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1. International Pathway programmes

The University of York’s International Pathway College offers university preparation courses which provide a route onto a degree programme. Based on the University’s campus, the International Pathway College offers the following courses:

**Undergraduate pathway courses**
- Foundation Certificate in Business, Law and Social Sciences
- Foundation Certificate in Science and Engineering

**Postgraduate pathway courses**
- Graduate Diploma in Business, Law and Social Sciences
- Graduate Diploma in Science and Engineering

The Foundation Certificate and Graduate Diploma programmes guarantee progression to an undergraduate or postgraduate degree programme the University, provided applicants achieve the required grades at the end of the programme.

For further details and entry requirements, please visit [york.ac.uk/study/international/degree-preparation](http://york.ac.uk/study/international/degree-preparation)

2. Applying for undergraduate programmes

All applications to degree programmes at York must be made through UCAS (the Universities and Colleges Admissions Service). Information on how to apply can be found at [ucas.com](http://ucas.com).

UCAS will begin accepting applications for each entry year from 1 September.

Key UCAS dates to note are:

- **15 October (6pm, UK time)** – closing deadline for applications to Medicine at the Hull York Medical School
- **15 January (6pm, UK time)** – Applications for most courses are received by this date. Popular courses may not have vacancies after this date
- **30 June (6pm, UK time)** – closing deadline for all courses

2.1 DECISIONS

Applicants and agents will find out if the application for an undergraduate degree is successful through UCAS Track. Where an offer has been made, applicants will be sent log in details to our [You@York applicant portal](http://you.york.ac.uk) (refer to page 26).

Applicants/agents will receive an email when the application status changes to either Unconditional Offer, conditional Offer or Reject.

Applicants should log into UCAS Track to accept or decline their offer and to view details of any conditions. Applicants can log into [You@York](http://you.york.ac.uk) to find out more about their department and book visit days (if available).

**Conditional offer**
Applicants can upload relevant supporting documentation through You@York in order to meet their conditions.

**Post acceptance**
Applicants can request their Confirmation of Acceptance for Studies (CAS) through You@York after they have accepted their offer.

The CAS will only be issued when an unconditional offer is accepted. The applicant can then apply for a visa.

NB. CAS will not be issued earlier than 6 months prior to the course start date.
2.2 QUERIES
Queries about undergraduate applications/entry requirements should be sent to:

- +44 (0)1904 324267
- ug-admissions@york.ac.uk or the relevant International Officer

Please include the applicant’s 10-digit UCAS personal ID in the email, the applicant’s full name, date of birth and programme applied for.

3. Applying for postgraduate programmes

Postgraduates must apply through Select – York’s online application system via the university website.

- Applications can normally be submitted throughout the year, however competition for some programmes is high so you should apply as early as possible.
- Some of our departments operate staged recruitment rounds.

For further information on courses operating staged recruitment rounds and on opening and closing application dates refer to york.ac.uk/study/postgraduate/apply/round-dates

- Applications for each entry year will open at the end of September. For 2017 entry applications open at 10:00am GMT on 26 September.
- Applicants wishing to apply for more than one programme must make a separate application per programme, and upload all relevant supporting documents again.

3.1 SUPPORTING DOCUMENTS

- We do not normally require hard copies of any of the supporting documents at application stage (although applicants will need to present original documents for visa verification upon arrival on campus).
- Supporting documents should be uploaded via the correct slot in Select. Please avoid emailing supporting documents to the University.
- Post-submission, applicants can add additional supporting documentation through the You@York portal.
- Each department and degree programme has their own requirements for supporting documents. Applicants should ensure they understand which supporting documents they will need to upload before starting the application process.
- Further guidance on supporting documents is available at york.ac.uk/study/postgraduate/apply/supporting-documents

3.2 QUERIES
Queries about postgraduate applications or entry requirements should be sent to:

- +44 (0)1904 322142
- pg-admissions@york.ac.uk or the relevant International Officer

Please include the 7-digit Select reference number or 9-digit application number in the email where possible. If you are unable to include one of the above reference numbers please ensure you include full name, date of birth and programme applied for.

3.3 STEP-BY-STEP GUIDE TO APPLYING THROUGH SELECT

3.3.1 CHOOSING A PROGRAMME

Access Select by choosing the course you are interested in via the Postgraduate Course Finder at: york.ac.uk/study/postgraduate/courses/all
3.3.2 PROGRAMME STARTING DATES

- This page lists all the possible start dates for the chosen courses.
- Where possible, we encourage PhD applicants to begin in October to be able to attend induction and training provided by the departments. However, many departments also offer entry points in January, April and July.
- This page also lists the supporting documents applicants will be asked for.

3.3.3 CREATING AN ACCOUNT

- Click ‘New User’
- On the ‘New User details’ screen input the applicant’s name, date of birth, gender and email address. The email address MUST be the applicants own personal email address.
- The applicant should input a memorable username and password. Since it can take several days to reset passwords/receive a username reminder during peak periods, please take careful note of the username and password!
- We suggest that the username is the applicant’s email address.
- Passwords should be 6 – 12 characters long, they are not case sensitive.
- The application can be completed in stages as Select allows you to save your progress and come back later to finish it.
- Once an account has been set up you will see the confirmation and registration page. Also applicants will receive an email containing the URL link for them to access their application again in the future and applicants will also receive a 7-digit reference number. (This number is only used temporarily until a completed application form has been submitted). The application URL is unique to the individual applicant and should be saved for future reference.
- Separate applications must be made for each programme the applicant wishes to apply for and supporting documents must be uploaded to each individual application.
Forgotten username or password?
Email pg-admissions@york.ac.uk

Email address must be applicant’s email address, NOT the agent’s email address.
### 3.3.4 PERSONAL DETAILS SCREEN

- Compulsory fields will be indicated with a red asterisk (*).
- Please note the “question mark” is to identify there is help information. You need to either click on the question mark or click in the field to see the help text.

**Names** should match name given in applicant’s passport. Avoid using accents.

**Email address** use applicant’s email address ONLY. Do NOT input the agent email address here – this goes on the next screen.

Options to ‘Save and Exit’ or, once complete, ‘Save and Submit’.
3.3.5 VISA AND IMMIGRATION

Visas and Immigration

If you are an overseas student wishing to study in the UK, you and we as sponsors are required to follow and meet the requirements of the Tier 4 Points Based System. The United Kingdom Visas and Immigration (UKVI) office have stipulated additional requirements in relation to academic progression and maximum length of study permitted in the UK. Therefore, before we can progress your application you will need to provide further information in relation to your previous UK study.

- Is English your first language? No
- Do you need a visa to study in the UK? Don’t know

3.3.6 ADDITIONAL DETAILS

There is now a drop list to answer “How do you intend to finance your studies?” These then automatically create a tag in Select which means you can search for applicants based on the answer to this question.

Enter agent’s name from drop-down list

Evidence of financial support is not compulsory. Applicants should NOT upload bank statements. Sponsored applicants can upload their sponsor letter here.

Let us know if the applicant is applying for any scholarships. This helps us priorities those applications.
3.3.7 ADDRESSES (APPLICANT AND AGENT)

If the applicant selects they have enlisted the assistance of an agent in the personal details section then the headings for Home Address and Contact Address change to Applicant Address and Agent’s Address.

![Image of Agent's home address here](image1)

![Image of Agent's address and email address here in Agent's address section](image2)

3.3.8 RESEARCH PROPOSAL (PG RESEARCH APPLICANTS ONLY)

The guidance for the research proposal will differ depending on which PhD you have applied for.

![Image of Research Proposal](image3)

This text changes depending on the programme applied for. It indicates how long the proposal should be and suggested content.

The research proposal summary **must** be entered here. It is optional to then upload the research proposal as a document as well.
Applicants should prepare their research proposal in advance, using the guidelines downloadable from york.ac.uk/study/postgraduate/apply/research-proposal-guidance. They then must copy and paste the text into the ‘Research proposal’ box. Applicants should check their research proposal carefully, as they will be unable to amend it once they have submitted their application.

The research proposal needs to be detailed enough to allow the department to determine the overall feasibility of the project. Applicants should allow sufficient time to do their research and have email conversations with the relevant academic(s) within the relevant academic department before submitting their research proposal.

Each academic within their department will have their own criteria for what they expect to see within a research proposal, so applicants should always check within their department webpages for specific guidance.

**Need more help?**

Each academic department has a designated Graduate/Postgraduate Administrator who can help advise on the application process and answer any other queries about postgraduate research programmes.

### 3.3.9 UNIVERSITY EDUCATION (AND TRANSCRIPTS)

**University Education**

Provide details of your university and/or college education.

**University programme 1 (current or most recent)**

- **Country of study**
- **Institution**
- **Dates attended**
  - **Start date**
  - **End date**
- **Degree programme title and subject**
- **Qualification and grade**
- **Status**
  - Please select an option
- **Transcript**
  - Choose File
  - No file chosen

**Other Qualifications**

Provide details of any other relevant qualifications.
Uploading supporting documents

- 1MB limit per document upload
- If a document (eg a transcript) has more than 1 page, it should be scanned as one file (eg a single PDF) and should fill only one of the document slots within your application
- Do not upload documents to a different ‘slot’ eg the CV slot. Departments will struggle to process applications where supporting documents are uploaded in the wrong place.
- Do not upload a copy of the applicant’s passport as part of their application. Passport information can be provided when applicants reach the CAS request stage of the application process.

Preferred file formats

- Word (.doc or .docx)
- Text (.txt)
- Portable document format (.pdf)
- JPEG (.jpg, .jpeg)
- GIF (.gif) files.

3.3.10 SCHOOL EDUCATION

Name and address of any schools attended since the age of 14.

It is important to include this information as it is useful in determining whether two similar applications are from the same candidate.
3.3.11 EMPLOYMENT

- Space to enter up to four periods of employment.
- Relevant internships/work experience placements may be included.

Employers name and location are not compulsory but can be useful for selectors to see what additional experience the applicant has. This is especially important for competitive programmes.

This is not compulsory. Upload CV (resume) if applicant has additional relevant information (eg prior experience/ qualifications not covered by the Personal Statement/Employment/ University Education sections). CVs should be 1-2 pages long.
3.3.12 ENGLISH LANGUAGE REQUIREMENTS (FOR APPLICANTS WHOSE NATIVE LANGUAGE IS NOT ENGLISH)

- For postgraduate English language requirements please refer to york.ac.uk/study/postgraduate/apply/english
- English language certificates can be uploaded at the point of application if available. Alternatively they can be uploaded at a later date via the applicant’s You@York account.
- Applicants waiting to take their English language test (eg IELTS) should submit their application and send their test certificate at a later date. A conditional offer may be possible, subject to the applicant achieving the necessary grades.

3.3.13 PERSONAL STATEMENT

Unless otherwise indicated your personal statement should be between 500 and 1000 words.

You might wish to include:

- Your interest in, and suitability for the programme
- A brief outline of your relevant experience
- Information about your extra-curricular activities and hobbies
- Your career plans
For personal statement guidance please refer to york.ac.uk/study/postgraduate/apply/personal-statement-guidance

We advise applicants to prepare, perfect and spellcheck their personal statement in a word processing programme before copying and pasting the text into the “Personal Statement” box. Once the personal statement has been submitted, it is not possible to amend it.

A personal statement should be no less than 500 words and no more than 1000 words (unless otherwise stated).

The applicant’s personal statement should:

- Demonstrate enthusiasm for the programme they are applying for. For example, they might explain their intellectual passion for the subject or show their interest through discussing practical or work experience they may have gained.
- Outline why they are well suited or well-qualified for this programme of study. They may include information on work experience, awards won, etc.
- Explain their motivation. Why has the applicant chosen this particular degree programme at York? How does the applicant feel they will benefit from this programme? What are their future career plans?
- Any other additional information that the applicant feels will help admissions staff to assess the application.

Most degree programmes have an entry profile – which explains what the respective academic department is looking for in their applicants and what qualifications or experience applicants need. Applicants should check the entry profile because that will give them some ideas about what to include in their statement.

3.3.14 WRITTEN WORK

Certain departments may request one or more examples of written work.

For written work requirements please refer to york.ac.uk/study/postgraduate/apply/written-work
3.3.15 RESEARCH DEGREES – TWO REFERENCES

- Normally both references should be of an academic nature. Where this is not possible at least one of them should be academic (i.e. do not send two professional references).

- Select will automatically contact referees by email and ask them to provide a reference for the applicant via a secure weblink. Departments may send reminders if they are still waiting for a reference or applicants can request for the Postgraduate Admissions Team to send an email reminder.

- References must NOT be uploaded via the You@York portal. There are no named slots for references. If you upload a reference into a slot intended for another document (e.g. English language certificates or transcripts), admissions staff will not be alerted that the reference has arrived.

- For reference requirements please refer to york.ac.uk/media/study/documents/postgraduate/Guidance%20for%20references.pdf
3.3.16 TAUGHT DEGREES – ONE REFERENCE

The reference should be of an academic nature. However if the applicant graduated more than five years ago then the reference should be of a professional nature.

Select will automatically contact referees by email and ask them to provide a reference for the applicant via a secure weblink. Departments may send reminders if they are still waiting for a reference or applicants can request for the Postgraduate Admissions Team to send an email reminder.

References must NOT be uploaded via the You@York portal. There are no named slots for references. If you upload a reference into a slot intended for another document (eg English language certificates or transcripts), admissions staff will not be alerted that the reference has arrived.

For reference requirements please refer to york.ac.uk/media/study/documents/postgraduate/Guidance%20for%20references.pdf
3.3.17 EQUAL OPPORTUNITIES

We are required to collect data on ethnic origin in order to monitor the effectiveness of our equal opportunities policy. This information does not form part of the decision-making process.
We collect data on disability (including dyslexia, specific learning needs, other medical conditions, mental ill health) as a statutory requirement. This information will only be taken into account during the admissions process if it appears we are unable to make the adjustments required to enable you to access your chosen course of study.

Accessing Disability Services at York

If an applicant has any additional requirements as a result of a disability, medical condition or specific learning difficulty (eg dyslexia) then they should wait until they have an offer of a place at York and then complete and return the questionnaire (downloadable from website below) so that our Disability Services team can work towards putting the required support in place in advance of the applicant’s arrival on campus.

Contact:
york.ac.uk/students/support/disability/help/international/disabilityservices@york.ac.uk
disabilityservices@york.ac.uk
3.3.18 CRIMINAL CONVICTIONS

Criminal Convictions

The University actively promotes equality of opportunity and we are keen to encourage a diverse student population with a wide range of talents, backgrounds and experiences. Having a criminal conviction will not necessarily prevent you from gaining admission to the University. In reaching decisions on those with criminal convictions, the University will consider not only its own responsibilities and duties but also the safety and well-being of the individual and its ability to provide any appropriate support arrangements.

The University encourages self-disclosure by applicants. However, convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and need not be revealed. In some circumstances, for example where an applicant is applying for a programme of study that is regulated by a professional body, the University is also obliged to consider details of the applicant’s spent convictions.

All answers will be kept securely and in accordance with the Data Protection Act.

* Do you have any criminal convictions?  

--- Please select an option ---

Your answer to the above question will not be used in relation to the assessment of your application. If an offer of admission is recommended, and you have indicated that you have a relevant conviction we will contact you to ask for more information, which we will carefully consider in the context of the University’s duty of care to its students and staff. The additional information you provide will be treated in strict confidence, but may be reviewed by a designated number of University staff who are concerned with the admission of students with criminal convictions.

Failure to Disclose

Failure to answer the above question or questions subsequently asked by the University accurately could lead to the withdrawal of any subsequent offer of admission, or to the termination of any subsequent registration.

3.3.19 WIDENING PARTICIPATION

Widening Participation

The University is committed to fair access to postgraduate study. The following questions will help us to monitor the profile of our postgraduate applicants and entrants. Offers of places on the University’s programmes are made on academic grounds; any data you provide will not be considered as part of the decision-making process.

Thinking back to when you were 14, which type of school did you attend?

* School Type  

--- Please select an option ---

The following question is about your parents’ level of education. This includes natural parents, adoptive parents, step-parents or guardians who have brought you up.

Do any of your parents (as defined above) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

* Parent’s qualifications  

--- Please select an option ---

Please provide the full postcode for your home address when you applied for your undergraduate degree.

Postcode
3.3.20 REVIEW AND SUBMIT YOUR APPLICATION

- The applicant should check their application carefully before submitting.
After the application has been submitted, a confirmation screen similar to the following will be displayed. This confirms that an application has been submitted.

Thank you for completing your application for study at the University of York. Your application has now been submitted and will be assessed as soon as possible. You can view the information you have entered on the form by clicking on the 'Your application form link at the top of the page. You will also shortly receive an automated email confirming your new eVision application account details, along with the summary of the information you have provided.

Through eVision you will be able to track the progress of your application, upload additional supporting information and update your personal details; rather than using the back button on your browser as this may corrupt the data you have already entered. When a decision has been made on your application, you will be contacted by email and in writing. If you have any further queries in the meantime, please feel free to contact us (our details are listed within the footer below); please remember to state your full name, the programme you have applied for and your eVision application number. Once again, thank you for applying to study at the University of York.
3.3.21 AFTER SUBMISSION

The applicant and agent* will receive an email confirming receipt of the application within 1-2 University working days after submitting an application.

The email will contain:

- A new 9 digit You@York application number. This replaces the 7 digit Select reference number. Please quote this number in all correspondence with the University of York to enable us to find the application quickly.
- A weblink and a provisional password for the York@York applicant portal (refer to page 26)

*The agent should receive confirmation providing they’ve put their details in the ‘contact’ address section as Select will send the email to both ‘home’ and ‘contact’ email addresses.

Additional supporting documentation can be uploaded via You@York.

Applicants can monitor the progress of their application by logging into You@York.

Interviews are required for all PhD programmes and some Masters programmes. Academic departments will contact applicants directly to arrange a suitable time for interview.

Once all required supporting documentation has been received, typical decision times for postgraduate applications are between 4 and 6 weeks (except for staged application rounds for departments including Management and Education subjects).

PhD applications may take longer, especially if the applicant has not had any prior communication with their potential supervisor/s to discuss the project.

If you haven’t heard anything after 6 weeks or have another query about the applicant’s application, please email the relevant International Officer for your country.

Please do NOT contact multiple staff at the University of York with the same query, as it slows down the processing of applications.
3.3.22 OFFERS

The central Postgraduate Admissions team are responsible for checking and approving all postgraduate applications. Applicants should be aware that in some cases where an academic department has recommended an offer, further checks by the Postgraduate Admissions team may mean that an offer is unable to progress. Until applicants receive an offer from Postgraduate Admissions, they have not received a formal offer of a place from the University.

Applicants/agents will receive an email once the application status changes to either Unconditional Offer, Conditional Offer or Reject.

Offer letters are available for download via You@York – hard copy offer letters are not mailed.

Applicants should log into the You@York applicant portal to accept or decline their offer of a place. Departments with high-demand courses (e.g., Biology) may give applicants a fixed deadline by which they must accept their offer if they want to come to York.

NB There is no commitment to accepting. If an applicant changes their mind or does not receive the scholarship/sponsor funding they require in order to study in the UK, they can change their decision via their You@York account.

**Conditional offer**

Applicants can upload the relevant supporting documentation through You@York in order to meet their conditions. Automated monthly reminders are sent to applicants with conditional offers.

**Post-acceptance**

Once applicants have accepted their offer, they can request their Confirmation of Acceptance for Studies (CAS) through You@York. When their offer is ‘unconditional’ the PG Admissions team will issue their CAS and then they can apply for their visa.

NB. CAS will not be issued earlier than 6 months prior to the course start date.
4. Postgraduate application FAQs

**Q1 Why can’t I access the application to upload supporting documents?**
- The applicant has logged in and changed the password. You will need to either contact the applicant to find out the new login details or ask for the account to be reset by emailing pg-admissions@york.ac.uk

**Q2 I am trying to upload some documents, but the system won’t let me. Can you help?**
- The most common problem is that the file is too large. The maximum size is 1MB. If you really can’t upload a document, then it can be e-mailed to pg-admissions@york.ac.uk but this should only be a last resort.

**Q3 How long does it take to process a postgraduate application?**
- It typically takes 6 weeks to receive a decision after we have all the required documentation (this doesn’t include proof of English language). Admissions decisions cannot usually be made on incomplete applications with the exception of applications missing English language certificates and references.
- Departments that operate recruitment rounds give dates by which decisions will be released.

**Q4 If my applicant requires a special offer letter for a scholarship application, is that possible?**
- The only offer letter produced by Postgraduate Admissions is the standard offer letter available through the You@York applicant portal. If any additional information is required eg for an application to a scholarship body, then please request this information from the relevant academic department.
5. **You@York** for Undergraduate and Postgraduate Applicants

You@York is a personalised applicant portal used by all academic departments.

You@York is available to:
- All undergraduate offer holders
- All undergraduate applicants to the Department of Chemistry
- All postgraduate applicants and offer holders

Applicants receive their username and password by email.

**When do I get my log-in details to You@York?**

- Undergraduate offer holders receive their username and password when they receive their offer letter from the University of York
- Undergraduate Chemistry applicants receive their username and password after we receive their application from UCAS
- Postgraduate applicants receive their username and password after we receive their application from Select.

It is important for applicants to check their You@York account regularly as this is how we will communicate any important information to offer holders.
5.1 HOW APPLICANTS/AGENTS CAN USE YOU@YORK

You@York allows applicants/agents to manage and track their York application. For example they can:

- Upload supporting documents (e.g., academic transcripts, English language certificates, etc)
- View their offer details
- Apply for pre-sessional English language courses offered by York’s Centre for English Language Teaching (CELT). If eligible, the option for a CELT course will appear on an applicant’s You@York portal after they have accepted the offer for the programme they have applied for. (Select the ‘Pre-sessions’ tab).
- Since CELT courses fill quickly, we recommend that interested applicants reserve their space as soon as possible. Full tuition fees for CELT courses must be paid at the point of accepting a CELT offer. CELT refunds can only be given if an applicant cancels their place 6 weeks or more before the expected CELT start date.
- Apply for a Tier 4 CAS
- View the ATAS statement for those degree programmes which require ATAS clearance
- Take part in online offer holder events (depending on availability)
- Book visits to the University (UG applicants only)

5.1.1 APPLYING FOR A PRE-SESSIONAL PROGRAMME VIA YOU@YORK

Once an offer holder has accepted their offer in You@York any pre-sessional programmes they are eligible for will be listed in the ‘Pre-sessions’ tab in You@York. The offer holder will then be able to make an application by clicking on the pre-sessional programme link.
5.2 HOW IS YOU@YORK USED?

We will provide information about an individual’s application through You@York. Certain types of correspondence between the University and applicant will be stored there. We will also send information to the applicant about actions they may need to take in relation to their application.
6. Payment of agent invoices

Contact: Mrs Jill Binks
international-agents@york.ac.uk
+44 (0)1904 323037

Commission for enrolled students can only be paid to agents if:

- either a completed Confirmation of Services (COS) form has been completed (see Appendix 1). The agent should complete a COS form at the point of counselling the applicant, for both undergraduate and postgraduate programmes. They must keep all copies on file. Please note, we do not require copies of the COS forms until students have enrolled in October.

- or the agent’s name has been selected on the Select online application (postgraduate applicants only).

Key points on commission payments:

- Agents are to only submit commission invoices between October and the middle of January. You will be advised via email on the submission procedures and deadlines in September. Any invoices received after the advised deadline will not be paid until the following year.

- Where students are externally sponsored and paying reduced tuition fees to the University of York, commission will only be paid on the net tuition fees, not the full tuition fee amount.

- Where students receive a University of York scholarship/award which reduces the tuition fees, commission will be paid on the full tuition fee amount.

6.1 Step-by-Step Guide to Submitting Commission Invoices for Full Degree Programmes at York

In late September/early October, you will receive our email Agents’ Newsletter bearing a notification on the submission deadline for commission invoices for the 2014-15 academic year.

From 1 October, email international-agents@york.ac.uk a spreadsheet with the list of students for whom you wish to claim commission.

The spreadsheet should contain the following information:

- student ID/application number (XXXXXXXXX)
- first name
- family name
- date of birth
- degree programme
- fee paid
- commission due

The International Team will verify that students have registered at the University and have had their visa verified.

Please allow up to 4 weeks for us to carry out all cross-checking.

We will then send you a final list from which you can prepare your invoice.

Once we have received the correct invoice, we will endeavour to pay the amount due by bank transfer within 30 days.

Invoices will only be paid if we are satisfied with the proof of agent representation, ie as indicated on Select during application or a completed COS form.
7. Legal matters

7.1 DATA PROTECTION ACT 1998

This law applies to the personal data we have about living individuals. The University must comply with the rules of information handling including maintaining student data securely and processing and disclosing data within its Data Protection notification. Personal data include addresses, telephone numbers, and previous institutions, as well as grades and sensitive personal data including ethnic origin.

7.2 HOW THE DATA PROTECTION ACT 1998 AFFECTS YOU

When a student makes an application to the University, this act applies immediately. While we will update you if you request an update for a specific person who is in our system as one of your applicants, we cannot give information about any aspect of the student to any other person (including family members) without obtaining permission from the student first.

After the student has fully registered, the same law applies. We will confirm only the following:

- if the student is registered or not
- the date they started and their expected completion date.

We cannot update representatives or other third parties (including their parents) with any other information without obtaining permission from the student first.

After a student has left the University, we will confirm dates of attendance and the details of academic award (but not the grade).

For more information, visit york.ac.uk/media/recordsmanagement/documents/dataprotection/docs/Data%20Protection%20Policy.pdf

8. University of York Anti-Bribery Policy

The Bribery Act 2010 came into force during 2011, replacing a number of older laws and creating a single comprehensive code in relation to bribery and corruption. The Act creates new offences and places responsibility on organisations as well as the individual. The Act covers any country in the world and also includes any bribes paid by third parties on behalf of the organisation. The Act also covers the acts of agents or associates acting on behalf of the organisation. The penalties are severe with potentially unlimited fines and the possibility of imprisonment up to a maximum of 10 years for individuals.

The Act creates two new offences:

8.1 BRIBING A FOREIGN OFFICIAL

A person is guilty of the offence if their intention is to influence the official in the official’s capacity as a foreign public official. Foreign public officials include government officials and those working for international organisations. The offence does not cover accepting bribes, only offering, promising or giving bribes. It does not matter whether the offer, promise, or gift is made directly to the official or through a third party.

8.2 FAILING TO PREVENT BRIBERY

The Bribery Act introduces a new offence for commercial organisations of failing to prevent bribery by persons associated with them. This is committed where a person associated with the organisation commits an act of corruption with the intention of obtaining or retaining business or of obtaining or retaining an advantage in the conduct of business. A person is deemed to be “associated” if he or she performs services for or on behalf of the company or partnership, without regard to whether the person is an employee, agent or subsidiary company. There is a statutory defence if the organisation can show that it had in place “adequate procedures” designed to prevent bribery.
8.3 OFFENCES UNDER THE ACT

The Act creates four offences. The first three are offences that are committed by individuals:

- promising or offering a bribe
- requesting, agreeing to receive or accepting a bribe
- bribing a foreign public official and
- a corporate offence of “failure to prevent bribery” by “persons associated” with an organisation.

8.4 DEFINITIONS

A traditional definition of bribery is the receiving or offering of undue reward by or to any person whatsoever in a public office, private employee, colleague or representative of another organisation in order to influence their behaviour in office and to incline them to act contrary to known rules of honesty and integrity.

8.5 POLICY STATEMENT

The University of York Anti-Bribery Policy applies to all staff and officials of the University Group including all staff and officials of all subsidiary or associated companies. The Policy also includes third parties such as agency workers, consultants, subcontractors and others working on behalf of the University irrespective of their location, function or grade.

The University does not wish to stifle the development of good working relationships with suppliers, agents, contractors or officials; however, the actions must be transparent, proportionate and auditable.

The University expects our staff, officials, business partners, agents, suppliers and contractors to act with integrity and without any actions that may be considered as an offence within the meaning of the Bribery Act 2010.

University employees or any other person working on behalf of the University must not:

- offer or make a bribe, unauthorised payment or inducement of any kind to anyone
- solicit business by offering a bribe, unauthorised payment or inducement to a third party
- accept any kind of bribe, unauthorised payment or inducement that would not be authorised by the University in the normal course of events.

University employees or any other person working on behalf of the University must:

- refuse any bribe, inducement or unauthorised payment that is offered, in a clear manner that could not lead to any misunderstanding
- report all such offers received under the University’s Public Interest Disclosure (PID) policy and procedures
- report all perceived or potential breaches of the Anti-Bribery Policy to the Registrar and Secretary under the PID policy which can be found here on the University website york.ac.uk/admin/hr/resources/policy/public_interest.htm.
8.6 HOSPITALITY AND GIFTS

The occasional exchange of business gifts, meals or low level entertainment is a common practice and is meant to create goodwill and enhance relationships. However, if the receipt of business courtesies becomes excessive, it can create a sense of personal obligation on the part of the recipient. Such sense of obligation can interfere with the individual’s ability to be impartial in the transaction.

Staff may accept business courtesies, but such courtesies must be modest enough not to interfere with the ethical judgement of the member of staff and must not create an appearance of impropriety. Corporate hospitality and gifts (whether received or provided) must be transparent, auditable and proportionate. Modest gifts and hospitality may be accepted unless an inducement is intended or suspected.

If a gift or hospitality is not in keeping with circumstances, then every effort must be made to refuse the offer without offending the person or organisation making the offer. If the gift cannot be refused it should be declared on return to the University to a central register held by the University.

Any gift or hospitality received or given must not have any influence or intention to influence the party receiving the gift or hospitality.

In no circumstances must any gift of money be made or received by an official of the University.

8.7 REPORTING

The University takes compliance with the Act very seriously and any known or perceived breach of the Policy or Act should be reported immediately to the Registrar and Secretary under the procedures outlined in the University Whistle Blowing Policy.

Any breach of the procedure, policy or law will be treated as a disciplinary offence and may result in dismissal following investigation.

8.8 REVIEW

This Policy will be reviewed by the Operations Group annually or as and when any legislative changes occur to ensure compliance with one of the principles of the Act.


This law gives everyone a general right to access information held by the University. The University of York is a public institution and some of our funds come from the UK Government, so the Act allows any member of the public to ask us anything about any aspect of our business.

We are prepared for most of these questions and our information systems are designed so that we can answer them quite easily. The person who requests the information does not have to say how they will use the information and the University must respond within 20 working days. We do not answer every question, particularly if the information is commercially sensitive or about highly sensitive issues.

9.1 HOW THE FREEDOM OF INFORMATION ACT 2000 AFFECTS YOU

Requests regarding agents might include the commission payments the University makes to companies, including bonus and target information.

Every request for information is treated sensitively. If necessary, legal advice will be sought. However, we will not disclose commercially sensitive information – details about payments to individual businesses are never given. Instead, we will give overall payment amounts for broad geographical areas, which would not reveal individual payments.
Confirmation of Services form

UNIVERSITY of York

CONFIRMATION OF SERVICES PROVIDED TO AN APPLICANT ON BEHALF OF THE UNIVERSITY OF YORK

AGENCY NAME:

CITY & COUNTRY:

NAME OF STUDENT: (Given Name/Family Name)

______________________________

STUDENT NUMBER: __________________________

DATE OF BIRTH: (dd/mm/yyyy) __________ / __________ / ________________

DEPARTMENT AND COURSE APPLIED FOR: __________________________

I hereby confirm that the above named applicant has received pre-application guidance on applying for a course at the University of York.

SIGNATURE OF STUDENT: __________________________

SIGNATURE OF AGENT: __________________________

DATE: __________ / __________ / ________________

AGENT STAMP

This form should be sent to the International Team, University of York, York, YO10 5DD, UK. If an application is made online, this form should be sent by fax or email to international-agents@york.ac.uk;
UNIVERSITY of York

International Team
Student Recruitment and Admissions
University of York
The Stables York YO10 5DD
United Kingdom

+44 (0)1904 323534
international-agents@york.ac.uk
york.ac.uk/international

31404 – york.ac.uk/design-print-solutions