

## SWANSEA UNIVERSITY ADMISSIONS POLICY

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## **A. INTRODUCTION**

This document sets out the University's code of practice (including policies, procedures and related information) for the admission of students to both undergraduate and postgraduate (taught and research) programmes. It provides information on the authority and responsibilities of those involved in the process and outlines how any disputes will be resolved.

Admission to the University is solely at the discretion of the University.

The overriding policy on admissions is to support the University's Mission and Strategic Objectives (a copy of which can be found at <https://www.swansea.ac.uk/the-university/vision/>).

The University will at all times seek to operate procedures that are fair and are in accordance with the law of the United Kingdom, the University's Charter, Statutes, Ordinances and Regulations, and the rules of natural justice. This includes specific compliance with legislation relating to discrimination (e.g. Equality Act 2010, Race Relations Amendment Act, Sex Discrimination Act and the Disability Discrimination Act, etc.)

The University's admissions procedures also pay due regard to guidance regarding good practice issued by other bodies, including the Quality Assurance Agency's Code of Practice and UCAS Good Practice Resources, and such documents and directives as may be issued by the Government, the Higher Education Funding Council (Wales) and the Research Councils.

## **B. Structures and Processes**

### **B1. Admissions Policy**

The University's Admissions Policy is reviewed on an annual basis by the Recruitment and Admissions Committee. The Policy, as approved by Senate, is as follows:

*"Our Admissions Policy is to encourage the enrolment of students who have the potential to acquire a broad range of complex and new skills; to master an extensive body of advanced knowledge and, above all, to undergo a period of rigorous intellectual development culminating in the award of a University qualification.*

*The University welcomes applications and enquiries from people regardless of age, ethnic or national origins, race, religion, gender, sexual preference, marital status, family responsibility, physical or sensory disability, and political or religious beliefs and activities unless those activities are unlawful or contrary to the policies of the University.*

*When considering a candidate's suitability for admission, the people delegated with the task of recommending students for admission will pay due regard, as appropriate, to previous academic performance; prior experiential learning; availability (or lack) of suitable learning opportunities and resources; current programmes of study; assessments by referees, educational psychologists or medical practitioners; records of achievements; evidence of commitment and motivation; quality of written work; performance at interview or under examination conditions. The selectors shall also take into account the candidate's ability to contribute to the cultural, sporting or social life of the University and the community.*

*We recognise that although they may well satisfy some or all of its criteria for selection, certain candidates may have to be denied admission because of the intensity of competition for a limited number of places."*

## **B2. General Principles of Admission**

- that the University's Admissions Policy be adhered to;
- that the review and implementation of this policy be overseen by the Recruitment and Admissions Committee, chaired by the Dean of Student Admissions;
- that the Registrar be legally responsible for the admission of students;
- that the Vice Chancellor will delegate overall authority for admissions-related matters to a Pro-Vice-Chancellor or other senior staff member who will be responsible for ensuring the integrity of the admissions process and that the University meets its admissions targets;
- that College/School admissions targets will be agreed by Heads of College/School in conjunction with the Planning and Strategic Projects Unit in January each year;
- that the Head of College/School should appoint Admissions Tutors, ensure that they understand and support the University's Admissions Policy and the skills and qualities which are appropriate for relevant programmes, and are given sufficient time, training and resources to carry out their responsibilities effectively;
- that the Head of Admissions should appoint a professional admissions team who will be responsible for implementing the selection process for individual programmes on behalf of Colleges/Schools;
- that it is the responsibility of Admissions tutors and College MRI staff to liaise with the admissions team to agree on selection criteria, to advise on appropriate selection decisions and to recommend any changes to selection policy and procedure in light of experience;
- that formal offers of admissions and statements confirming that a student has been admitted may only be made by or via the relevant Admissions Officer (as delegated by the Registrar) or by appropriate staff at overseas recruitment events following consultation with the Admissions Office;
- that the Head of Admissions, or his/her representative, be administratively responsible for all aspects of the formal admission of applicants, including all liaison with external bodies and agencies concerned with the admission of students.

## **B3. Recruitment and Admissions Committee**

The primary purpose of the Recruitment and Admissions Committee is to oversee admission to the University and to develop policies for the University relating to the recruitment and admission of new students. The Recruitment and Admissions Committee reports to Senate.

The main responsibilities of the Committee include:

- To develop strategies for the recruitment of students;
- To oversee admission to the University;
- To review the admissions policy and principles of admission on an annual basis to ensure that they enable the University to achieve its aims;
- To monitor the admission of students to ensure that the policy and principles of admissions are properly implemented;
- To ensure that Admissions Tutors are trained;
- To encourage consistency in admissions decision-making, and to ensure that this takes into account relevant student-related equal opportunities policies, e.g. disability, race equality;

- To review and develop admissions policies and procedures relating to widening participation in conjunction with SAILS;
- To advise the Planning and Strategic Projects Unit on setting University targets for the admission of new students and specific targets for each School/College within the University.

The Committee includes representatives from each School/College, from relevant Professional Services and from the Academic Standards and Quality Committee, Academic Regulations and Cases Board and Programme Management Board; plus student representatives.

#### **B4. Widening Access**

Like many other institutions, we are working to increase participation in and widen access to higher education by students with no previous family experience of university education and from disadvantaged groups. Each application is still considered on its merits to ensure fairness and consistency.

- a. We ensure a guarantee that all home (UK) Undergraduate applicants will be made a conditional offer for a course at Swansea University\* whereby we consider information from the application such as prior achievement, personal statement, predicted grades, reference and mix of subjects to set the terms of each offer. \*not applicable to professional courses. More details can be found online: [Undergraduate Guaranteed Offers - Swansea University](#)

- b. **Step Up to Swansea University**

Successful completion of the Step Up programme may lead to a reduced offer to applicants for certain Undergraduate programmes.

NB Candidates who have completed a similar compact or summer school with another university should send full details to the Admissions Office to assess whether they would be eligible for the same points reduction.

- c. **Care Leavers**

Swansea University is committed to providing support for children in care and those leaving care who want to go on to higher education. The support package for students who have been in care for more than 3 months and are in receipt of a Care Leavers' "Pathway Plan" includes financial assistance to attend open days or interviews; priority access to the Financial Contingency Fund, providing a grant of up to £1000 per annum and may lead to a reduced offer. More details can be found online: <https://www.swansea.ac.uk/campuslife/being-a-care-leaver>

### **C. Criteria for Admission**

#### **C1. Undergraduate entrance requirements**

In order to embark upon a full-time undergraduate programme of study, prospective students must satisfy a programme requirement (which is specified by the admitting department and which appears in the individual subject entries in the Undergraduate Prospectus and online) and hold GCSE English or Welsh at grade C or above (or equivalent).

Specific programme requirements for undergraduate programmes are usually expressed in terms of three GCE A-levels (some of which may be specified) at certain grades. However, the University will

consider a wide range of other qualifications including European, International and Welsh Baccalaureates, Advanced Diploma, Irish Leaving Certificate, SQA Advanced Highers, BTEC, Access to Higher Education Diploma and a range of international qualifications.

A table showing the acceptability of these qualifications can be found in the Undergraduate prospectus and online at <http://www.swansea.ac.uk/undergraduate/courses/entry-requirements/>

In addition to the above, individual Colleges and programmes within the University may set minimum entry requirements for levels of attainment at GCSE or equivalent, particularly in Mathematics. This information will be clearly stated within entry requirements for specific programmes online and in prospectus entries.

Candidates may, in special cases, be granted exemption from the programme requirement if recommended by a department as having reached the necessary entrance standard to enable them to start on the degree programme for which they have applied. This would usually be assessed by interview or assessment of a piece of written work.

## **C2. Postgraduate Entrance Requirements**

Entry requirements for postgraduate programmes are stipulated on course web pages but minimum requirements are *normally* a Bachelor degree qualification (equivalent to at least a UK Ordinary degree) from an “approved” institution (as defined by UK NARIC or previous approval by the University’s Matriculation Panel) with:

- Lower Second Class (2.2) or equivalent for entry to a Taught Master’s degree or Master’s by Research (including MRes)
- Upper Second Class (2.1) or equivalent for entry to a programme of research leading to the degree of MPhil/MD/PhD/EngD

In addition:

- Some Colleges require candidates for MPhil/MD/PhD/EngD to have successfully completed a Master’s degree prior to commencing their chosen programme of research
- Some programmes will have professional/statutory body requirements that have to be met in addition to standard University requirements.

Postgraduate applicants who do not hold the qualifications above may alternatively meet University entrance and matriculation requirements from one of the following:

- (i) Pre-Master’s degree from an approved institution for admission to an agreed taught programme of study; or
- (ii) Non-graduate entry (appropriate for taught master’s study, Master’s by Research and MRes only): Applicants who do not have a bachelor’s degree must instead have significant and relevant post-qualification work or other experience which has been assessed by the Admissions Selectors as appropriate for admission to the relevant programme. As a guide this might be at least 3 years’ full time experience if the highest qualifications are school Advanced level or 5 years if the highest qualifications are GCSE level. The relevance of the experience to the chosen programme will also be considered; or

- (iii) Via a recommendation submitted to the Matriculation Panel, for candidates who do not meet normal matriculation requirements.

### **C3. Entrance Requirements for the part-time BA Humanities programmes**

The part-time BA Humanities programme offered at Swansea University has no formal entry requirements, however students can be called for interview and asked to provide a written personal statement in support of their application

### **C4. English Language entrance requirements**

All students must demonstrate that they have achieved a required level of written and spoken English before starting their programme. Students whose native language is not English can demonstrate that an English language requirement has been met in two ways:

- Via an approved English Language test or alternative qualification listed at: <http://www.swansea.ac.uk/international/students/requirements/english-requirements/>
- Successfully completing an English Language Pre-sessional Programme at Swansea's English Language Training Services (ELTS) at the required level before starting the academic programme. More details can be found at: [www.swansea.ac.uk/ELTS](http://www.swansea.ac.uk/ELTS)

While the above tests and qualifications would allow students to be admitted to the University, International applicants should expect to undertake a short Test of English at enrolment to assess whether they might benefit from additional free English Language support and to help inform the English Language policy on the acceptability of alternative English language tests.

For more details, see the full English Language Entry Requirements policy at: [www.swansea.ac.uk/admissions](http://www.swansea.ac.uk/admissions)

### **C5. Other conditions of admission**

For programmes which involve interaction with children and/or vulnerable adults, the University requires applicants to pass an enhanced disclosure check via the Disclosure and Barring Service (DBS).

In addition, we require applicants for certain vocational or professional programmes (such as Nursing, Midwifery and Medicine) to demonstrate medical "fitness to practise" prior to admission.

The detailed entrance requirements for each programme (in the relevant prospectus or on the programme web pages) indicate whether any of these conditions apply. The applicants will also be advised of these additional conditions in an offer of a place.

## D. The Application Process

Swansea University has committed to treat Welsh and English languages equally and to ensure that the public have the choice to communicate with the University using either English or Welsh and to receive a service in their chosen language. Prospective students therefore are welcome to apply for a place in either the English or Welsh language. In addition, all prospective students will be asked to indicate whether they would like to receive communications in either English or Welsh and subsequent communications will be sent in that language. At enrolment students will be asked to reconfirm their preferred language for all future communications.

### D1. Applications

There are three main application routes for the majority of University programmes:

1. UCAS (Universities and Colleges Admissions Service) for students from the UK/EU applying for full-time undergraduate degree programmes: [www.ucas.com](http://www.ucas.com)
2. UCAS Teacher Training for those wishing to apply for postgraduate teacher training courses: <https://www.ucas.com/postgraduate/teacher-training/how-apply>
3. Directly to the University: <https://apply.swan.ac.uk/#/home> for all applicants for postgraduate programmes and international applications for undergraduate programmes

With the exception of:

- Legal Practice Course (LPC) or Graduate Diploma in Law (GDL): applications should be made through the Law Central Applications Board (LawCAB): [www.lawcabs.ac.uk/](http://www.lawcabs.ac.uk/)
- MSc Social Work and MSc Physicians Associate: applications should be submitted via UCAS [www.ucas.com](http://www.ucas.com)
- Joint degree programmes where the first year of the programme is taught at partner institution: applicants should be submitted directly to the relevant institution

All applications received by the relevant published deadline will be given equal consideration (e.g. 15 October for Medicine and 15 January for most other undergraduate programmes).

If an application is received after the relevant deadline and the course is full it may be rejected or considered for the next available intake.

### D2. Selection

The University is committed to providing a fair admissions system. All applicants for a programme are considered against the same admissions criteria. Where places are limited we offer places to those candidates who best meet our selection criteria and whom admissions selectors judge to have most potential to benefit from their chosen programme.



Methods of assessing applications vary between programmes and may include prior and predicted academic achievement, references, personal or supporting statements, interview, aptitude tests and research proposals. Selectors may also consider any exceptional individual circumstances or barriers to learning e.g. extended illness, where this information is included in an application.

Where programmes require interviews, tests or additional written work as part of their selection criteria we will make this explicit to candidates on the relevant programme pages in the prospectus and online.

We aim to make decisions or invite candidates for interview within 3 weeks of the application being received (NB applicants for Medicine & Nursing will be contacted directly by the Admissions Teams within each department).

### **D3. The offer-making process**

Where an applicant has applied through UCAS the University will communicate our decision through the official channels of UCAS, but the formal offer, including the full Terms and Conditions, will be sent direct to the applicant.

Where an applicant has applied direct to the University, a formal decision will be made and communicated direct to the applicant by the relevant Admissions staff.

An offer, whether conditional or unconditional, will be made in good faith taking into account information as supplied by the applicant and/or referee at the time of the application. In some circumstances, an offer may be conditional upon non-academic requirements e.g. a criminal records check via the DBS which is deemed satisfactory.

### **D4. Accepting an offer of a place**

Depending on the method of application, an applicant should accept their offer as follows:

- Applications via UCAS Apply – the offer should be accepted via UCAS as either the firm (first) or insurance (backup) choice
- Applications via UCAS postgraduate teacher training – the offer should be accepted via UCAS
- Direct applications or those made via Law CABS – offers should be accepted direct with the University as outlined in the offer letter

By accepting the offer of a place, candidates will be entering into a contract with Swansea University on the basis of the terms and conditions set out in the offer and in Swansea University's Terms and Conditions. Full details can be found at: [www.swansea.ac.uk/admissions](http://www.swansea.ac.uk/admissions)

### **D5. Cancellation Policy**

After accepting an offer of a place, applicants have a 14 day cancellation period within which they can cancel their acceptance without giving any reason; and any deposit or administration or other fees they have paid will normally be refunded in full. For more details see:

[www.swansea.ac.uk/admissions](http://www.swansea.ac.uk/admissions)

## **D6. Confirmation of results**

'Confirmation' refers to the period each year when the University receives examination and other results for applicants who have accepted Conditional offers. Applicants who achieve the requirements of their Conditional offer have their place automatically confirmed.

Applications from candidates who have not met the required grades exactly are reviewed and their places may be confirmed if space is available, although no guarantee is made that this will be possible.

All conditions of offers for undergraduate programmes must be met in full by 12 noon on 31 August of the admission year to guarantee a place. If conditions are met after this point we may be able to confirm a place for the following year.

The Confirmation procedure for most undergraduate candidates involves receiving and processing electronic data from UCAS which, in turn, receives and processes electronic results data from the examination boards. The University reserves the right to amend the offer in light of an electronic error.

The Confirmation procedure for postgraduate and international candidates involves writing to previous institutions for details of degree or other results, verifying English Language results via online verification services and writing to referees. If the information is not available direct, candidates are contacted to remind them of their outstanding conditions and to request that the relevant documentation is provided.

Applicants will be required to present their original certificates for inspection at enrolment where the University has been unable to obtain official verification of the award from the awarding body or institution.\*

*\*COVID-19 adjustments: while it is not possible for applicants to present documents in person, they are required to upload a photograph of their original certificate to their Apply portal where the University has been unable to obtain official verification of the award from the awarding body/institution.*

## **D7. Postgraduate Matriculation**

Matriculation is the formal admission of a candidate to a programme of study leading to a degree or other academic award of the University. Candidates who have not previously matriculated must provide evidence of their degree or equivalent qualification in the form of an original certificate or an official statement from the awarding institution or other body. Unless a candidate matriculates he/she is not eligible for examination and may be prevented, by the University, from continuing with the candidature at an appropriate stage within the academic year.

## **E. Information for applicants in specific circumstances**

### **E1. Admission of minors**

The University welcomes applications from people of all ages and applications will be considered on their individual merits. If an offer of a place is made to an applicant who will be under the age of 18 at the time of enrolment, certain legislative procedures may be necessary in order to fulfil the University's duty of care for students.

For applicants aged between 16 and 18 at the point of enrolment, this will involve the applicant's parent or guardian signing a declaration at the point of offer. Applicants aged under 16 at the point of enrolment will be considered on an individual basis and are likely to be required to be accompanied by a parent or guardian.

The full University policy for Safeguarding Vulnerable Groups, which includes the policy for the admission of minors can be found online at:

<https://www.swansea.ac.uk/media/Safeguarding-Vulnerable-Groups-Policy-2018.docx>

### **E2. Applicants with disabilities**

The University welcomes applications from students with disabilities and/or additional support needs. We encourage applicants to contact the Disability or Wellbeing Office as soon as possible to find out what type of support may be available to you and what information we need you to send us.

Applicants who declare a disability will be considered according to the same principles as for other candidates, then after an offer has been made candidates will be sent a questionnaire from Student Support Services requesting information about the nature of the condition and any support requirements. This is to ensure that the University is able to put into place any additional support and make any reasonable adjustments which may be required in time for the start of the programme. If applicants choose not to tell us about their disability, provide this information with short notice before their programme starts, or do not provide full information about it before their programme of study, we will do our best to help them, but we may not be able to provide the full range of support which might otherwise be available or there may be a delay in providing that support.

A small number of professional programmes such as Nursing, Medicine and Social Work confer eligibility to practise in the relevant profession. As a result, the University has a responsibility to the public, employers and the professions to ensure that prospective students are able to achieve the learning outcomes determined by the professional and statutory bodies and that they are "fit to practise". In these cases an offer would be made "subject to the approval of the Fitness to Practise Panel". Full details of which can be found on the web pages for the relevant programmes.

Students and prospective students from outside the UK should be aware that international students are not eligible for the UK Disabled Students' Allowance. Students are advised to contact their home Government for information on any funding that may be available as a disabled student. Students on exchange programmes should seek funding from their 'home' institution.

Students on short programmes of study are also unlikely to receive Disabled Students Allowance funding.

The Disability Office/ Wellbeing Service strongly advise International students and students on short study programmes to contact the relevant University service before making a formal application to the University. This will give students the time to fully explore and understand the support they will need and the extent to which the University can provide it.

### **E3. Applicants with criminal convictions**

Swansea University aims to promote equality of opportunity for all applicants with the right mix of talent, skills and potential and, as such, Swansea University welcomes applications from diverse candidates.

We ask applicants to disclose the details of relevant previous offences so the University may assess whether, and to what extent, this may affect the safety and wellbeing of staff, students, visitors and others using our services or facilities and/or someone's suitability for a programme. Having a conviction will not necessarily bar applicants from a place on their chosen programme. This will depend on the programme and the circumstances and background to the offence(s).

Applicants will be asked to tell the University about any criminal convictions that they might hold at different points in the admissions process depending on the nature of the programme of study:

#### **E3.1 Programmes in Education/Childhood Studies, Health, Medicine and Social Work**

Candidates who apply for programmes which involve working with children and/or vulnerable adults will be asked to declare all convictions or cautions (verbal or written) on their application form, even those which are considered "spent" by the Rehabilitation of Offenders Act; apart from those which would be "filtered" under 2013 DBS guidelines (for more information on "filtered" convictions see: <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>)

If an applicant who had declared a conviction is successful at interview an offer would be made subject to an assessment by the "Fitness to Practise Panel" of suitability for the programme and applicants will be asked to complete an enhanced criminal records check via the Disclosure and Barring Service (DBS)

#### **E3.2 Other Programmes**

After receiving an offer applicants for other programmes will be asked to disclose any "unspent" convictions which are considered "relevant".

**Relevant** convictions are those which have implications for universities' duty of care towards the safety of their students, staff and visitors. This includes convictions involving violence, sexual offences and supply of drugs; as well as offences involving firearms, arson and terrorism.

Applicants are not required to tell us about 'spent' convictions as defined in the Rehabilitation of Offenders Act 1974.

If the case requires further consideration, the Head of Admissions will take the case to the University's Criminal Conviction Panel made up of senior representatives of the University from Student Services, Academic Services and Admissions for secretarial support.

Using the information provided the panel will assess the risk to other students, staff and others with whom the applicant may come into contact and University property taking into account:

- The nature of the offence(s) and whether it is relevant to the programme of study
- How long ago the offence(s) took place
- In the event of more than one offence, whether each was a single occurrence or part of a series of similar occurrences
- The recommendations of any referees, any mitigating circumstances, and aggravating circumstances

Depending on the assessment of the risks associated with the conviction, the University may:

- Confirm the place on the programme, provided that the applicant meets any conditions specified in the offer;
- Attach additional conditions of admission/enrolment on the programme; or
- Cancel the offer and acceptance.

Any applicant who receives a caution or conviction after applying and before the date of enrolment to the University should inform the Admissions Office without delay. If a student is convicted after enrolment he/she should inform the Director of Academic Services immediately.

For more details, see the full policy on the Recruitment of Students with criminal convictions at: [www.swansea.ac.uk/admissions](http://www.swansea.ac.uk/admissions)

#### **E4. Applicants seeking deferred entry**

The University generally welcomes applications from students who intend to defer their entry for a year (a gap year). However, there are a small number of programmes which do not allow deferred entry because of the limited number of places available. These currently include Medicine and Midwifery. Applicants are advised to check programme entries online for details of the acceptability of gap years before submitting an application or requesting deferred entry.

We will normally consider two requests for deferred entry. If the candidate wishes to defer for a third time they would be asked to submit a new application.

#### **E5. Recognition of Prior Learning (RPL)**

Undergraduate and taught postgraduate applicants who wish their prior learning to be taken into consideration for part-exemption of their chosen degree or postgraduate programme should contact the relevant Admissions Selector in the first instance.

The University recognises 3 types of prior learning:

- a) Credit Transfer** - Where the credits or qualification have been awarded by a UK higher education institution as part of a formal qualification or by a non-UK institution as part of an equivalent qualification. Credit transfer is only possible where the prior learning covers the same subject area and should normally have been completed within the previous 5 years;
- b) Recognition of Prior certificated Learning (RPcL)** - prior learning (such as professional development awards or employment-based awards) which is at higher education level but which has not led to the award of HE credits or a qualification;

- c) **Recognition of Prior experiential Learning (RPeL)** – where learning gained through experience is assessed and recognised.

Applications for RPeL and RPeL will incur an administrative fee amounting to 10% of the module fee for any modules considered for RPL.

For Undergraduate programmes, the maximum number of credits which may be accepted to count towards an initial degree shall be:

\*not more than 240 i.e. candidates must normally pursue at least 120 credits in Swansea. Where the maximum transferable credit has been accepted, the remaining credits to be pursued must be at Level 6 or above, or

\*a maximum of 120 credits via "experiential" or "certificated" (e.g. professional qualifications)

For Postgraduate programmes, it is normally only possible to gain up to one third of the total credits of the programme via RPL (e.g. 60 credits of an MSc/MA programme). However, some exceptions apply for individual programmes such as the Legal Practice Course.

For more details, see the full RPL policy at: [www.swansea.ac.uk/admissions](http://www.swansea.ac.uk/admissions)

## **E6. Applicants wishing to reapply**

Admissions Selectors decide whether to consider a re-application and it should not be assumed that they will always consider a re-application. The University reserves its right to draw upon information from previous applications (including correspondence, personal statements, references and performance at interview) or information from any previous period of enrolment at the University when assessing candidates' suitability for a programme.

Applicants who have previously failed a programme of study at Swansea University and wish to reapply should apply in the normal way (via UCAS or online as appropriate). Applications will be considered by the Admissions Selectors, taking into account completed qualifications and information from the previous period of study. Candidates would be considered for the same or a cognate area of study only in exceptional circumstances, and would need approval of the Dean of Student Admissions or nominee.

## **E7. Applicants requiring a visa to study in the UK**

Most International applicants will require a visa to be able to study in the UK and confirmation of his/her place and the issue of a Confirmation for Acceptance of Studies (CAS) will be subject to compliance with relevant aspects of the UK Home Office's Student Route sponsor guidance and University guidance relating to the admission of Student Route applicants.

Applicants who require a Student Route visa to study in the UK must pay a deposit of £4000 prior to receiving their CAS. Outside the 14 day cancellation period, the deposit is only normally only refundable if applicants are refused a visa to study full time in the UK or if they fail to meet the University's entry requirements. The deposit can be deferred to a future year of study. This is in line with the University's policy on Tuition Fee Deposits, which can be found at:

<http://www.swansea.ac.uk/undergraduate/fees-and-funding/tuition-fees/refunds-policy/>

As the University has duties and obligations under the Points Based Immigration system, if visa requirements change or if it is found that applicants are not eligible for a visa (for instance if they cannot meet UKVI academic progression or credibility requirements) after an offer has been made the University may be forced to withdraw an offer of a place.

#### **F. Feedback, appeals and complaints**

Applicants who are unsuccessful in securing an offer of a place at the University may request feedback on the reasons for rejection by writing to the Admissions Selector within 28 days of the notification of the decision. Feedback will be provided with reference to the selection criteria for the programme. Applicants may re-apply in the following year, having taken the feedback into consideration.

We aim to consider all applications fairly and effectively in line with our procedures. However, if an applicant is dissatisfied with the outcome or treatment of an application, then he/she should raise the concerns with the Admissions Office. If, after this, the candidate is still concerned he/she may use the Complaints and Appeals Policy for Applicants which can be found online at:

<https://www.swansea.ac.uk/admissions/complaintsandappeals/>

#### **G. False or misleading information**

Applicants should not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process, including after an offer is made. Should this occur the University reserves the right to cancel an application, withdraw an offer of a place and/or revoke the enrolment should the information come to light after the start of term. Further details can be found online at:

<http://www.swansea.ac.uk/admissions/inaccurateinformation/>

#### **H. University use of applicant data**

The information contained in an application will be used primarily for the purpose of processing the application and creating the student record. This information will also be used to make statutory returns to bodies such as the Higher Education Statistics Agency (HESA).

All data is held and processed in accordance with the requirements of the EU General Data Protection Regulation (called "GDPR") and the Data Protection Act 2018. Applications are normally confidential between the applicant, appropriate staff at the University and in the case of International applicants, the Home Office UK Visas and Immigration. In some cases application data may also be shared externally where programmes have been developed in collaboration with third party organisations and where staff who are external to the University have a role in the admissions selection process. In the interests of detecting and preventing fraud, the University also has the right to share information with outside organisations such as the Police, local authorities, examining or awarding bodies, and the Department for Work and Pensions and its agencies.

Full information on how the University collects and uses personal data of prospective students, and the retention schedule can be found online at:

<https://www.swansea.ac.uk/admissions/applicantdataprivacystatement/>

The University's policy on the use and storage of Disclosure and Barring Service criminal records checks can be found online at: <http://www.swansea.ac.uk/admissions/criminalrecordchecks/>

## **I. Responsibility of applicants in the admission process**

### **11. Provision of information**

It is the responsibility of applicants to provide full and accurate information in support of their application. Applicants should also notify the Admissions Office without delay of any changes or corrections to information supplied in the original application.

### **12. Terms and Conditions of offers**

By accepting the offer of a place, candidates will be entering into a contract with Swansea University on the basis of the terms and conditions set out in the offer and in Swansea University's Terms and Conditions: [www.swansea.ac.uk/admissions](http://www.swansea.ac.uk/admissions)

### **13. Fees and deposits**

Students are responsible for the payment of their own fees and debts. The University may agree to a request to invoice a third party for any fee or debt (for example the Student Loans Company, a Local Authority, Funding Council or other Sponsor). This does not affect the ultimate responsibility of the student for paying the fee or debt.

Some postgraduate programmes of study require the payment of additional "bench" fees (i.e. linked to laboratory use). Where this is the case the additional fees will be outlined in the offer of admission and will be payable on the same basis as a standard tuition fee.

The University complies with Home Office guidance on the classification of students as "Home" or "Overseas" for tuition fee purposes.

For certain professional programmes (e.g. the Legal Practice Diploma and Graduate Diploma in Law), the University, in consultation with the School/College concerned, may charge a non-refundable deposit, to be off-set against the tuition fee, when an applicant accepts an offer of a place.

In order to comply with UK Visas and Immigration regulations on the admission of International Students, the University requires International Students to pay a non-refundable deposit towards their tuition fees before they can be issued with the necessary documents to enable them to apply for a student visa to allow them to study in the UK. More information can be found online at: [www.swansea.ac.uk/admissions](http://www.swansea.ac.uk/admissions)

### **14. Applicant Conduct**

Swansea University is committed to our professional values in all interactions with our applicants.

The University will also expect applicants to interact with the University and its community in a respectful way. The University will not tolerate inappropriate, offensive or abusive behaviour during the admission process or communications deemed to be malicious and that have the potential to bring the University's reputation into disrepute. Any such behaviour will be viewed seriously and may adversely affect the consideration of an applicant for admissions, an appeal or a complaint.



The University will normally warn an applicant if their behaviour, communication or interactions are judged to be inappropriate prior to taking any further action, but may in extreme cases take action with no warning. Such actions may include rejecting an application made, or withdrawing an offer made. Conduct that constitutes a criminal offence may also be reported to relevant authorities.

## **J. Disclaimer**

The University makes every reasonable effort to ensure that the information provided in prospectuses, brochures and online is both helpful and accurate as at the date of publication. However, some changes, for example to programmes, study location, placement opportunity, facilities or fees may become necessary due to legitimate staffing, financial, regulatory and academic reasons. We will endeavour at all times to keep any changes to a minimum and to keep prospective students informed appropriately. Any changes to the information contained in prospectuses and online programme web pages will be updated quarterly at [www.swansea.ac.uk/undergraduate-programme-changes](http://www.swansea.ac.uk/undergraduate-programme-changes) and [www.swansea.ac.uk/postgraduate-programme-changes](http://www.swansea.ac.uk/postgraduate-programme-changes)

### **J1 Withdrawal or Amendments to programmes**

In some exceptional circumstances it might be necessary for the University to withdraw or suspend programmes. This will not happen less than 5 months before enrolment. If your programme is withdrawn or if fundamental changes to your programme are made after you have accepted your offer, the University will take reasonable steps to give you early notification of the programme withdrawal / those changes and minimise their impact by offering a suitable alternative programme (if available and subject to you satisfying the entry requirements for the programme) or helping you find an alternative programme or university. You will also be entitled to withdraw from your programme and apply for a refund or partial refund of any tuition fees you have paid.

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