details of the admissions policies and procedures for these groups of students may be found at:

- Go Higher: www.liv.ac.uk/humanities-and-social-sciences/go-higher/
- Liverpool International College: www.kic.org.uk/liverpool/
- Wirral Metropolitan College:
<http://wmc.ac.uk/images/policies/HE%20Admissions%20Policy.pdf>
- Truman Bodden Law School:
www.lawschool.gov.ky/portal/page?_pageid=4661,1&_dad=portal&_schema=PORTAL

The Policy is supported by departmental supplements for the clinical subject areas, many of whose programmes are highly competitive and have very detailed entry criteria which must be met. These departmental supplements may be found on our website at:

- School of Dentistry: <http://www.liv.ac.uk/media/livacuk/study/downloads/ugciss/A200,Bachelor,of,Dental,Surgery,2015,entry.pdf>
- School of Health Sciences <http://www.liv.ac.uk/health-sciences/undergraduate/>
- School of Medicine <http://www.liv.ac.uk/medicine/undergraduate/admissions/>
- School of Veterinary Science <http://www.liv.ac.uk/veterinary-science/undergraduate/prospective-applicants/>

3 Purpose of the Undergraduate Admissions Policy

This Admissions Policy is intended to provide information for applicants, their parents, supporters or advisers, and for staff within the University of Liverpool, on the principles and procedures which we apply to applications for undergraduate study. It outlines the University's approach to a number of matters relating to the processing of applications, 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 Undergraduate Prospectus. You may view the online prospectus, or order a hard copy, at www.liv.ac.uk/study/undergraduate/

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, since the publication of the 2004 Higher Education Act there have been several Government-led reviews of admissions to Higher Education, most notably the Report of the Admissions to Higher Education Steering Group, chaired by Professor Steven Schwartz ('the Schwartz Review') published in autumn 2004, and available online at [Higher Education Review](#). Our admissions policy is guided by the principles articulated within the Schwartz Review.

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 our Diversity and Equality of Opportunity Policy 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 current Strategic Plan includes commitments to enhance the student experience and to provide opportunities for talented students from all backgrounds. 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. We welcome applications from all candidates with the potential to succeed in higher education. Our admissions practices are designed to ensure that applications are considered on the basis of applicants' achievements and potential to complete successfully their chosen programme 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 undergraduate level lies with the University's **Admissions and Widening Participation Committee**. The Admissions and Widening Participation Committee reports via the Student Experience Committee and Planning and Resources Committee to the University Senate, which is the body formally responsible for ratifying the decisions made by its committees.

Full details of the Ordinances and Regulations which relate to admission as an undergraduate student are contained in the University's Calendar, available on our website at: www.liv.ac.uk/commsec/calendar.htm

The **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 Student Experience Committee.

- 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 Student Experience Committee.

The **Marketing and Communications Department (M&C)** 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, their parents, schools and colleges
- Management of the University's undergraduate admissions procedures
- Liaising with UCAS and other similar bodies and with admissions staff throughout the University
- Monitoring applications and associated trends
- Organising the University's confirmation and clearing activities
- 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 **Admissions Team** in the Marketing and Communications Department make decisions on individual applications for most non-clinical programmes, applying criteria established by the **Heads of School** and **Admissions Tutors**. For programmes processed by the Admissions Team in Marketing and Communications, we will aim to make decisions on applications received via UCAS where all the information necessary to make a decision is available within 10 working days. However, depending on the complexity of an applicant's circumstances, and the time of year, some individual applications may take longer than this.

The **International Recruitment, Relations and Study Abroad Team** within Marketing and Communications 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.

Admissions Tutor(s) make decisions on individual applications in cases where these decisions cannot be made by the central Admissions Team and are responsible, in consultation with the Head of School, for determining entry criteria 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 both the Head of Admissions and the Heads of UK and International/EU Admissions in the Marketing and Communications Department, as appropriate.

7 Academic Requirements

We update our entry requirements on an annual basis in the light of changing academic requirements. Inevitably this means that sometimes our requirements do not reflect the information published in the hard copy of our Undergraduate Prospectus. We therefore recommend that applicants look at the information in the course listings in our online Undergraduate Prospectus at www.liv.ac.uk/study/undergraduate/courses/ as the source of the most up-to-date information. Our academic entry requirements are also published on the UCAS website at www.ucas.com

In principle, we consider any qualification at a suitable academic level (Level 3 or above in the National Qualifications Framework for England, Wales and Northern Ireland, or its equivalent in the Scottish Credit and Qualifications Framework). This also includes pre-Curriculum 2000 qualifications and a wide range of European and other international qualifications. More information on specific qualifications may be found in sections 7.3 to 7.5 below.

7.1 GCSE Requirements and the English Baccalaureate

We require all applicants for undergraduate programmes to demonstrate a good general education, which includes acceptable levels of literacy and numeracy, normally equivalent to at least Grade C at GCSE in English and Mathematics. Individual programmes may have additional requirements, and these are outlined in each programme entry in the Undergraduate Prospectus.

Although we welcome applications from students who hold the English Baccalaureate, we do not require it for entry to our programmes. Students who hold the English Baccalaureate will have their application considered in the same way as applicants holding a range of GCSEs that do not meet the criteria for the award of the Baccalaureate.

7.2 English Language Requirements

International students must have an internationally-recognised English language qualification and a full list of acceptable qualifications may be found at: www.liv.ac.uk/study/international/countries/english-language/

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 that applicants check the requirements for the programme they are interested in.

Further advice on the acceptability of a fuller range of English language qualifications for students whose first language is not English may be obtained from the International Recruitment, Relations and Study Abroad Team (Tel: +44 (0)151 794 5927 or email: ugrecruitment@liv.ac.uk) or at our international students' website at: <http://www.liv.ac.uk/study/international/>.

If an overseas applicant has satisfied all the other requirements of entry but has not achieved the required standard of English, an offer may be made conditional on completing a pre-session programme of English language study (ie, one 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. Further information on our pre-session and in-session (ie, taking place during the academic year) English language courses may be found on the English Language Centre's website at: www.liv.ac.uk/english-language-centre/

7.3 A Levels

A large proportion of our school-leaving applicants from England, Wales and Northern Ireland apply to us with three or more A-levels. We accept both GCE A-levels and A-levels in Applied Subjects.

7.3.1 Unit Grade Information

We do not use Unit Grades in expressing the terms of the offers we make to applicants. However, we request information from UCAS on the unit grades obtained by applicants offering A-Levels, and may use this information during the confirmation period to distinguish between candidates who have narrowly missed the terms of their offer.

7.3.2 Use of the A* Grade

We recognise the A* grade as an indication of remarkable achievement but do not normally use it in making offers to applicants; however, we may use the A* to draw distinctions between otherwise equally qualified candidates at confirmation.

We may, exceptionally, make an offer requiring an applicant to obtain an A* where it is in the applicant's best interests for us to do so; for example if the A* grade compensates for a previously-obtained A-level at a lower grade.

7.3.3 Extended Project

The University recognises that the Extended Project (EP) will provide an applicant with the opportunity to develop research and academic skills relevant for study at the University of Liverpool. Candidates are encouraged to draw upon their experience of undertaking the project when writing their personal statement, particularly if the topic is allied to their chosen degree course. Although the majority of departments do not normally make the EP a condition of an offer, for some individual programmes we will make an alternative offer via UCAS to enable applicants to use the EP to meet the University's entry requirements.

7.3.4 AS Levels and Curriculum Reform from 2015

It is already University of Liverpool policy not to use AS-level results formally in admissions decision-making for non-clinical programmes, because not all schools are required to certificate AS-level achievement. As a result, we do not anticipate that our policy will change when AS-levels are reformed. If applicants have taken AS-levels, we would expect them to record the results on the UCAS application, but we will not specifically require students to have taken AS-levels, except for Medicine.

Following A-level reform, it is likely that the offer in Medicine will also be based on three A-levels. Full details of the policy operated by the School of Medicine may be found in the departmental supplement to this Admissions Policy on the School's website at: <http://www.liv.ac.uk/medicine/undergraduate/admissions/>.

A statement giving more details about the University's position in relation to AS Levels following curriculum reform in England from 2015 may be found on our website at: <http://www.liv.ac.uk/study/undergraduate/applying/a-as-level-reform/>

7.4 Other UK Qualifications

We consider a wide range of UK qualifications, including Scottish Advanced Highers, the International Baccalaureate, Welsh Baccalaureate, BTECs, AQA Baccalaureate, Cambridge Pre-U and the Access to HE Diploma. Details of entry requirements for applicants offering these qualifications may be found in the online Undergraduate Prospectus at: www.liv.ac.uk/study/undergraduate/courses/

7.5 International and EU Qualifications

We will consider any international qualification that is equivalent to Level 3 in the National Qualifications Framework, including the International and European Baccalaureates, Irish Leaving Certificate, Chinese Senior High School examinations, Singapore A-levels, and Indian Standard XII. To help us in determining the equivalence of non-UK qualifications, we will use

the advice provided by organisations such as UCAS and the National Academic Recognition and Information Centre (NARIC), as well as internal guidance based on our experience of a qualification's suitability as a preparation for our programmes.

International students who are unsure of the equivalence of their qualifications may wish to look at the information available on the **UK NARIC** website at: <http://ecctis.co.uk/naric/>

More advice on the acceptability of a range of non-UK qualifications may also be found on our website at: www.liv.ac.uk/study/international/

7.6 Verification of Qualifications

Important: If you are taking qualifications other than those listed below, whose results are sent directly to us by UCAS, you must send us the proof of your results as soon as you have them, or we will not be able to confirm your offer of a place.

It is important for us to be able to ascertain that applicants have achieved the results that they need to meet the terms of any offer we have made. Results of the most-frequently offered qualifications, including A-levels, AS-Levels, Scottish Advanced Highers, the International Baccalaureate, BTECs, the Welsh Baccalaureate and the Irish Leaving Certificate are transmitted directly to the University via UCAS from the appropriate examining body, and applicants who have taken these qualifications within the past twelve months do not need to send in details of their results. However, we may seek verification of qualifications that are not forwarded to us in this way. Applicants who are taking qualifications whose results are not transmitted directly to the University should ensure that proof of their results is sent directly to us as soon as they are available. Non-UK applicants will be required to send us photocopies or scans of their certificates, transcripts, etc and to present their original documents at the point of registration. For further information please see: <http://www.liv.ac.uk/study/undergraduate/applying/after/>

8 Selection Principles

8.1 Assessment of Applications

We seek to admit students who are able to benefit from the opportunities available at Liverpool. Applications will be assessed primarily on the basis of prior and predicted academic achievement. It is therefore important that applicants complete the UCAS application form fully without any omissions, and this should also include details of any time spent at another Higher Education Institution. Applicants should note, in particular, that the reference submitted with the application to UCAS should normally be written by a member of staff of the educational institution most recently attended by the applicant. If it is not possible to obtain a reference from that institution, applicants should contact the Admissions Team for advice before submitting their application. In assessing applications, we may take any or all of the information available to us into account. Assessment for admission to particular programmes

may also draw on a variety of methods of assessment over and above the information on the UCAS application, including interviews and the use of portfolio evidence.

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 those indicated as 'typical' in our prospectus. As a result, it is possible that applicants for the same programme may receive different types or levels of offer, depending on their individual circumstances.

Non-academic factors which may be taken into consideration include, but are not limited to, illness, bereavement, family or school circumstances which have adversely affected an applicant's performance. However, we would need to receive evidence of these mitigating circumstances and their impact on the applicant's educational achievement from an appropriate individual (school Head, medical practitioner, etc) as appropriate.

While mitigating circumstances are dealt with on an individual basis it may be impossible to know the extent to which any specific set of circumstances has impacted on an applicant's performance and therefore it may be impossible to give priority in the admissions process to applicants who advise us of mitigating circumstances, even where these are considered to be valid.

8.2 Use of Contextual Data

The University receives information from UCAS, derived from the details entered by applicants on their application form, about the school or socio-economic context in which an applicant has previously studied. This information, together with declarations about applicants' disability or care leaver status, is referred to as contextual data and helps the University to understand more fully the academic potential that applicants have that may not be fully demonstrated by their prior academic achievements.

Since September 2014, the University has piloted the use of contextual data to identify applicants for the non-clinical subject areas whose educational performance may have been affected by educational, socio-economic or other disadvantage. It is not anticipated that we will use this information at the stage of making an offer, but we may use it to help us to judge applications during the confirmation process.

8.3 Interviews

Some academic Schools use interviews to assess applications. Where this is the case, they may interview all candidates whose UCAS applications meet their academic criteria, or they may interview only a proportion of candidates, for example where the UCAS application does not provide enough information to make a decision, where applicants are presenting non-standard qualifications, or where the applicant is a mature candidate.

8.4 Admissions Tests

Most subject areas at the University do not require applicants to participate in any of the national University entrance tests (BMAT, LNAT, etc), although the School of Medicine requires graduate entrants for the A100 and A101 programmes to undertake the GAMSAT test and requires non-graduate applicants applying for A100 to have taken the UKCAT test. Students applying for the A200 BDS Dentistry programme will also be expected to have taken the UKCAT test.

However, depending on individual circumstances, admissions staff may ask applicants to produce a piece of written work, or sit an internal test, or undertake an internal assessment, in order to determine the standard that they have achieved.

8.5 Parental Participation in Higher Education

Since the 2008 entry cycle, the University has received information regarding parental participation in higher education, where an applicant chooses to disclose this. However, since we do not receive this information for all applicants, and it is not externally validated, we do not use this information in making admissions decisions.

9 Preparatory Programmes and Progression Agreements

We recognise that some applicants will be offering qualifications which do not permit entry directly to the first year of an undergraduate programme and we have a number of programmes to enable such students to progress to the University.

9.1 Liverpool International College

Liverpool International College, which is run by Kaplan International Colleges in close collaboration with the University, offers programmes designed to prepare international students for entry to undergraduate degree programmes across a wide range of subjects.

After completing their studies at Liverpool International College, students will be eligible to enter undergraduate degree programmes provided by the University of Liverpool, subject to meeting the required academic and English language standards for progression and subject to satisfactory performance at interview when appropriate. More information may be found at: <https://www.liverpool.ac.uk/study/international/sponsors/liverpool-international-college/>

9.2 The Realising Opportunities Programme

Realising Opportunities (RO) is a unique collaboration of 15 leading universities, working together to promote fair access and social mobility of students from under-represented groups. The RO Programme provides able students with skills and information to help them not only make informed decisions about their future and to raise their aspirations to progress to a leading research-intensive university, but to support their current work in school or college. Students are supported throughout the programme by their local RO university, and a dedicated e-mentor who is a current student at one of the RO universities. Successful completion of the RO Programme gives students the opportunity to have their achievements recognised through UCAS, resulting in additional consideration and the potential for alternative offers from the RO universities. Students are selected for the programme on the basis of academic achievement, defined as at least 8 GCSEs at grades A* - C (or equivalent e.g. GNVQ, BTEC certificate, etc) including English Language and Mathematics, with at least 5 at grade B or above. Additionally, students who are hosted by the University of Liverpool must meet at least two of the following criteria:

- Live in a neighbourhood which has a low progression rate to higher education or an area which has a high level of financial, social or economic deprivation. This is defined by home postcode
- Come from a home where neither parent attended university in the UK or abroad.
- Be in receipt of or entitled to discretionary payments/16-19 bursary/Pupil Premium at school/college.
- Be in receipt of or entitled to free school meals.

Or alternatively meet the following:

- Be living in, or have lived in, local authority care

Students who successfully complete the Programme and make an application to the University of Liverpool will receive additional consideration and an alternative offer, reduced by up to 40 UCAS points. Students who progress to undergraduate studies at the University of Liverpool will also receive a financial bursary, the Realising Opportunities Award.

More information on the Realising Opportunities Programme may be found at:

<http://www.realisingopportunities.ac.uk/>

9.3 Go Higher

The University offers the 'Go Higher' programme as a route into Higher Education for mature students who do not have formal entry qualifications. Further details of the Go Higher programme may be found at: www.liv.ac.uk/humanities-and-social-sciences/go-higher/

9.4 The Liverpool Scholars Programme

The University of Liverpool is committed to supporting talented students who wish to access Higher Education, regardless of background. The Liverpool Scholars programme does this by offering year 12 students the chance to take part in a range of activities aimed at preparing them for university life, including academic skills workshops, lectures, seminars and more. Students also produce an academic assignment, supported by an academic tutor, allowing them to experience university teaching and learning and to demonstrate academic ability and potential. Current undergraduate and postgraduate students are closely involved in the project, offering academic and general support throughout. Successfully completing the Scholars programme will enhance a student's application to the University of Liverpool and offers a range of benefits:

- A guaranteed conditional offer of a place at The University of Liverpool*, reduced by up to 40 UCAS points
- The Liverpool Scholars Award; a non-repayable financial bursary to help towards tuition fees and living costs for Scholars who successfully complete the programme and begin undergraduate studies at The University of Liverpool.

Students studying NHS-funded degree programmes are ineligible for the Liverpool Scholars Award. However they are instead eligible to apply for a NHS bursary and means-tested grant. Student attending North Liverpool Academy, Enterprise South Liverpool Academy or Parklands High School will receive a separate bursary and are unable to claim the Liverpool Scholars Award in addition.

- Please note: *Offers are made on a conditional basis. Scholars must go on to attain the results required to meet the conditions set out in any offers made in order to gain a place at the university, as well as having "Home/EU" status.

Students are selected for the programme on the basis of academic achievement, defined as at least 8 GCSEs at grades A* - C (or equivalent e.g. GNVQ, BTEC certificate etc.) (including English Language and Mathematics) with Mathematics, with at least 5 at a minimum of grade B or above. Additionally, students must meet at least two of the following criteria:

- Live in a neighbourhood which has a low progression rate to higher education or an area which has a high level of financial, social or economic deprivation. This is defined by home postcode
- Come from a home where neither parent attended university in the UK or abroad
- Be in receipt of or entitled to discretionary payments/16-19 bursary/Pupil Premium at school/college

- Be in receipt of or entitled to free school meals.

Or alternatively meet the following:

- Be living in, or have lived in, local authority care

Students who successfully complete the programme are guaranteed a conditional offer from the University. All programmes that Scholars are made an offer for will be reduced by up to 40 UCAS points.

More information on the Liverpool Scholars Scheme may be found on the University website at: www.liv.ac.uk/educational-opportunities/year_12/index.htm

9.5 Programmes run in conjunction with Partner Institutions

9.5.1 Carmel College

The University offers a number of degree programmes in Life Sciences, Science and Engineering in conjunction with Carmel College in St Helens. Students take a foundation year at Carmel College and, provided they meet the progression criteria, then proceed into year one of a degree programme at Liverpool. Information about the degrees offered in conjunction with Carmel College may be found in our online Undergraduate Prospectus at: www.liv.ac.uk/study/undergraduate/courses/

9.5.2 Wirral Metropolitan College

The University offers a '2 + 2' programme in Psychology in conjunction with Wirral Metropolitan College. The programme is aimed at adult learners from a variety of vocational, academic and non-academic backgrounds. Successful completion of the first two years at Wirral Metropolitan College allows students to transfer to the second year of the Psychology degree programme at Liverpool.

9.5.3 Health and Veterinary Studies

The University offers a foundation programme for Home/EU students that leads to access onto a variety of vocational Health and Veterinary Science programmes. Successful completion to the specified standard allows students to progress automatically onto degree programmes at the University in Dentistry, Diagnostic Radiography, Medicine, Nursing, Occupational Therapy, Orthoptics, Physiotherapy, Radiotherapy or Veterinary Science. The programme is targeted at Home/EU mature and non-traditional students who typically have taken a break from studies. More information about this programme may be found on our website at:

www.liv.ac.uk/study/undergraduate/courses/foundation-to-health-studies-year-0/overview/

10 Articulation Arrangements

10.1 XJTLU

The University is a co-founder, with Xi'an Jiaotong University in China, of Xi'an Jiaotong – Liverpool University (XJTLU), a new international university located in Suzhou, China. Undergraduate students registered on programmes at XJTLU have the opportunity to articulate into Year 2 of specified degree programmes at the University of Liverpool and to graduate with degrees from both Liverpool and Xi'an Jiaotong University.

Students at XJTLU articulating into programmes at Liverpool apply directly to the University of Liverpool and will be advised on the application process by the Liverpool Student Mobility Manager, based at XJTLU.

10.2 International Medical University, Malaysia

The University of Liverpool works in partnership with the International Medical University, Malaysia, which allows students from IMU to articulate into Year 3 of the five-year MBChB degree programme at Liverpool. Further information about the programme for students at IMU may be found at:

<http://www.imu.edu.my/imu/index.php/education/undergraduate/medicine>

10.3 Other Articulation Arrangements

The University has articulation agreements with several overseas universities. These arrangements allow students registered on specific programmes, who meet the defined progression criteria, to articulate into Year 2 or Year 3 of a programme at Liverpool and subsequently graduate with a University of Liverpool degree. The arrangements currently in place are:

- HELP University
- INTI International University
- Brickfields Asia College

More information about applying to the University of Liverpool via this route may be found at: <https://www.liv.ac.uk/law/undergraduate/direct-entry/scholarships/>

11 Further Information for Applicants

11.1 Mature Students

We encourage applications from people who are not applying directly from a school or college, or who have non-standard qualifications, and who wish work or life experience to be taken into account as part of their application. We will consider a wide range of qualifications and relevant work or life experience as evidence of academic suitability. We consider each application on its own merits, but it is not always necessary for such applicants to meet the standard entry requirements, although evidence of recent formal study is usually required.

Students may obtain more advice about studying at the University as a mature student from our website: www.liv.ac.uk/study/undergraduate/mature_students.htm.

We recognise prior learning (RPL) as a valid route into study at the University, and each school/department has a Lead person for RPL to facilitate this. The RPL Lead will nominate an adviser and an assessor to deal with specific RPL claims. Applicants who wish to be considered for entry via this route are advised to consult our RPL policy at: www.liv.ac.uk/eddev/supporting-teaching/rpl/. However, applicants should be aware that there are some courses for which RPL is not an appropriate entry route and they should contact the Admissions Team if they are unsure as to whether the programme they are interested in will admit students on the basis of the recognition of their prior learning.

11.2 Widening Participation/Educational Opportunities

The University of Liverpool has a strong commitment to providing opportunities for talented students from all backgrounds. Our widening participation policies, and the work of the Educational Opportunities Team, are grounded in our ethos of equity and social inclusion.

The Educational Opportunities Team is involved in a variety of projects and initiatives which aim to redress inequality by providing targeted support to under-represented groups. They work with young people in primary schools, secondary schools and colleges as well as adults returning to education.

Further information on the University's activities in this area may be found at www.liv.ac.uk/educational-opportunities.

The University produces an Access Agreement each year, which represents the University's overarching widening participation strategy. The Agreement for 2016-17 restates the University's commitment to extending widening participation, an overview of our performance against a range of indicators, and includes a number of targets and milestones. A copy of the University's Access Agreement may be found on the website for the Office of Fair Access (OFFA) at: <http://www.offa.org.uk/agreements/University%20of%20Liverpool.pdf>

11.3 Disabled Applicants

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 UCAS application 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 Support Team so that any necessary support can be arranged.

The definition of disability under the Equality Act 2010 is as follows:

In the Act, a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

People who have had a disability in the past that meets this definition are also protected by the Act.

Progressive conditions considered to be a disability

There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairments are automatically deemed to be disabled.

Conditions that are specifically excluded

Some conditions are specifically excluded from being covered by the disability definition, such as a tendency to set fires or addictions to non-prescribed substances.

Further information on the Disability Support Team may be found at:

www.liv.ac.uk/studentsupport/disability/index.htm

11.4 Applicants who will be under 18 at the start of their course

The University admits students on the basis of individual merit and does not discriminate on grounds of age. The University does not have a licence to sponsor international students under the age of 16 and is therefore unable to admit students who require a Tier 4 visa who are below the age of 16. However, if an applicant will not have reached the age of 18 by the time they are due to start their programme of study at the University, as part of our duty of care to

protect such students, we will contact their parent(s) or legal guardian(s) to seek their consent for the applicant to start the programme. In contacting the applicant's parents, the University will outline a number of matters of which they need to be aware before signing the form. The University must be satisfied that appropriate accommodation arrangements are in place for students under 18. Students who are aged 16 at the time of entry are required to stay in registered Homestay accommodation and are not permitted to live in University Halls of Residence.

In the case of international students, or those whose parents/legal guardians are not based in the UK, we will require the nomination of a person resident in the UK who will take responsibility for the applicant until they reach the age of 18; this may be an individual known to the family or a guardianship service. The University will contact the nominated guardian to confirm that the individual is able to meet the requirements of the role.

Owing to the need to ensure that all the appropriate paperwork has been processed before applicants commence their studies, the deadline for the receipt of applications via UCAS from applicants who will be under 18 at the start of the course is **31 May** each year (ie 31 May 2016 for entry in September 2016). There are separate arrangements in place for students progressing from Liverpool International College (see Section 9.1 above).

Full details of our procedure for dealing with applications from students who will be under the age of 18 at the start of their studies may be obtained from the Admissions Team.

11.5 Applicants who have spent a period in care

The University is committed to supporting applicants who have been in care, and has achieved the Quality Mark awarded by the charity Buttle UK in recognition of its plan of action to support students who have been in the care of a UK Local Authority as a looked-after child. Although this accreditation scheme is no longer in operation the University continues to work to the same high standards to support applicants and students who have been in care. When an applicant indicates on the UCAS application that they have been in care, we will contact them on receipt of the application to let them know of the support services we have available, and to invite them, if they wish, to provide further details of how their experience of being in care has impacted on their educational attainment.

Full details of the procedures the University has in place for handling applications from care leavers may be obtained from the Admissions Team.

12 Admissions Procedures

12.1 UCAS Procedures

All applications for full-time undergraduate programmes, except for specific articulation and progression arrangements such as XJTLU and Liverpool International College, are made via the

Universities and Colleges Admissions Service (UCAS). We adhere to UCAS procedures and deadlines for applications, full details of which may be found on the UCAS website at www.ucas.com

We comply with the UCAS Code of Practice which requires that all applications received before the relevant deadline (15 October for programmes in Medicine, Dentistry or Veterinary Science, or 15 January for all other programmes) receive equal consideration from admissions staff.

Important: Our communications with applicants are increasingly via email. It is essential that you make sure that you let UCAS know if you change your email address, and that you check your inbox regularly.

12.2 Acknowledgement of Applications

When we receive an application via UCAS, we will send you an email to acknowledge that it has arrived.

12.3 Initial Screening of Applications

When your application arrives, we will check your application form to determine, for example, whether you have declared a criminal conviction, whether you would be aged under 18 at the start of your programme, whether we need to send you a Fee Status Questionnaire (see next section), or whether you have spent a period of time in care, etc. We have special procedures for dealing with such applications, so need to identify them early in the admissions process.

12.4 Assessment of Tuition Fees Status

All applicants are required to self-assess their residential category as part of their UCAS application. In most cases, the information provided on the UCAS form is sufficient for us to determine the appropriate fee status for an applicant. Applicants may be assessed as eligible to pay fees under the levels of 'home/EU', 'overseas' or 'Channel Islands/Isle of Man'. Applicants who are unsure whether they will be classified as 'home/EU' or 'overseas' should send an email with as much information as possible to feestatus@liv.ac.uk. More information about fees status may also be found on our website at: www.liv.ac.uk/student-administration/money/fee-status/

If we need further information in order to determine an applicant's fee status, we will send a 'Fee Status Questionnaire' for the applicant to complete and return to the University. The information on this questionnaire should then enable us to make a final determination of fees status.

The University reserves the right to charge overseas fees to those students who do not meet the eligibility criteria for Home/EU fees as set out by UK Government regulations.

12.5 Offers

When we have considered an application, we may make a conditional offer, an unconditional offer, or we may indicate that the application has been unsuccessful. Once we have made our decision, this will be transmitted to UCAS and will then be visible to applicants via the UCAS Track service. Applicants whose application was unsuccessful may wish to seek feedback on the reasons for this (see next section). We may also require verification of your qualifications and may ask you to provide original documents (not photocopies or scans), such as certificates or transcripts, etc, in order to prove you have the qualifications you have indicated in your application.

When an applicant who has received a conditional offer fulfils the conditions of the offer as specified, or if we accept an application on the basis of qualifications already obtained, we will transmit an unconditional offer to UCAS. This decision will then be visible to applicants via UCAS Track.

12.6 Unsuccessful Decisions: Provision of 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. For some of our programmes we provide this information via the UCAS Track system, and applicants will be able to see a code in the Track system explaining why their application was unsuccessful.

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, and in some very high-demand subjects you should be aware that we may be able to provide feedback only of a very general nature, as the final decision may be made on the basis of relative performance against the total applicant group. However, we can give you an indication of why your application was not successful on this occasion.

Requests for feedback for non-clinical programmes should normally be made in writing (email is acceptable) to your named Admissions Officer in the Admissions Team. The clinical subject areas have their own procedures and you should consult the relevant departmental supplements to this Admissions Policy (see section 2). We will correspond only with the applicant or the named contact on the UCAS form, unless the applicant provides written permission for the University to correspond with another person on their behalf.

12.7 UCAS Extra

UCAS Extra is a procedure which allows applicants who have used all five choices, but are holding no offers, the opportunity of making a further application or applications and receiving

an offer before Clearing starts. The Extra process runs from late February until the end of June. UCAS will automatically send information about Extra to applicants who are eligible to use it.

Individual universities are able to indicate whether they are willing to consider applications through the Extra procedure. Some of our programmes accept applications through Extra, while others do not. Programmes which have received very large numbers of applications tend to be less likely to accept applications via Extra. Programmes which have vacancies for applicants through Extra are shown on the UCAS website.

Applicants should be aware that there may be different provisions for 'home/EU' and 'overseas' applicants in Extra, and that courses may be open in Extra for certain categories of student only.

12.8 Changed Course Offers

If, when we review an application, we decide that we cannot make an offer of a place on the course for which an applicant has applied, we may be able to make an offer on an alternative programme that better suits your academic potential and achievements. If we make a changed course offer you will receive notification of this via UCAS. If you wish to discuss the changed course offer, please contact your Admissions Officer.

12.9 Confirmation

Confirmation is the process we undertake when we receive applicants' exam results, which allow us to confirm the places of candidates who were holding conditional offers, if they have met or exceeded the terms of their offer. We are usually able to confirm the places of candidates who have met the terms of the offer very quickly, and the outcome will then be visible to applicants via UCAS Track.

We may still confirm the offers of applicants who narrowly fail to meet the academic requirements, but this will depend on the availability of places and is not guaranteed.

We recognise that some applicants, such as those who are offering the International Baccalaureate, may receive their examination results prior to the main confirmation period (when universities receive examination results via UCAS). Where we receive early examination results in this way, we will confirm applicants' places ***if they have met or exceeded the terms of any conditional offer they may have been holding***. If, however, they do not meet the terms of the offer, in the interests of fairness we may wait until the A-level results are published before considering these applications alongside those of other near-miss candidates.

12.10 Adjustment Period

Adjustment is a process by which applicants have the right, for a period of five days after their place has been confirmed, to seek a place at another institution, *while having their original offer protected*, if they wish to do so. Applicants are eligible to seek a place through the adjustment process only if they have achieved better results than required for their firm offer.

More details about the adjustment process may be found on the UCAS website at: www.ucas.com/how-it-all-works/undergraduate/results/better-than-expected

12.11 Clearing

Clearing is the process by which any places remaining after the confirmation process has taken place are filled. The University runs a helpline during the Clearing period and publishes lists of courses which have places available in Clearing both on its website and in the national media. The lists of courses available in Clearing may differ for home/EU and overseas students. Full details may be found on the UCAS website at:

www.ucas.com/how-it-all-works/undergraduate/results/if-you-have-no-offers

12.12 Discontinued Programmes/Major Modifications to Programmes

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 either to offer them a place on an alternative programme at Liverpool or to help them find a similar programme at another University.

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.

12.12 Welcome Packs

After an applicant's place has been confirmed, we send out a pack of information giving details about such matters as how and when to register, and explaining the actions applicants must take before they arrive at the University. This is referred to as the 'Welcome Pack'. For UK-based students, the packs are sent out from the day the A-level results are published, both in the form of an email with links to various documents on our website, and in hard copy. For students whose offers are confirmed after publication of the A-level results, we will send out the Welcome Pack within one working day of the place being confirmed.

For students who are based overseas, the Welcome Pack is sent in email format only, although hard copies will be sent if they are requested.

12.12.1 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.

12.13 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 Welcome Pack.

12.14 Documentation for Visa Purposes

We comply with the requirements of the UK Home Office in providing international applicants with documentation to support their application for a visa. The University will generate Certificates of Acceptance for Study (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 Home Office (formerly UK Border Agency) website at:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

12.15 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 for places on certain undergraduate 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.

To find out more about ATAS at the University of Liverpool please see:

<http://www.liv.ac.uk/study/undergraduate/applying/atas/>

12.16 Applicants requesting deferred entry

We generally welcome applications from students who intend to defer their entry for a year (a 'gap' year). Applicants may indicate on their UCAS application that they wish to defer entry for a year, or may contact us in writing later in the application cycle, but no later than 31 August 2016. Applicants seeking to defer their entry should be aware that any offer conditions must be met by the end of the application cycle for the year in which they submitted their UCAS application. Applications which indicate at the outset that they are for deferred entry will be considered against the entry criteria for the year in which they apply. Unless there are exceptional circumstances, we do not normally permit applicants who apply to us through the Clearing process to defer their entry.

Some programmes require work experience as part of their admissions criteria. Where this is the case, applicants are advised to contact the Admissions Tutor for the programme concerned for advice about how to make the most of their gap year.

We do not normally permit applicants to defer entry for more than one year. Applicants who defer for more than one year are usually expected to make a fresh application through UCAS.

12.17 Re-sits

We accept applications from students who are re-taking their examinations. However, applicants should note that any offer they may receive may require them to obtain higher grades than those quoted as 'typical' requirements in the prospectus and that some high-demand courses may place restrictions on such applications.

12.18 Re-applications

Applicants who have applied to the University and have been unsuccessful in a previous UCAS cycle may reapply, and should include in their application additional evidence of potential which has been obtained in the intervening period. Applicants are reminded that the reference submitted with the application to UCAS should normally be written by a member of staff of the educational institution most recently attended by the applicant.

12.19 Direct Entry to Year 2

Applications may be considered from applicants who are seeking direct entry to Year 2. However, admissions staff will need to be satisfied that the applicant has covered all the core material contained in the syllabus for Year 1. It is therefore important that applicants who wish to be considered for Year 2 entry send us copies of transcripts of their previous studies and any other supporting information.

Not all programmes are able to accept entrants into Year 2, and you should check with the relevant academic School before making an application.

It is not normally possible to enter directly into Year 3 of any of our programmes.

12.20 Plagiarism in Personal Statements

As part of the applications process, UCAS checks all personal statements for potential plagiarism (the copying of material without appropriate acknowledgement). Where evidence of plagiarism is found, UCAS will notify both the applicant concerned and the University of Liverpool. If we are advised by UCAS of possible plagiarism, we will contact the applicant and require them to submit a fresh personal statement before allowing the application to proceed. The University reserves the right to record an unsuccessful decision on the basis of plagiarism in the personal statement.

Full details of our procedures for handling plagiarism may be found on our website at: http://www.liv.ac.uk/media/livacuk/study/applying/plagiarism_policy_2015.pdf

Note that in some subject areas, including Medicine, applications that are found to have plagiarised personal statements will be rejected.

12.21 Health Declaration

Applicants for certain programmes in clinical subject areas should be aware that they may be required to undergo an occupational health check and be tested for and/or immunised against a range of infectious diseases prior to patient contact.

12.22 Applicants who disclose a Criminal Conviction

As part of its duty of care to members of the University community, it is the University's policy to ask all applicants who disclose a criminal conviction on the UCAS application to provide further details of that conviction and its consequences. Students who apply outside the main UCAS scheme, such as those applying using a Record of Prior Acceptance (RPA) and those whose application route is not via UCAS will also be asked to provide this information.

Procedures differ slightly depending on the course. For non-clinical subject areas, when we have received details of the conviction, a small group of relevant staff will undertake a risk assessment to determine whether there is a risk of harm to others before deciding whether the application may proceed. The Risk Assessment Panel will normally consist of the Academic Compliance Manager from Student Administration and Support, the Legal, Risk and Compliance Manager from Legal, Risk and Compliance, the Head of Admissions Policy and Strategy from Marketing and Communications and the Head of the School for the programme concerned, 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 of this procedure may be found on the websites of the relevant academic Schools.

12.23 Fraudulent Applications

The University follows the UCAS rules and procedures concerning fraudulent applications and liaises closely with the UCAS Verification Unit to prevent fraud. We will refer to UCAS any application that we suspect to be fraudulent or to contain fraudulent information.

We reserve the right to cancel an application or withdraw any offer made on the basis of an application which we have found to be fraudulent. Any student found to have been admitted on the basis of fraudulent information may have their studies terminated. International students who have been admitted on the basis of fraudulent information may be reported to the relevant government agency.

For more information on UCAS procedures relating to the detection of fraudulent applications, please see the UCAS website at www.ucas.com

13 Registration

13.1 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.

13.2 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.

13.3 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, copied 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 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 who have used a CAS issued by the University of Liverpool to obtain their visa fail to fully register as described.

14 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/>

15 Data Protection

By signing the UCAS application, 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 UCAS regulations and with the Data Protection Act with regard to handling applicant data. However, applicants and their referees should note that, under the Data Protection Act, 2001, references on UCAS applications are no longer confidential and details of references will be released by UCAS upon request by the applicant on payment of the appropriate fee.

16 Appeals and Complaints

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

17 Monitoring of the Admissions Policy

This policy is monitored by the Marketing and Communications Department and is reviewed and updated on an annual basis. The next review of the policy is expected to take place in spring 2016.

18 Further Information

Any queries about this policy should be directed to:

Ms Gaynor Glover
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Admissions Team, Marketing and Communications
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