



Marketing, Recruitment, Admissions and Outreach

# Admissions Policy

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## Scope of policy

This policy applies to all applications for undergraduate, postgraduate and pre-sessional programmes at the University of York (“the University”), the Hull York Medical School (“HYMS”), and other professional training programmes run in collaboration with contracted third parties. The policy is intended to give guidance to staff and prospective students on the University’s procedures for recruiting, selecting and admitting undergraduate, postgraduate, and visiting students, to all campus-based, blended learning, and online programmes.

Admissions to the Foundation Certificate and Pre-Masters programmes at the University's International Pathway College (IPC) are handled by Kaplan International Colleges (KIC) and are not covered by this policy. Any issues relating to these admissions will be dealt with in accordance with the admissions policies of KIC and/or the University as appropriate. This includes the management of complaints concerning admissions to the IPC.

## Responsibility and monitoring of policies and procedures

**Admissions policy:** This policy is the responsibility of the Head of Admissions and is reviewed and updated annually.

**Admissions procedures:** The admission of students to the University and to HYMS is managed by Marketing, Recruitment, Admissions and Outreach (MRAO). The Head of Admissions is responsible for the delivery of the overall admissions service. The respective Deputy Heads of Admissions for Undergraduate and Postgraduate Admissions monitor admissions procedures within MRAO. Admissions procedures are regularly reviewed and updated where necessary.

Departmental admissions procedures are monitored by departmental admissions tutors or boards of studies with advice from the Head of Admissions and the Senior Admissions Managers.

## The University’s recruitment and admissions aims

The University is committed to excellence in its recruitment practice. The admissions service is designed to contribute to our aims of admitting students with the best potential to succeed, regardless of their background. The University aims to provide a professional and fair service for all enquirers and applicants.

The University aims to select students who:

- have the ability and motivation to benefit from the academic opportunities offered
- will contribute to the research-led environment of the University
- will fully engage with and contribute to university life

The University is committed to widening participation in higher education and aims to maintain a socially and culturally diverse student population. Principles of inclusion and equality of opportunity are central to the recruitment, selection, admission and retention of students. The University’s Access and Participation Plan, sets out our aims and objectives in widening participation. Further information about our Access and Participation plan can be viewed at:

[Our plans and policies](#)

Through all our recruitment and admissions activities, we are committed to ensuring that no prospective or existing student is treated less favourably on the grounds of age, race, colour, nationality, ethnic origin, faith, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

## Legislation and regulation

**National Legislation:** This policy adheres to all relevant legislation related to the admission of students to the University. These legal duties can change if the legislation changes. This policy is therefore subject to these laws and any changes to these laws or other laws that the Government brings into effect.

**National Guidelines:** We are committed to providing a fair, effective and professional admissions service which is consistent with good practice as defined in the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education - Admissions, Recruitment and Widening Access. Details of the QAA code are available at:

[QAA - Admissions, Recruitment and Widening Access](#)

**Institutional Regulation:** This policy is approved by the University Senate and reviewed by the University Teaching Committee. The policy observes the University policies on data protection, equality and diversity, students with disabilities, safeguarding, and widening participation. The policy also ensures that the University meets its obligations under the UK Visas and Immigration (UKVI) Student Visa arrangements for overseas students.

This policy also references the following:

[Ordinances and regulations](#)

Policy on Research Degrees (including Distance Learning options) available at:

[Policy on research degrees](#)

[Code of Practice on the Recruitment, Selection and Admission of Postgraduate Researchers](#)

[Distance PGRs](#)

HYMS Regulations, Policies and Codes of Practice available at:

[HYMS Regulations, Policies and Codes of Practice](#)

## Responsibilities

### Responsibility for recruitment and admissions activities

MRAO works closely with academic departments and other support services across the University to ensure the delivery of a fair, effective and professional recruitment and admissions service.

#### MRAO:

- ensures the effective implementation of the Admissions Policy and associated procedures;
- promotes the University and its programmes through a range of marketing and recruitment activities and materials;
- provides information, advice and guidance to academic departments, support services, enquirers, applicants and their advisors;
- assesses applications to determine a candidate's tuition fee status, and make or authorise decisions to offer or reject;
- informs the University planning process surrounding the delivery of student intakes and programme approvals and withdrawals;
- working with academic departments, informs and approves the setting of entry requirements;
- develops, delivers and maintains appropriate admissions systems; and
- provides training sessions and information events for all staff involved in recruitment and admissions activities.

#### Academic departments:

- provide course and selection information to inform the development of publications and to enable accurate and informative responses to enquiries;

- participate fully in enquirer and applicant engagement activities, such as Open Days and Visit Days;
- working with MRAO, determine selection criteria to be used in the assessment of applications in order to ensure the recruitment of students who are able to succeed on their chosen programme of study; and
- assess applications, conduct interviews where applicable, and recommend decisions.

## Training

The University is committed to ensuring that all admissions staff are fully trained in admissions procedures and compliance aspects and are kept aware of any changes in policy made nationally or at an institutional level. Admissions training is the responsibility of MRAO and when appropriate sourced from external organisations.

MRAO runs an annual training session for all new admissions tutors and refresher training for more experienced staff. This training offers guidance in key areas and highlights the role of departmental admissions staff.

At key points in the admissions cycle, MRAO hosts a number of information and briefing sessions for all staff involved in recruitment and admissions. These meetings are intended to inform departmental staff of any changes in admissions practice and to share good practice in admissions.

MRAO also provides admissions system-specific training sessions for admissions staff.

Ad hoc working groups may be convened to develop policy, process or practice in relation to a particular admissions area or issue. Conferences may also be attended as required to discuss specific admissions issues at the local, national and international level.

## Information for enquirers, applicants and their advisors

The University selects and recruits students by:

- working with schools and colleges, teachers and advisers, to provide information and advice for learners that will help them to make the best and most informed choices for their future
- encouraging applications from the widest range of educational, social and cultural backgrounds
- providing clear and transparent admissions information to prospective applicants
- operating a fair and effective admissions process
- ensuring the consistent application of policy across the University

The University participates in activities to promote the University and its programmes, including open days, higher education fairs and education liaison events.

Admissions and programme information is published in our annual undergraduate and postgraduate prospectuses and is available through our Course Search at:

[University of York](#)

Information on undergraduate and postgraduate programmes is also available at:

[UCAS](#)

Information on Postgraduate Teacher Training (PGCE) programmes is available at:

[Find postgraduate teacher training courses](#)

Applicants are advised to refer to our webpages for the most up-to-date information.

## Entry requirements and typical offers

The University welcomes applications from candidates who can demonstrate that they have the potential to succeed on the programme to which they have applied and that they will benefit from and contribute to the learning, research and social environment at the University.

The University's typical academic entry requirements for each programme are set by MRAO in consultation with the relevant department or school. These are published via the Course Search ([www.york.ac.uk](http://www.york.ac.uk)). For undergraduate courses the academic entry requirements can also be found on the UCAS website ([www.ucas.com](http://www.ucas.com)).

Applications are considered individually and holistically, and meeting typical entry requirements does not therefore automatically guarantee an offer of admission, and we may reject applications, especially in relation to programmes that are oversubscribed.

### Academic requirements

The University considers a wide range of UK, EU and international qualifications for entry and applicants can be assured of flexible and individual consideration of their qualifications profile.

### Undergraduate programmes:

Details of general entry requirements can be found at:

[Undergraduate entry requirements](#)

Please see the 'Contextual information' section of this policy for further details concerning the University's approach to contextual offer making.

### Postgraduate taught programmes:

For MA / MSc / MBA / PGCE taught programmes, candidates should normally possess at least a lower second class (2ii) honours degree (or equivalent alternative or overseas qualification). However some programmes require a higher academic or an additional entry requirement so candidates should always refer to the respective individual programme requirements.

### Postgraduate research programmes:

For MD, MPhil or PhD research programmes, candidates will be expected to have a first degree, normally an upper second class (2i) honours degree (or equivalent alternative or overseas qualification) in a relevant subject, or a relevant postgraduate Masters qualification (or equivalent). For admission to an MA or MSc programme by research, candidates should normally possess at least a lower second class (2ii) honours degree (or equivalent alternative or overseas qualification). Some programmes require a higher academic or an additional entry requirement so candidates should always refer to the respective individual programme requirements.

**Exceptions (academic waivers) for postgraduate programmes:** Exceptions to academic requirements may be made, for example for candidates applying to take programmes as mid-career continuing professional development or those with extensive relevant work experience. Such exceptions will require the support of the Head of Department or Chair of Graduate School (or delegate) and approval of the Pro-Vice Chancellor for Teaching, Learning and Students (or delegate) for taught programmes, and the Dean of the York Graduate Research School (YGRS) (or delegate) for research programmes.

## English Language requirements

All applicants to the University whose first language is not English are required to show evidence of the level of their proficiency in the English language. English Language test scores will only be considered valid if achieved within two and a half years of the starting date of the proposed programme and are still within the verification period with the test provider at point of assessing the application. Where more than one piece of evidence of English language proficiency is provided in support of an application we reserve the right to consider only the most recent evidence.

Further details of the English language requirements for each programme are available on the respective course pages below.

## **Undergraduate programmes:**

[Search undergraduate courses](#)

## **Postgraduate Taught programmes:**

[Search postgraduate courses](#)

## **Postgraduate Research programmes:**

[English language requirements 2022/23: research degrees](#)

## **Alternative evidence of English Language ability**

Postgraduate applicants for whom English is not their first language but who have successfully followed or are currently following a full-time university degree level programme of a minimum of one year's duration in the UK or other UKVI majority English speaking country may be exempt from the English Language requirement. The previous study must normally have been completed within seven years of the proposed programme's start date or two and a half years for postgraduate HYMS programmes.

Where appropriate the University may allow an undergraduate or postgraduate applicant who does not meet the English Language requirement to undertake an English language pre-sessional programme. In such a case, results from completion of the pre-sessional programme will be used as evidence to satisfy the English Language requirement.

Where appropriate the University may consider other evidence of English Language ability which it deems to indicate a level of ability equal to the minimum requirement as set out above and which meets the standards as set out in our Code of Practice for assessing English language.

Further details of the Code of Practice are available at:

[English Language Code of Practice](#)

## **References**

Applicants to undergraduate programmes are normally required to submit one academic reference as part of their UCAS application. In some circumstances, a second (non academic) reference may be required.

PGCE applicants who are made an offer, are then required to submit two satisfactory references (post offer). The PGCE offer will be conditional upon meeting the satisfactory references requirement.

Applicants to postgraduate taught programmes who graduated within the previous five years may be asked to provide one academic reference as part of their online application. Academic references will be required for programmes where there is a statutory or third party requirement, where there are mitigating circumstances to be considered, or where in borderline cases they could be deemed beneficial, where there is a requirement to demonstrate working in a particular field, or extent of experience. For candidates who graduated more than five years previously alternative professional references will be considered (e.g. from employers, a senior member of a voluntary organisation or recognised society, etc.).

Applicants to postgraduate research programmes are normally required to submit two academic references as part of their application.

Further information concerning the content and format of postgraduate references is available at:

[Postgraduate taught supporting documents](#)

[Postgraduate research supporting documents](#)

## **Non-academic requirements**

There are additional non-academic requirements for applicants to subjects allied to medicine (which includes Nursing and Midwifery), social work and teaching courses. Further details including Disclosure and Barring Service (DBS) requirements and Fitness to Practise requirements

are available from individual academic departments. Any such requirements are signalled on respective course pages.

## Verification

The University requires applicants to provide satisfactory evidence of their achievement and reserves the right to verify all qualifications declared by an applicant. In the event that an applicant is unable to evidence their achievement to the satisfaction of the University, we reserve the right to withdraw the application at any point even if an offer of admission has been made. In the case of any applications received via UCAS, the University abides by UCAS rules and procedures concerning fraudulent applications. Any application received through UCAS and suspected by the University to contain fraudulent information will be referred to UCAS.

## How applications are assessed

### Selection principles

The University is committed to fair admissions and considers applications on a case-by-case basis, assessing both ability and suitability for the course that has been applied to. The University considers past and predicted academic achievements as well as other evidence of ability, skills, interests, motivation and potential.

The University's processes are designed to lead to the selection of students who can be expected to complete their studies successfully. Selection decisions are made by trained staff in both academic departments and MRAO. In order to ensure fairness and consistency in decision making, all decisions are reviewed and authorised by MRAO.

### Assessing applications

All applications are assessed individually and holistically. In assessing the ability and suitability of applicants, the following information as provided in the application form and supporting documentation may be considered:

- achievement in awarded or partially complete qualifications
- predicted achievement in qualifications yet to be awarded
- personal statement/statement in support of the application/CV
- evidence of relevant work experience (selected programmes only)
- references (selected programmes only)
- UCAT score for undergraduate medicine applicants to HYMS
- sample of written work, portfolio submission, or evidence of professional experience (selected programmes only)
- research proposal (for postgraduate research programmes)

In addition, some programmes may require applicants to participate in an interview, audition or other assessment as part of the selection process. Guidance on the conduct of interviews is available to academic departments who include an interview in their selection procedures.

Applications for research programmes will only be considered where an appropriate supervisor(s) and resources are expected to be available for the duration of the normal period of study. A decision to admit a student will be based on an interview and normally involve at least two members of academic staff, normally including the departmental Graduate Chair (or delegate) and the prospective supervisor.

Information about departmental selection procedures is available on course webpages.

## Applicants who have mitigating circumstances

If any candidate feels that any disability, long term health condition, other personal circumstance (e.g. bereavement, or other difficult home or family circumstances) or any other event may have affected their previous education, or grades received in past examinations, then they are encouraged to complete the mitigating circumstances form. All formal notifications of mitigating circumstances which are supported by a full declaration about the nature of the circumstances will

be considered as part of the admissions process, and may be taken into account when making an offer where the University considers it appropriate to do so. Where it is not possible to make an adjusted / reduced offer, we will consider circumstances further at the point we receive results if an applicant fails to achieve the requirements of our original offer.

### **Undergraduate applicants:**

Further advice and guidance for undergraduate applicants is available at:

[Undergraduate mitigating circumstances](#)

### **Postgraduate applicants:**

Further advice and guidance for postgraduate applicants is available at:

[Postgraduate taught mitigating circumstances](#)

[Postgraduate research mitigating circumstances](#)

## **Contextual information and offer making**

To gain a full understanding of a UK undergraduate applicant's achievement and ability, the University considers the context of a candidate's socio-economic and educational experiences. Consideration of contextual data allows us to look at more than exam results in the application process and to gauge whether applicants have the potential to succeed on the programme.

For undergraduate applications submitted via UCAS, the University receives contextual data relating to school performance (at GCSE and A level), HE participation rates according to postcode and proportion of students in the applicant's school who are entitled to free school meals.

Based on the contextual data that we receive we will make contextual offers of one or two grades below our typical entry requirements for undergraduate students if they:

- live in a UK area with low progression to university (based on POLAR4 quintiles 1 or 2, and ACORN categories 4 or 5), or
- have spent time in UK local authority care (such as foster or residential care and as defined by the Office for Students) or are estranged\*, or
- hold a residential status of 'refugee' or 'humanitarian protection'.

\*Applicants who indicate on their UCAS form that they have been in care or are estranged will also be automatically contacted by a Student Support Coordinator to support their transition and entry.

Further details about our approach to UK undergraduate contextual offer making are available at:

[Undergraduate contextual offers](#)

Applicants who complete one of the University's selected widening participation (WP) programmes for post-16 learners will be considered for a guaranteed offer or invitation to interview. Participants who receive an offer will receive two offers, the typical offer and an alternative WP offer of up to three grades below our typical offer. The alternative offer is conditional upon completing WP programmes, including the 'Yor Journey' transition support programme. Recipients of the alternative WP offer must meet certain eligibility criteria that measure less advantage or under-representation in HE. Applicants should indicate which programme they took part in on their UCAS application form.

Further details about our widening participation programmes are available at:

[Schools and colleges Post-16](#)

## **York Access Scheme**

The York Access Scheme aims to provide a fair chance of getting into York. This scheme provides an opportunity to let us know about any circumstances that may affect an applicant's chances of progressing to a university like York.

The scheme provides eligible participants with a package of support measures including, the opportunity to receive a contextual offer up to two grades below the typical offer, and access to valuable opportunities to assist with transitioning to university.

Ideally applications should be submitted at the same time as a UCAS application.

Further details about the York Access Scheme are available at:

[York Access Scheme](#)

## Postgraduate contextual data

Contextual data is also collected at the postgraduate level through the University online application forms. This data is not used in the assessment of individual postgraduate applications but is used to monitor participation rates and outcomes.

## Keeping applicants informed

### Communicating with applicants

The University recognises the importance of keeping applicants informed throughout the application process. Key updates are provided throughout the admissions cycle and may be communicated either directly by the University, or through UCAS. Communications include, but are not limited to:

- Acknowledgement of application receipt
- Confirmation that a decision has been made
- Invitation to an interview (where applicable) or visit day
- Confirmation of any conditions required for admission if an offer has been made
- Confirmation of reasons for rejection if an application has been unsuccessful
- Confirmation of admission where all conditions have been satisfied
- Information relating to applying for accommodation
- Information relating to student visas and ATAS requirements (where applicable) for overseas students
- Welcome and enrolment information

Where applicants have previously agreed to receive additional information, we may also provide information about events, activities and opportunities at the University which we think might be of interest and value to them.

## You@York

Undergraduate offer holders and postgraduate applicants are provided with access to an applicant portal, You@York, to enable them to engage with their application. Through You@York, applicants are able to:

- view their application
- view their offer and other related correspondence
- upload supporting documents (e.g. transcripts, certificates, etc.)
- apply for a Confirmation of Acceptance for Studies (CAS) to support their visa application (if applicable)
- book visits to the University if appropriate
- apply for pre-sessional courses (if applicable)

## Applying

### How and when to apply

#### Foundation and Pre-Masters programmes:

Applications to foundation and pre-masters programmes offered in the University's International Pathway College (IPC) are made through the University's IPC partner, Kaplan International Colleges.

Further information about applying can be found at:

[Kaplan pathways applying to UK universities](#)

### **Undergraduate programmes:**

Applications to undergraduate degree programmes at the University are made through the Universities and Colleges Admissions Service (UCAS). The University observes the rules and procedures laid down by UCAS.

More information about applying through UCAS and application deadlines can be found at:

[UCAS Undergraduate](#)

### **Postgraduate programmes:**

Applications to postgraduate programmes are normally made directly to the University via 'Select', our online application service. Applicants who are unable to use the online application service may apply using a paper application form which is available at:

[Postgraduate taught making a paper application](#)

More information about applying and any relevant recruitment rounds is available at:

[Postgraduate applications](#)

Some oversubscribed programmes operate application deadlines, and these will be advertised via the relevant programme information within the Course Finder.

Applications to York Online can be made at:

[Online York](#)

### **English Language Pre-sessional programmes:**

Undergraduate and postgraduate offer holders with an English language condition can apply for an English language pre-sessional programme to enable them to meet their language condition via 'You@York' (our applicant portal).

## **Other application routes**

### **Teacher Training programmes:**

Applications to the Postgraduate Certificate in Education (PGCE) and School Direct programmes at the University are made through DfE Apply.

More information about applying through DfE Apply and relevant application deadlines can be found at:

[Find postgraduate teacher training courses](#)

Applications can be made at:

[Apply for teacher training](#)

### **MA in Social Work:**

Applications to the MA in Social Work and MSc in Physician Associate Studies are made through UCAS.

More information about applying through UCAS and application deadlines can be found at:

[www.ucas.com](http://www.ucas.com)

## **Time taken to consider an application**

The University aims to consider applications and make decisions as quickly as possible.

### **Undergraduate and MA in Social Work and MSc in Physician Associate Studies programmes**

The University respects the UCAS application deadline for guaranteed equal consideration. For highly subscribed programmes, in order to ensure fairness in decision making, decisions may not be made until after the equal consideration deadline has passed.

## Postgraduate programmes:

The University aims to respond to complete applications within no more than six weeks of submission and usually sooner, though for some programmes (e.g. operating recruitment and selection rounds) and at peak times, or if additional information is required applicants may have to wait longer for a response.

Further information about specific programmes operating recruitment rounds is available at:

[Opening and closing dates for staged recruitment](#)

## Our decisions

### Offers of entry for successful applicants

Successful applicants will receive an offer of admission to the University. The offer of admission will either be *conditional* on the basis of qualifications or other requirements yet to be completed or met, or *unconditional* meaning that all necessary requirements for admission have been met.

All successful applicants will be issued with a formal offer of admission to the University detailing:

- details of the programme of study being offered
- year of entry
- duration
- tuition fee status and tuition fees
- details of how to respond to the offer
- details of how to apply for a CAS to support a student visa application, and payment of a deposit (if applicable)
- University terms and conditions

### Undergraduate applicants:

Offer conditions and response deadlines will be confirmed via UCAS Hub.

### PGCE / School Direct applicants:

Offer conditions and response deadlines will be confirmed via DfE Apply.

### Postgraduate applicants:

Offer conditions and response deadlines (if applicable) will be confirmed in the offer letter via You@York.

### Alternative course offers

The University may decide that it is unable to offer admission to the original programme to which an applicant has applied, but is able to make an offer for an alternative programme. In this situation, the University will normally contact the applicant to confirm that they wish to be made the offer for the alternative programme.

### Feedback for unsuccessful applicants

The University is committed to providing feedback to applicants who have not been offered a place.

All unsuccessful applicants are given feedback via UCAS Hub (undergraduate applicants including MA Social Work and MSc in Physician Associate Studies) or via You@York (postgraduate applicants). Applicants wishing to request additional feedback may contact the respective admissions team in writing (by email or letter). Applicants are able to request feedback at any time during the admissions year in which they are applying. The University aims to respond to requests for feedback within twenty working days of receipt of a request.

## Applicant responses

### Responding to offers and response deadlines

#### **Undergraduate and MA in Social Work and MSc in Physician Associate Studies applicants:**

Undergraduate applicants should respond to their offers via UCAS Hub. Response deadlines will be notified via UCAS Hub.

By accepting the offer of a place on a course as their 'Firm' or 'Insurance' choice, a contract is made between the applicant and the University. Applicants are encouraged to make an informed decision, and can change their replies within 14 days of accepting the offer and by contacting UCAS. After the 14 day period, it may still be possible to do this, but applicants will need to contact UCAS to arrange this.

#### **PGCE / School Direct applicants:**

PGCE and School Direct applicants should respond to their offers via DfE Apply. Response deadlines will be notified via DfE Apply.

#### **Postgraduate applicants:**

Postgraduate applicants should respond to their offers via You@York. Where response deadlines apply, these will be confirmed within the offer letter.

By accepting the offer of a place on a course, a contract is made between the applicant and the University. Applicants who accept their offer but change their mind and wish to subsequently decline have the legal right to cancel this contract within 14 days without giving any reason. Subsequent changes to responses can be made via You@York.

## Confirmation of a place

### Meeting conditions

If an applicant who has received a conditional offer fulfils the conditions of the offer as specified or if the University exercises its discretion to accept an applicant in a case where conditions have not been met, then an unconditional offer will be made. Confirmation will be provided either via UCAS Hub (undergraduates including MA Social Work and MSc in Physician Associate Studies), via DfE Apply (PGCE / School Direct), or by email and You@York (postgraduates).

### Deadlines for satisfying offer conditions

#### **Undergraduate applicants:**

Academic and non-academic conditions (other general entry requirements) of offers must normally be met by 31 August of the application cycle in which the application has been submitted (this also applies to applications for deferred entry). This is explained in the UCAS offer letter which applicants receive when an institution makes an offer of admission. This means that the University needs to have received results either through UCAS or directly from the applicant by 31 August to guarantee the place on the course.

Where results are received after 31 August, we may be able to confirm places depending on the availability of places; however, this is not always possible. Applicants should ensure that we receive all the results upon which their offer is based by 31 August to ensure that we are able to process them and, if appropriate, confirm the applicant's place.

If a decision is made to reject an applicant who has not met the conditions of an offer on the basis of results received from an applicant or via UCAS which are subsequently changed due to a remark or other change meaning that the applicant now meets the offer condition, the University will use its best endeavours to offer a place for the applicant. However, it may not be practical or possible due to circumstances outside the control of the University (e.g. restrictions on numbers for safety reasons or caps imposed by government) to find a place for the relevant academic year of application and therefore may need to change the offer to a different entry point or year from the entry point or year specified in the original offer. The University will notify the applicant and UCAS if this is the case.

This also applies to applicants to the MA in Social Work and MSc in Physician Associate Studies which (as above) are managed through UCAS.

### **Postgraduate applicants:**

There are normally no fixed deadlines by which conditions of offers have to be met for postgraduate applicants. Where a decision deadline does apply this will be clearly communicated. However, all conditions must be met before a postgraduate applicant will be able to enrol as a student of the University. Late enrolment may be possible in some circumstances, but is at the discretion of the University.

### **Undergraduate and Postgraduate applicants who require a student visa:**

All conditions of their offer must have been fulfilled, and they must have applied for a CAS at least 10 working days before the start date of their programme.

### **Applicants with disabilities**

The University has an explicit policy of providing support for disabled students and believes that these students should have access to the full range of academic, cultural and social activities the University offers. Disability awareness training is offered to all staff. Therefore, the University will take all reasonable steps to meet both the general need for access and the specific needs of individuals with disabilities.

Disabled students, as all other students, are accepted by the University on the basis of academic attainment and potential to benefit from the programme to which they have applied.

However, there are certain courses or programmes for which some disabilities may preclude entry (e.g. those in subjects allied to medicine, social care or those leading to qualified teacher status). This is normally due to the requirements of professional, statutory or regulatory bodies and/or certain competence standards. Where this is the case the University will advise the applicant and undertake to support the applicant, for example, advising on appropriate alternative course(s).

Applicants are encouraged to declare their disability when they apply but this is not taken into account by the staff assessing their application. If an offer is progressed information relating to a candidate's disability will subsequently be shared with assessors to allow them to engage in further discussion with the applicant and identify appropriate adjustments where applicable in order to ensure that the applicant is supported effectively on the course. Applicants who choose not to disclose their disability or long term health condition at the point of application or with assessors will be provided with other opportunities to provide such information later in the process. Any disability disclosure will be dealt with confidentially and sensitively.

If any candidate feels that their disability has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application they are encouraged to complete the mitigating circumstances form..

Some programmes, for example, nursing, midwifery, medicine, social work, teaching, might have restrictions set by the professional statutory regulatory body, awarding the qualification and even though we want to support a disabled candidate, these restrictions may limit entry on to some of these programmes.

### **Applicants with other long term health conditions**

Applicants with other long term health conditions (which are distinct from a disability) are encouraged to contact the relevant academic department as soon as possible to engage in further discussion with the assessor and identify appropriate adjustments where applicable in order to ensure that the applicant is supported effectively on the course.

If any candidate feels that their long term health condition has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application they are encouraged to complete the mitigating circumstances form.

### **Occupational health assessments**

Offers made to subjects allied to medicine (which include Nursing and Midwifery), social work and teaching courses are conditional upon a satisfactory occupational health assessment to be

undertaken before the commencement of studies. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

Further information relating to occupational health assessment for the relevant subjects is available at:

- Medicine  
[HYMS applying to study medicine](#)
- Nursing and Midwifery  
[Health Sciences Occupational Health](#)
- Social Work  
[MA Social Work](#)
- Teaching  
[How to apply PGCE](#)

## Applicants who have faced exceptional circumstances

Applicants with exceptional circumstances that are likely to affect academic performance in current studies should where possible provide this information at the point of application. If these circumstances are encountered after the submission of an application, applicants are encouraged to complete the mitigating circumstances form as soon as possible.

Applicants should similarly notify the relevant exam board of those circumstances. The University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final results and these final results will be used when making a decision.

If an awarding body does not offer a mitigating circumstances process please inform us so that we may consider an applicant's situation when determining whether an offer can be made.

### Undergraduate applicants

Further advice and guidance for undergraduate applicants is available at:

[Undergraduate mitigating circumstances](#)

### Postgraduate applicants

Further advice and guidance for postgraduate applicants is available at:

[Postgraduate taught mitigating circumstances](#)

[Postgraduate research mitigating circumstances](#)

## Student immigration

### Student visas

Students from outside the UK may need to apply for a visa in order to study in the UK. Students requiring a visa must comply with the UK Visas and Immigration (UKVI) Points-based Immigration System. As part of the UKVI immigration system the University acts as a sponsor. If a student requires a student visa to study in the UK, they will need a Confirmation of Acceptance for Studies (CAS) issued by the University to support a visa application.

The latest deadline by which to request a CAS is 10 working days before the course start date. It is important to note that the UKVI are responsible for issuing student visas, and as such the University is not able to control or influence the process through which individual visas are assessed and issued by the UKVI. The University aims to issue CAS to allow sufficient time for the visa application process to take place in accordance with normal UKVI timeframes, but applicants should be aware that it is possible that a visa may not be issued before a course starts.

The University is committed to meeting our requirements as a sponsor of candidates requiring a student visa. In the event of changes to immigration legislation, or if information becomes available

that might impact our ability to sponsor a student, the University reserves the right to amend or withdraw an offer of admission.

Further information relating to UKVI processes is available at:

[Study in the UK on a Student visa](#)

The University also provides additional information and support which is available at:

[Visas and immigration](#)

## Academic Technology Approval Scheme (ATAS)

Students applying for certain sensitive subjects as defined by the Foreign and Commonwealth Office (FCO) may need to apply for an ATAS certificate before applying for a Visa, Entry Clearance or Extension of Stay. Where this applies, evidence of the ATAS certificate will be a condition of offer. Further information is available at:

[Academic Technology Approval Scheme \(ATAS\)](#)

## Applicants with criminal convictions

The University takes the view that having a criminal record does not necessarily preclude an individual from studying at the University of York. Information concerning criminal convictions does not form part of the academic assessment of an application. This information is not routinely shared with assessors with the exception of some professional practice programmes where declarations of criminal convictions form part of an assessment of fitness to practice.

For safeguarding and duty of care reasons, the University does expect students to disclose any unspent relevant criminal convictions, so it can assess whether admission can be granted or whether it may only be granted with possible conditions/restrictions, in order to manage risk, including risk of harm to others, or of being unable to achieve all the learning outcomes of the course as a result of the conviction.

Please note that for some courses related to regulated professions, spent criminal convictions must also be declared. If an offer is received from the University, students will be required to make such a disclosure at the point of accepting our offer of admission.

Together with the need to ensure that the University's campus (including both on-site and online) is a safe environment for all applicants, staff, students and visitors, the University reserves the right, upon disclosure of such convictions or these otherwise becoming known to it, to cancel/withdraw the offer, withhold admission and terminate any contract (where it reasonably deems that risks cannot be appropriately managed), or alternatively to designate restrictions upon a student (as it reasonably sees fit to assist with managing any risks) whilst at the University.

If a student later receives a criminal conviction (whether before enrolment / admission or during their time at the University), they are required to declare this to the Conduct and Respect Office via [slaw-conductandrespect@york.ac.uk](mailto:slaw-conductandrespect@york.ac.uk), providing full details. Failure to do so may constitute a disciplinary offence under [Regulation 7: Student Discipline](#) and also give the University the right to terminate our contract with a student.

The University's policy in relation to applicants with criminal convictions is kept under review and may be changed in the light of legislation and / or practice by admissions partners (e.g. UCAS).

Further information relating the University's Safeguarding Framework is available at:

[Safeguarding of young people under 18 and vulnerable adults](#)

## Age on entry

The University admits students on individual merit and does not discriminate on the grounds of age. Some programmes of study are bound by external professional or placement requirements concerning age. The University is also bound by Home Office rules regarding UKVI student visas; this means that the University is unable to sponsor (for visa purposes) students under the age of 16 years.

Applications for study from candidates who would be under the age of 18 at the point of entry will be considered in accordance with University Regulation 6.1:

### [Regulation 6.1 entry requirements](#)

Where the age of an applicant would raise issues of safety, child protection, visa-sponsorship, personal support or issues of care, the applicant will need to satisfy the University that they have the ability to live independently in the University community, and will not be admitted without the express permission of the Academic Registrar (or their nominee) and the written authorisation of an appropriate adult, normally their parent or guardian.

Prospective students between the ages of 16 and 17 will be admitted only where they can demonstrate the ability to live independently in the University community. If assessments of this ability are inconclusive, admission may be offered at a later entry point.

In order to support candidates under the age of 18 the University will provide transition information and guidance to further support the candidate and their parents / carers / guardians.

Further information relating the University's Safeguarding Framework is available at:

### [Safeguarding of young people under 18 and vulnerable adults](#)

## Applications for advanced entry

The University will consider applicants for advanced entry (e.g. to year 2 or a later year of a programme) on an individual basis. The University considers applications for advanced entry on the basis of Recognition of Prior Learning (RPL) and includes certificated or experiential learning.

The University recommends that all applicants requesting advanced entry contact the academic department concerned to discuss the opportunities prior to application. The department will be able to advise on its policy on advanced entry and provide specific advice for each applicant's circumstances. Offers for advanced entry will be made in accordance with the Credit Transfer and Recognition of Prior Learning - Principles and Policy.

### **Undergraduate applicants:**

Further advice and guidance for undergraduate applicants is available at:

### [Undergraduate credit transfer and recognition of prior learning](#)

### **Postgraduate applicants**

Further advice and guidance for postgraduate applicants is available at:

### [Postgraduate taught credit transfer and recognition of prior learning](#)

## Re-applications

The University will consider re-applications on an individual basis and reserves the right to use information from a previous application in assessing a re-application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

## Re-admission of students

Applications for study from candidates who wish to be readmitted to the University will be considered in accordance with University Regulation 6.8:

### [6.8 Re-admission](#)

Applicants meeting the following criteria can only be re-admitted with the approval of the University's Special Cases Committee. A department which wishes to readmit such a student must seek the approval of the Special Cases Committee before an offer of admission is made.

- Students who have previously been excluded from the University of York
- Undergraduate students who have previously failed a University examination at York or have withdrawn from the University and are seeking admission to the subject, or any of the subjects, previously studied

- Undergraduate students who have previously twice studied the first year of a programme at York regardless of whether or not the subject(s) studied previously are the same
- Postgraduate students who have previously studied at the University of York on a postgraduate programme and failed to complete it whether or not the subject(s) studied previously are the same

## Applications for deferred entry

The University welcomes applications for deferred entry. Applicants who have not initially applied for deferred entry, but decide that they wish to defer their application prior to enrolment will be considered on an individual basis. These requests must be made in writing (by email or letter) to MRAO (see contact points below) and normally no later than the relevant enrolment deadline. In these instances deferral is not guaranteed.

Applicants must normally have satisfied all conditions of entry in order to defer their place. The normal maximum length of deferral that will be considered is two years; after this period a candidate would be required to re-apply.

Applicants will be issued with an updated offer letter and the relevant terms and conditions applying to the revised entry year. If a CAS has been issued prior to a deferral, the CAS will be withdrawn and a new CAS request relevant to the new entry year will need to be submitted.

## Fraud, plagiarism and omission

The University will check qualifications, personal statements, written work, and research proposals provided as part of an application for potential fraud, plagiarism, collusion or other indications that the application submitted is not wholly the work of the applicant. The University will also want to ensure that candidates have provided complete information (e.g. concerning details of previous periods of study or employment) and may seek additional information to resolve any uncertainties in the application.

The University reserves the right to reject an application and any subsequent applications on the basis of lack of integrity in an application or supporting documents, and to withdraw any offer made on the basis of an application that has been found to contain fraudulent or plagiarised information, or where it believes information may have been withheld. Any student found to have been admitted on the basis of fraudulent, plagiarised or withheld information may have their studies terminated.

### **Undergraduate applicants (including MA Social Work and MSc in Physician Associate Studies):**

The University abides by UCAS rules and procedures concerning fraudulent applications. Any application suspected by the University to contain fraudulent information will be referred to UCAS.

As part of the UCAS application process all personal statements are checked for potential plagiarism via the UCAS Similarity Detection Service. UCAS will notify both the University and the applicant if they feel that there are reasonable grounds to suspect potential plagiarism. The University reviews all cases of potential plagiarism individually and may contact an applicant for more information about the situation before making a decision. The University reserves the right to reject an application on the basis of plagiarism in a personal statement or to withdraw an offer of admission should evidence of plagiarism come to light after an offer has been made.

## Re-marks, appeals, and re-takes

Applicants who have applied for a re-mark or appeal with an awarding body should notify the University immediately. Whilst we will make every effort to reconsider applicants whose grades are amended as the result of a successful re-mark, it may not always be possible to hold an offer open pending the outcome of an appeal. In the event that a re-mark is successful and the course applied to is full, an applicant may be offered an alternative course or entry year.

We welcome applications from applicants who are determined to succeed and will consider applicants who are re-taking a qualification on a single occasion for the majority of our programmes. Additional re-takes (i.e. where an applicant has taken a qualification on more than 1 occasion previously) may only be considered in exceptional circumstances. Where extenuating or

mitigating circumstances are thought to have affected an applicant's performance in examinations, applicants are encouraged to utilise the Mitigating Circumstances procedure.

## Financial information

### Tuition fees

Information relating to tuition fees is available as follows:

#### Undergraduate applicants:

[Undergraduate fees and funding](#)

#### Postgraduate taught applicants:

[Tuition fees and expenses: postgraduate taught](#)

[Tuition fee deposits for international postgraduate taught students](#)

#### Postgraduate research applicants:

[Tuition fees and expenses: research degrees](#)

### Assessment of tuition fee status

The offer of admission will confirm the tuition fees to be charged based on the programme of study and the applicant's fee status. Applicants are assessed as eligible to pay either home tuition fees or international tuition fees by MRAO. Tuition fee status is assessed with each new application and is not carried over from previous fee status assessments, for example for York undergraduate students applying for postgraduate programme at York. This decision is based on the information provided within the application form regarding nationality and residence, and in the case of undergraduate applicants, the residential category selected via UCAS. The University is guided by information issued by the UK Council for International Student Affairs (UKCISA) in relation to fee assessment issues. Further information about UKCISA guidance is available at:

[UKCISA](#)

If the University considers an applicant's fee status to be unclear from the information provided in their application, MRAO will contact the applicant to ask for further information. This process will normally take place at the point of offer.

By accepting our offer of admission, applicants are accepting the University's decision in relation to their fee status. This decision is made on the basis of the available evidence at the time. Once candidates have enrolled with the University, decisions will normally only be changed where it can be shown that the University's initial fee assessment (based on the available evidence) was incorrect or in certain cases where a student's circumstances have changed. A change in fee status post enrolment is not guaranteed, and will be considered by the Academic Registrar (or their nominee). Where applicants consider that our decision is incorrect, they should make every effort to query this prior to enrolment.

### Tuition fee deposits

The University receives a large number of applications for Taught Postgraduate study each year from students requiring sponsorship for a student visa. In order to effectively manage the allocation of the University's Confirmation of Acceptance for Studies (CAS) for student visa purposes, some applicants will be required to pay a tuition fee deposit in order to progress a CAS request.

Further information relating to the Tuition Fee Deposit Policy is available at:

[Tuition fee deposits for international postgraduate taught students](#)

### Changes to programmes

The University undertakes a continuous review of its programmes, services and facilities to ensure quality enhancement and sometimes it is necessary to make changes. We will inform applicants at the earliest opportunity of any changes to the published information about a programme and will endeavour to do this before the commencement of a course.

## Enrolment and induction

Applicants who have firmly accepted an unconditional offer will be invited to enrol online. Applicants for entry in September will be invited to enrol normally from August. Applicants starting at different times throughout the year will normally be invited to enrol from approximately one month prior to entry.

As per University Regulations, students enrolled for a research, postgraduate or undergraduate degree may not usually be enrolled at the same time for any other degree or qualification at this or another institution, unless such enrolment forms part of an approved programme of study involving another institution or institutions.

## Interactions between the University and the applicant

The University is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner, and it expects the same commitment from all applicants or their representatives. The expected standards of behaviour include all interactions and communications, including social media.

The University expects applicants and prospective students to adhere to its 'Together York' community declaration which is built on values of respect, fairness, and compassion as follows:

- to show respect to others and yourself,
- to be willing to have your preconceptions and stereotypes challenged, and
- to actively challenge disrespectful speech and unfair behaviour and to seek support from the University if your experience is adversely affected by disrespect or unfairness from students or staff in a way you are unable to resolve independently.

Based on these values applicants and prospective students are expected:

- To be considerate, tolerant and respectful of fellow prospective students, students and staff of the University,
- To comply with reasonable requests or instructions from members of University staff,
- To conduct themselves appropriately in all forms of communication, including personal social media and when using official University of York social media groups, and
- Not to submit false claims against other prospective or current members of the University community in order to actively discredit an individual.

Any unacceptable behaviour will not be tolerated and may prejudice an application or appeal. Unacceptable behaviour (including bullying, harassment and victimisation), can include actions, words or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort. Bullying or harassment may be by an individual against an individual or involve groups of people. The University defines unacceptable behaviour as being:

- Unwanted by the recipient, and
- Has the purpose or effect of violating the individual's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment.

In exceptional cases, where the seriousness of the behaviour has breached accepted norms, further action may be taken including, but not limited to, withdrawing an application or offer. For prospective students applying through UCAS, where inappropriate behaviour leads to the withdrawal of any offer, the University will report its actions to UCAS. Furthermore, the University may feel morally or legally obliged to report its findings to other authorities.

## Appeals and complaints

The University will consider all applications fairly and effectively in line with the policies outlined in this document.

### Appeals:

Applicants may raise a complaint about the application process, but do not have an automatic right of appeal against a decision as to whether or not they should be offered a place at the University.

However, the University will normally review admissions decisions where a complaint has been received about the application process and / or its outcome, or if new information about an application comes to light. New information submitted will not necessarily guarantee a change of decision.

### **Complaints:**

The University's Policy and Procedure for Dealing with Complaints from Students, Student Applicants and Student Placement Providers is available at:

[Complaints procedure](#)

Applicants who experience a problem with any service provided by the University or its associated partners acting on its behalf, or anything else within the control of the University, should normally first raise the matter with the staff member responsible for the service. If informal discussion does not resolve the situation satisfactorily, then the complainant should write to: The Director of Marketing, Recruitment, Admissions and Outreach, University of York, Heslington, York YO10 5DD, or email:

[SRA-Director@york.ac.uk](mailto:SRA-Director@york.ac.uk)

The University aims to reply promptly to all complaints.

On completing this procedure, applicants (as opposed to enrolled students) are not usually eligible to complain to the Office of the Independent Adjudicator for Higher Education (OIAHE). However, they should check the position with the OIAHE which is independent from the University. Further information concerning the OIAHE is available at:

[oia](#)

The Director of Marketing, Recruitment, Admissions and Outreach and Head of Admissions will review any complaints and where applicable review and update any necessary policies and procedures in order to improve the services that the University provides to our applicants.

### **Applicant data**

Information on how the University uses your data and your rights under the UK General Data Protection Regulation and Data Protection Act 2018 can be viewed at:

[Privacy notice - students](#)

### **Equal Opportunities monitoring**

The University values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive, and where everyone is treated with dignity and respect. We encourage applicants with varied experiences and different backgrounds, and are committed to ensuring that no student with potential is deterred from applying.

The University is committed to a policy of equal opportunities. To enable the University to monitor the effectiveness of this policy, applicants are asked to complete a series of Equal Opportunities Monitoring questions either through UCAS or Select. Educational institutions also have a duty under the Equality Act (2010) to advance equality of opportunity between people from different groups. Diversity awareness training is offered to all staff.

Information provided is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure (i.e. this information is not forwarded to assessors). All information will be handled in confidence and in accordance with the UK General Data Protection Regulation.

Further information concerning the University's Equality and Diversity policy for students is available at:

[Equality, Diversity and Inclusion - information for students](#)

## Further information

### Relevant websites

Specific information about studying at the University is available at:

[Study at York](#)

Further general information about the University is available at:

[University of York](#)

### Relevant publications

The University annually publishes a postgraduate and undergraduate prospectus which is either available at: [www.york.ac.uk](http://www.york.ac.uk), or by calling the prospectus hotline on +44 (0)1904 324000.

### Contact details

For further information regarding this policy or admissions at the University of York please contact:

Address: Marketing, Recruitment, Admissions and Outreach

University of York

Heslington

York, UK

YO10 5DD

E-mail: [ug-admissions@york.ac.uk](mailto:ug-admissions@york.ac.uk) or [pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk)

Tel: +44 (0)1904 324 000

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