



# **Undergraduate Admissions Policy**

## **2020 Entry**

Last Updated August 2019

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## 1 Introduction

The University's 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](#). 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.

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 and Purpose 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 UK, EU and overseas applicants. It does **not** cover applications for study:

- on the Go Higher programme – see: [www.liverpool.ac.uk/humanities-and-social-sciences/go-higher/](http://www.liverpool.ac.uk/humanities-and-social-sciences/go-higher/)
- at Liverpool International College – see: [www.kic.org.uk/liverpool/](http://www.kic.org.uk/liverpool/)
- on the Psychology 2+2 programme offered in conjunction with Wirral Metropolitan College – see: <http://wmc.ac.uk/images/policies/HE%20Admissions%20Policy.pdf>
- at the Truman Bodden Law School in the Cayman Islands - see: <http://www.lawschool.gov.ky/portal/page/portal/lawhome>

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: <https://www.liverpool.ac.uk/media/livacuk/study/downloads/ugciss/A200-Bachelor-of-Dental-Surgery-2018-entry-PDF.pdf>
- School of Health Sciences <http://www.liverpool.ac.uk/health-sciences/undergraduate/>
- School of Medicine <http://www.liverpool.ac.uk/medicine/undergraduate/admissions/>
- School of Veterinary Science <http://www.liverpool.ac.uk/veterinary-science/undergraduate/prospective-applicants/>

The Policy is intended to provide information for applicants, their parents, supporters or advisers and for staff within the University of Liverpool, on the principles 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.

### 3 Policy and Legal Context

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

- [Academic Technology Approval Scheme \(ATAS\)](#)
- [Admissions Privacy Statement](#)
- [Disability Support](#)
- [Diversity and Equality](#)
- [English Language Requirements](#)
- [International and EU Qualifications](#)
- [Ordinances and Regulations](#)
- [Postgraduate Prospectus](#)
- [Student Charter and Annual Annexe to the Student Charter](#)
- [Terms and Conditions](#)

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

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

We are committed to providing equality of opportunity for all, irrespective of:

- age
- disability
- ethnicity (including race, colour and nationality)
- gender
- religion, belief
- sexual orientation (including civil partnership status)

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

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

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

Further information on the Disability Advice and Guidance Team may be found at:  
[www.liverpool.ac.uk/studentsupport/disability/index.htm](http://www.liverpool.ac.uk/studentsupport/disability/index.htm)

## 4 Roles and Responsibilities

Responsibility for University policy in relation to admissions at undergraduate level lies with the University's Student Intake Strategy Group (SISG). The Student Intake Strategy Group reports to the University's **Senior Executive Group**.

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:

<https://www.liverpool.ac.uk/governance/university-committees/datesofmeetings/>

The **Student Intake Strategy Group** Terms of Reference are:

Development and implementation of Strategy:

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

Review of student demand and targets:

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

Alignment of Resources:

- h. To advise Executive Board on the alignment and levels of bursaries, scholarships and studentships to support the achievement of the student number strategy.

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

Overview of operational activity:

- m. To oversee the development of the institutional planning tool to support effective student number planning.
- n. To maintain a strategic oversight of student recruitment activity, including confirmation and clearing plans.

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

- Promoting awareness of the programmes of study at the University of Liverpool to prospective students
- Providing advice on the suitability of different qualifications for entry to our programmes
- Providing pre-entry advice and guidance to prospective students, 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
- Issuing of documentation for visa purposes

Members of staff in the central **Admissions Team** within the External Relations 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 central Admissions Team, we will aim to make decisions on applications received via UCAS, where all the information necessary to make a decision is available, within 10-15 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 External Relations 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.liverpool.ac.uk/international/](http://www.liverpool.ac.uk/international/)

The **Head of School** is responsible for the integrity of the admissions process in his or her School. He or she appoints admissions staff and takes responsibility for ensuring that they understand and support the principles of fair admissions set out in this document. The Head of School is also responsible for recommending the academic requirements appropriate for entry to his or her School, for approval via the **Senior Executive Group**.

**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 senior staff in the Admissions Team, as appropriate.

## 5 Academic Requirements and Selection Principles

We update our entry requirements in our Undergraduate Prospectus on an annual basis in the light of changing academic requirements. Although we try not to change our entry requirements after the prospectus has been printed, occasionally late changes are made. 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.liverpool.ac.uk/study/undergraduate/courses/](http://www.liverpool.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](http://www.ucas.com)

In principle, we consider any qualification at a suitable academic level (Level 3 or above in the Regulated 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 on our website at: <https://www.liverpool.ac.uk/study/undergraduate/applying/entry-requirements-and-qualifications/>.

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. 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 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, or Grade 4 in the numerical grading scale used in England from 2017 entry. Individual programmes may have additional requirements, and these are outlined in each programme entry in the [online prospectus](#). For international applicants, we accept a range of qualifications that meet our requirements. Please see <https://www.liverpool.ac.uk/study/international/countries/> for more information.

Students whose first language is not English will need to provide evidence that they hold an acceptable English language qualification. For more information, see <https://www.liverpool.ac.uk/study/international/apply/english-language/>.

### 5.1 Extenuating Circumstances

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 extenuating circumstances and their impact on the applicant's educational achievement from an appropriate individual (school Head, medical practitioner, etc) as appropriate.

While extenuating 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 extenuating circumstances, even where these are considered to be valid.

## **5.2 Applicants offering a reduced number of Level 3 qualifications**

Applicants who present with a reduced number of level 3 qualifications, for example two A levels rather than the typical 3 A levels and this is due to extenuating circumstances but are achieving a high standard will be considered by the University for undergraduate study. A panel will be convened once all the applicant's information has been received by the Admissions team. The panel will include Associate Director, Admissions (or their representative), Admissions Lead for the appropriate Faculty (or their representative), Admissions tutor for the Department or School (or their representative) and any other relevant staff such as a member of the Widening Participation team, Disability team etc. The applicant's qualifications or predicted academic outcome and circumstances will be discussed. The applicant will then receive an outcome of their application.

## **5.3 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.

## **5.4 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. 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. Where an applicant may wish to defer more than once, this would be reviewed on a case by case basis.

## **5.5 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.

## **5.6 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.

## **5.7 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. In addition, we will normally require applicants for Year 2 entry to have also achieved our typical Year 1 entry criteria from their previous level 3 qualifications, and they may be required to attend an interview or submit a piece of work as part of the selection process.

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.

## **5.8 Plagiarism**

As part of the application 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. 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:

<https://www.liverpool.ac.uk/media/livacuk/study/undergraduate/applying/plagiarism-policy.pdf>

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

## **5.9 Previous HE Study**

Applicants who have spent time at another Higher Education provider should indicate this on the UCAS application form, even if they spent only a few weeks elsewhere. The University will normally expect the reference on the UCAS application to be provided by the institution where the applicant studied

most recently. More details can be found on our website at:  
<https://www.liverpool.ac.uk/media/livacuk/study/undergraduate/applying/policy-statement-student-previously-studied-HEI.pdf>

## **5.10 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.

## **5.11 Feedback**

The University will provide feedback on its decisions on request, within the constraints of the resources available. However, applicants should note that in some highly-competitive subject areas, it may be possible to provide feedback only at the end of the admissions cycle. It may only be possible to provide feedback of a very general nature, owing to the fact that selection for these programmes is competitive and the decision may be made on the basis of the applicant's performance relative to the applicant group as a whole

## **5.12 Applicant conduct**

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

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

## **5.13 Applicants aged under 18 at the start of their Course**

The University does not operate a minimum or maximum age requirement for its programmes, but applicants must be able to demonstrate the relevant qualifications, academic potential, maturity and personal skills to succeed on our programmes.

The University occasionally receives applications from students who would not yet have attained the age of 18 when they expect to begin their studies. The University has clear procedures in place to ensure the safety and wellbeing of any students who are admitted under the age of 18 and further detail may be found at:

<https://www.liverpool.ac.uk/media/livacuk/study/undergraduate/applying/policy-statement-under-18s.pdf>.

Applicants for the single Honours Psychology programme, UCAS Course Code C800, need to be aware that students have to take part in a specified number of experiments over the academic year. Students who are aged under 18 are not able to take part in these experiments and are therefore excluded from this activity. However, as long as they have reached the age of 18 by 31 December of the year they start

their course, they will be able to take part in a sufficient number of experiments in Semester 2 to meet the requirements of the programme. Applicants who will not have attained the age of 18 by 31 December will either be made a deferred offer for the following year, or will be advised to withdraw their application and re-apply the following year.

Applicants should be aware that some programmes that require a Disclosure and Barring Service check may have a minimum age requirement. Applicants for programmes such as Medicine, Dentistry, Veterinary Science or the allied health professions such as Physiotherapy, Nursing, etc, should seek advice from the academic department before they apply.

The following programmes are not available to Under 18 applicants due to the nature of the programme:

B110 Anatomy and Human Biology

## **6 Fair Access**

### **6.1 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. In addition to the above the University will also be collecting information on disrupted studies, this includes the following:

Young Adult Carer  
Spent time in Local Authority Care  
Military Family  
Estranged from Family  
Forced Migrants  
Traveller

The University uses contextual data including disrupted studies information to identify applicants whose educational performance may have been affected by educational, socio-economic or other disadvantage.

More information on the University's use of contextual data may be found on our website at:  
<https://www.liverpool.ac.uk/study/undergraduate/applying/contextual-data/>

### **6.2 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 (normally defined as having been undertaken within the past five years) is usually

required.

Students may obtain more advice about studying at the University as a mature student from our website: [www.liverpool.ac.uk/study/undergraduate/mature\\_students.htm](http://www.liverpool.ac.uk/study/undergraduate/mature_students.htm).

### 6.3 Widening Participation and Outreach

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 Widening Participation and Outreach Team, are grounded in our ethos of equity and social inclusion.

The Widening Participation and Outreach 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: <https://www.liverpool.ac.uk/widening-participation/>.

The University produces an Access Participation Plan (APP), which represents the University's overarching widening participation strategy. A copy of the University's Access Participation Plan may be found on the [website](#) and is submitted to the Office for Students (OfS): <https://www.officeforstudents.org.uk>

### 6.4 Applicants with a Disability

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 Advice and Guidance Team so that any necessary support can be arranged.

Further information on the Disability Advice and Guidance Team may be found at: [www.liverpool.ac.uk/studentssupport/disability/index.htm](http://www.liverpool.ac.uk/studentssupport/disability/index.htm)

### 6.5 Applicants who have been in Local Authority Care

We welcome applications from students who have had experience of being in local authority care and have appointed a member of staff with specific responsibility to support applicants who are care-experienced. We will contact offer holders who indicate on their application form that they have been in care to let them know of the support we are able to offer. More details about our arrangements for care leavers may be found at: <https://www.liverpool.ac.uk/studentssupport/money/careleavers/>.

### 6.6 The Realising Opportunities Programme

Realising Opportunities (RO) is a unique collaboration of 14 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.

More information on the Realising Opportunities Programme, including the eligibility criteria, may be found at: <https://www.liverpool.ac.uk/widening-participation/post-sixteen/realising-opportunities/> or at the website of the Realising Opportunities programme at: <http://www.realisingopportunities.ac.uk/>

## **6.7 The Liverpool Scholars Programme**

The University of Liverpool is committed to supporting talented students who wish to access Higher Education, regardless of their background. The Liverpool Scholars programme offers year 12 students the chance to take part in a range of activities aimed at preparing them for university life and supporting their entry into higher education. Activities ranging from application guidance workshops to academic skills master classes, lectures and more are delivered in partnership with academics, undergraduates and the wider University. The programme supports students to develop academic key skills while experiencing University life. In doing so, we aim to nurture well informed, confident applicants.

More information on the Liverpool Scholars Scheme may be found on the University website at: <https://www.liverpool.ac.uk/widening-participation/post-sixteen/scholars/>

## **7 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.

### **7.1 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/>

### **7.2 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.liverpool.ac.uk/humanities-and-social-sciences/go-higher/](http://www.liverpool.ac.uk/humanities-and-social-sciences/go-higher/)

## 7.3 Programmes run in conjunction with Partner Institutions

### 7.3.1 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.liverpool.ac.uk/study/undergraduate/courses/](http://www.liverpool.ac.uk/study/undergraduate/courses/)

### 7.3.2 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.

### 7.3.3 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.liverpool.ac.uk/study/undergraduate/courses/foundation-to-health-studies-year-0/overview/](http://www.liverpool.ac.uk/study/undergraduate/courses/foundation-to-health-studies-year-0/overview/)

## 8 Articulation Arrangements

### 8.1 XJTLU

The University is a co-founder, with Xi'an Jiaotong University in China, of Xi'an Jiaotong – Liverpool University (XJTLU), an 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 Liverpool 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.

## 8.2 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>

## 8.3 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
- Taylor's University

More information about applying to the University of Liverpool via this route may be found at:

<https://www.liverpool.ac.uk/law/study/international/direct-entry/>

## 9 Discontinued Programmes/Major Modifications to Programmes

While the University makes 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.

## 10 Student Visas

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



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

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

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

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

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

The University will generate Confirmation of Acceptance for Studies (CAS) when applicants 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.***

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

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

### **10.1 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.

## **11 Academic Technology Approval Scheme (ATAS)**

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.

Applicants may check whether their course will require an ATAS certificate at:  
<http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/>

Applicants who are applying for courses which are covered by the ATAS scheme must obtain an ATAS Certificate before they apply for a visa. Failure to do so will result in the visa application being refused. It is the responsibility of the applicant to ensure that they have an ATAS Certificate before they apply for their visa.

To find out more about ATAS at the University of Liverpool please see:  
<http://www.liverpool.ac.uk/study/undergraduate/applying/atas/>

## 12 Applicants who disclose a Criminal Conviction

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

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

Full details of the procedure for handling applications from individuals who declare a criminal conviction may be found at:

[http://www.liverpool.ac.uk/media/livacuk/study/applying/criminal\\_convictions\\_procedure\\_2015.pdf](http://www.liverpool.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.

Clinical subject areas have separate procedures including 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, (ie Medicine, Dentistry, Professions Allied to Medicine, Veterinary Science).

## 13 Fraudulent and Misleading 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 have their studies terminated and also 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](http://www.ucas.com).

## **14 Payment of Fees**

Applicants who accept an offer are agreeing to pay all tuition fees (and other related costs and expenses) as and when they fall due in accordance with the University's payment terms.

Full details of the arrangements for payment of fees may be found in the University's Fee Payment Policy, which is updated on an annual basis. The latest version of the Policy may be found at: <http://www.liverpool.ac.uk/feespayment/>

As part of the application process, the University requires applicants to indicate whether they are eligible to pay Home (UK/EU) or Overseas levels of fees. The University uses the information provided by applicants to determine which category of fee they should pay. If we are unable to determine fees status from the information provided, we will ask applicants to provide further information.

## **15 Data Protection and Competition Markets Authority (CMA)**

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 Office for Students (OfS). More information about the way in which we use your data may be found in our Admissions Privacy Statement at [https://www.liverpool.ac.uk/legal/data\\_protection/privacy-notice/admissions-privacy-statement/](https://www.liverpool.ac.uk/legal/data_protection/privacy-notice/admissions-privacy-statement/)

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

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

### **15.1 Competition Markets Authority (CMA)**

The CMA sets out your consumer rights as an applicant. There are three key consumer law issues for students/applicants:

Information provision – universities need to provide up front, clear, unambiguous and timely information.

Terms and conditions – universities' terms and conditions that apply to students need to be fair.

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

For further information on CMA:

<https://www.gov.uk/government/publications/higher-education-guide-to-consumer-rights-for-students>

## **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.

Full information on the University's Complaints and Appeals procedure may be found at:

<https://www.liverpool.ac.uk/study/undergraduate/applying/admissions-policy/>

## **17 Monitoring of the Admissions Policy**

This policy is monitored by the External Relations Department and is reviewed and updated on an annual basis. Amendments to the University's Admissions Policy are approved by the Recruitment, Admissions and Widening Participation Committee. The next review of the policy is expected to take place in summer 2020.

## **18 Further Information**

Any queries about this policy should be directed to:

Ms Judith King  
Associate Director, Admissions  
External Relations  
University of Liverpool  
Foundation Building  
765 Brownlow Hill  
Liverpool  
L69 7ZX

Tel: +44 (0)151 794 4927

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