

Admissions Policy 2027/8

Introduction

The Admissions Policy (the Policy) provides the basis for admissions practice across the University for admissions activity pertaining to applicants applying to start in the 2027/28 academic year.

The specific aims are to:

- Identify the principles and a common approach for management of the admissions process, which is fit for purpose for all relevant applicant groups and is informed by good practice.
- Articulate the roles and responsibilities of each part involved in the admissions process
- Ensure the compliance of the University's admissions process with the QAA Code of Practice.

The good practice principles and ethos identified in this document apply equally to all categories of applicants who submit an application to study at University, though the university recognises that, for particular study opportunities, some aspects of the detailed guidance may not be relevant to an individual application.

Responsibility for compliance with the Admissions Policy and Procedures lies with individual members of staff, either in a central or devolved School based role, who have a role to play in the admittance of students into the institution. All staff with admissions responsibility must be familiar with the Policy, and associated Procedures relevant to their areas of responsibility. The University will provide admissions staff with appropriate guidance, training and support.

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Section 1 – The Admissions Policy for the admission of students

1.1. Principles

1.1.1 This policy lays out York St John University's (the University) position on key matters relating to recruitment and admission. Except where explicitly stated otherwise, it applies to all applications both full time and part time to all of our undergraduate, postgraduate (taught) and postgraduate (research) courses. This includes qualifications at certificate, diploma and degree level.

1.1.2 This policy is underpinned by our institutional strategic priorities, which are articulated through our [strategy](#).

1.1.3 The University seeks, and highly values, diversity within the student community. We endeavour, through our policies to ensure that all of our students are given the opportunity to achieve their potential through studying at degree level and beyond. In line with this objective, the University is committed to recognising both academic and other personal and professional achievements of each applicant.

1.1.4 The University is committed to ensuring equality of opportunity for all our students. We recognise that the University community is enriched by a diverse student body. In no circumstances will a potential student will be excluded from entry to any University course as a result of discrimination on the grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including colour, nationality, ethnic or national origins), religion or belief, sex or sexual orientation.

1.1.5 In accordance with our commitment to fair admissions, selection is made on the basis of a variety of criteria. Evidence of suitability for study includes academic achievement, professional and personal experience and potential to succeed on the intended course of study. The University welcomes applications from candidates from all backgrounds. We recognise that student potential is not always evident simply through formal academic qualifications and we particularly welcome applications from those who are currently under-represented within higher education.

1.1.6 The University is committed to continuous improvement to ensure that there is a consistently high standard of administration leading to open, effective and efficient processing.

1.1.7 The Admissions Policy aims to be fair to all applicants and to meet the legal obligations applied through relevant legislation and University policies.

2. Authority and responsibility

2.1 The University admissions process is governed by the Admissions Policy and associated policies and documents as referenced further in Section 9. The respective elements of the Policy represent the University's regulatory framework for admissions practice.

2.12 The admission of candidates in a particular course of study is ultimately the responsibility of the Director of Marketing, Student Recruitment and Admissions and such authority is normally devolved to the Head of Admissions.

2.13 All University staff responsible for taking admissions decisions discharge that responsibility according to the University Admissions Policy.

2.2. Applicants responsibilities

2.2.1 The University expects applicants to be aware of their responsibilities in ensuring that the application and admissions process is carried out effectively. Such responsibilities include amongst other things, an awareness and engagement with the relevant University regulations, requirements and procedures which are detailed [here on our website](#).

2.2.2 Applicants to the University should make themselves familiar with the relevant regulations, processes and timescales associated with each stage of admission to the University

2.2.3 To make a complaint; such processes will be undertaken in accordance with University Applicant Appeals and Complaints Policy.

2.2.4 Applicants who request feedback will refer to in section 3.13 of the this policy.

2.2.5 International applicants will ensure they are fully aware of and understand the current student visa related policy guidance and its implications. It is the applicant's responsibility to comply with the guidance and applicable government requirements to secure student visa to study in the UK.

Section 3 – The Admissions Policy for the admission of students

3.1. The aims of the Admissions Policy are to ensure that:

- i. All applicants are treated equally, fairly and consistently
- ii. Applicants are appropriately informed throughout the admissions process
- iii. Clear decision making by applicants and the University is assured National, regional and University strategic objectives are recognised.
- iv. National, regional and University strategic objectives are recognised.
- v. Students are recruited who will engage with and contribute to the University community, both intellectually and culturally.

Section 4. Admissions entry criteria

The admission of any student will be determined by an assessment of the potential of the student to contribute to, and benefit from, their proposed course of study and by academic, personal, professional and other relevant criteria. Actual or predicted performance in public examinations is a key indicator of academic potential for degree level study.

4.1. Processing of applications

4.1.1 The University will process applications as effectively and promptly as possible.

4.1.2 The University ensures that the appropriate briefing and training is given to all involved in the admissions process.

4.2. Minimum Entry Requirements

4.2.1 The University requires all students entering the University for an Undergraduate Course to meet its minimum entry requirements however, in some cases the University may choose to waive the minimum requirements and make an unconditional offer to the

applicant. In such instances an unconditional offer would only be made to applicants who demonstrate excellence in portfolio or interview or qualify via the [Contextual Offer Scheme](#)

4.2.2 Unless otherwise stated, the minimum entry requirement is as follows

4.2.3. Two passes at A level (where each A level is a 4 or 6 unit award) / pass in a 12 unit AVCE or a combination of the two qualifications, plus three other subjects at GCSE Grade C or above, including English Language;

Or

A T Level / BTEC (QCF) at Diploma or Extended Diploma, plus three other subjects at GCSE Grade C or above, including English Language

Or SCQF Level 6 National Certificate, plus three passes at Standard level including English language

Or

Three Scottish Highers level passes at Grade C

Or

Four Irish Higher level passes at Grade C including English Language.

Or an equivalent alternative to the above as agreed by the Head of Admissions.

4.2.4 Although entry requirements are quoted as UCAS tariff points in the University prospectus and in UCAS Entry Profiles, conditional offers will be made in the context of the qualifications being studied and offered for assessment for entry.

4.2.5 Alternative entry criteria have been approved for applicants who have been out of education for a minimum of 3 years and who do not meet the normal minimum entry requirement conventionally. Please see our [Mature Entry Offer Scheme](#)

4.2.6 The University recognises a wide range of qualifications for admissions purposes. As far as possible, details of approved qualifications are included in the University's online prospectus, but the Admissions office is also able to advise on the acceptability of particular qualifications. An offer to an applicant without a recognised qualification requires the approval of the Head of Admissions.

4.2.7 Specific entry requirements in addition to this minimum requirement may be specified for individual courses and include subject specific elements. These are established in accordance with any individual course requirements and will be clearly represented on the University website on individual course pages

4.2.8 Individual courses reserve the right to judge the relevance and acceptability of any qualification or individual subject when considering an application, in consultation with the Head of Admissions

4.2.9 Typical entry grades and subject requirements are notified annually in the prospectus, on the web (<http://www.yorks.ac.uk/>) and in current course literature.

4.2.10 The University normally takes into account achievement in any specific A level or GCSE (or equivalent) subject. Subjects that would be excluded from any offer would be listed in the course specific entry requirements, which can be found on our website on individual course pages.

4.2.11 Entry offers are normally made on a tariff point basis and will take account of the nationally agreed UCAS tariff scheme unless otherwise stated. Separate credit will not be given for Advanced Subsidiary awards converted to A levels or where A levels have been taken and failed. The tariff offer cannot be met by AS examinations alone.

4.2.12 Teaching, assessment and student support will normally take place in English, unless otherwise stated. The University must therefore be confident that the applicant has proficiency in the English language necessary to succeed in their chosen course. Therefore applicants who have not previously been taught in English may be required to take an English language test as part of the condition of an offer or to successfully complete a course of English language study at the University before beginning their chosen course. English language requirements are approved by the Executive Board.

4.2.13 Applicants who have taken qualifications before application may be asked to produce copies of certificates in order to verify their qualifications. This would form a condition of an offer.

4.2.14 An applicant may be asked to attend an interview or an audition. Subjects which have mandatory interview requirements will be marked on the website and in course literature. Occasionally, applicants for courses that do not normally interview may be asked for interview.

4.2.15 All students who receive an offer of a place will be offered the opportunity to visit the University in the context of a post application decision day or campus tour.

4.2.16 The University reserves the right to request further information in relation to an application either directly from an applicant or from a former place of education.

4.2.17 All applications will be considered with due regard to currently implemented University policies and external legislative frameworks as necessary.

4.2.18 All applicants will be expected to meet the required level of competency to enter onto their chosen course at York St John University; this will be evidenced through meeting the relevant entry criteria as indicated for each course. This includes academic and non-academic elements, as well as interviews, auditions and other forms of entry assessment when appropriate.

5.3. International Requirements

5.3.1 Applications received from International prospective students will be considered and processed consistently with Home and EU applications.

5.3.2 Those applicants offering overseas qualifications will be expected to have achieved the equivalent of the minimum entrance requirements, quoted on individual course pages, to enrol. Assessment will be made using both UK NARIC and the UCAS Guide to International Qualifications.

5.3.3 Where qualifications are presented in a language other than English, an official translation may be requested at the applicant's expense.

5.4. International English Requirements

3.41. Please see our website for the latest English Language requirements for our courses at all levels. [English Language Requirements](#)

5.5. Non-Academic Entry Requirements

5.5.1 Entry to some courses of study requires students to meet non-academic conditions. These could include a deposit (for International Applicants), Disclosure & Barring Service enhanced check and health checks and any professional registration as required by certain professional courses. Where such entry requirements are routine, they will be specified on individual course pages on our website and clearly stated in our offers.

5.5.2 Such conditions must be fulfilled before entry to the course of study. Information on how the University manages the DBS procedures and the consideration of applications with criminal convictions is set out in the [University Policy on the Admission of Students with Criminal Convictions](#). Applications from candidates with criminal convictions will be carefully considered. Applicants must, upon request, provide full details of any relevant convictions.

5.5.3 The University retains the right to refuse entry to any applicant with a criminal conviction as detailed further in the [University Policy on the Admission of Students with Criminal Convictions](#).

5.5.4 Where applicants have outstanding non-academic conditions when enrolment is due, only those who are in the following situation may be considered for enrolment:

- The DBS application form has been submitted and confirmed to be at Stage 1 with the DBS.
- The complete medical questionnaire has been received within the Admissions department.

5.5.5 Applicants who are enrolled on course with outstanding non-academic entry requirements will be subject to a standards review and subsequent action should they fail to complete or pass the requirement within the specified timeframe.

5.5.6 Occasionally the requirements of professional, statutory and regulatory bodies may change at short notice (such as to reflect government policy and or changes in legislation.) The University will notify all affected applicants promptly in writing on becoming aware of such changes.

5.5.7 Where an applicant is unable to satisfy the requirements of the relevant professional, statutory and regulatory bodies despite submitting an otherwise strong application the University reserves the right to reject an application.

5.5.8 Occasionally a course's standard procedure for assessing applications will not provide the admissions staff with an accurate understanding of an applicant's suitability. In such cases we may ask applicants to provide us with alternative evidence to support their application. This would be assessed on an application by application basis.

5.6. Entry for candidates without standard qualifications

5.6.1 The University is committed to providing alternative entry criteria for applicants who do not hold standard academic qualifications to be able to meet the normal minimum entry requirements if they have been out of full-time education for a period of at least 3 years. Please see the [Mature Entry Offer Scheme](#). Any non-standard applicant should be managed in consultation with the Head of Admissions.

5.6.2 If an applicant has followed a non-standard educational route e.g. Home Schooling, the application will be considered against the standard entry criteria of the course.

5.6.3 There will be a requirement to demonstrate that the academic entry criteria have been met. As well as a requirement to provide a reference regarding suitability for higher education from an official who is in a position of authority in relation to the applicant and knows the applicant well enough to do so.

5.6.4 Applicants who fail to meet the minimum academic level for entry directly onto a degree course may be offered a level 0 foundation course, where one is available. Entry to this will be on a case-by-case basis, unless prior approved routes have been put in place. Failure to meet the degree entry criteria does not automatically lead to admission to a level 0 Foundation course, although we will endeavour to provide an alternative route where possible.

5.8. Candidates who have been in Care

5.8.1 The University is committed to welcoming applicants who have been in Care. Applicants are advised to indicate on their application forms and are encouraged to seek advice on finance, University accommodation and other matters.

5.8.2 The University's designated care leaver contact will contact those applicants made an offer and who have disclosed they have been in Care. The University's designated care leaver contact is the member of staff within the University for those who have been in Care or are in Care and wish to find out more information about the support available to them. Confidential contact can be made through the dedicated email address careleavers@yorks.ac.uk

5.9. Special Entry Routes

3.9.1 The University may develop specific entry opportunities in partnership with schools or colleges at home or abroad with the intention of supporting the University's commitment to widening participation in higher education within the UK and increasing the number of international students within the University. Such entry routes will be approved by the University's Executive Board, on the recommendation of the relevant qualified staff where appropriate. All students admitted will meet the minimum entry requirements of the University.

5.10. Costs and fees

3.10.1 Information about the financing of courses at the University is available on our website, as well as being included in our prospectus. Further information is supplied on request from fundingadvice@yorks.ac.uk; any specific costs related to courses of study will be notified in the course leaflet.

5.10.2 Information regarding the payment of International fees and the Deposit policy is available on the York St John University website.

5.10.3 International students sponsored on student visas must meet UK Government financial requirements which include course fees and maintenance.

5.11. Fees Assessment

5.11.1 All applicants are required to indicate their nationality, country of birth and country of permanent residence as part of their application. In most cases the provisional residential category on the application form will enable the University to make a final decision on the fee status of an applicant. Applicants can be assessed as eligible to pay either home tuition fees, or overseas tuition fees.

5.11.2 If the University considers an applicant's fee status to be unclear from the information provided in their application, Admissions will write to the applicant to ask for further information. This process will normally take place before the applicant has been academically assessed. The University reserves the right to identify an applicant as eligible to pay overseas tuition fees at any point in the admissions process up to the point of enrolment.

5.11.3 Applicants whose home fee status is in question will be managed by the international recruitment team until the outcome of the fee assessment is confirmed, at which point the relevant outcome will be recorded.

5.12. Rejection

5.12.1 The University reserves the right to refuse admission to applicants who have not met academic or non-academic entry requirements or where there is evidence that they are unable to meet the academic, professional or vocational requirements of the course.

5.12.2 International students (who will be required to apply for a student visa) may be rejected if they fail to meet UK Government statutory requirements; or where making an offer would contravene government guidance.

5.13. Reasons for rejection

5.13.1 The University is committed to providing feedback on request to applicants who have not been offered a place. Feedback is provided to enable applicants to reflect on their progress through the application process but does not constitute a reconsideration of an application or a challenge to the University's decision on an application.

5.13.2 Applicants requesting feedback are asked to do so promptly and to contact Admissions in writing (by email or letter) within 28 days of the decision being made.

5.13.3 The University aims to respond to requests for feedback within twenty working days of receipt, unless otherwise indicated.

5.13.4 Feedback on specific applicants will not be provided to any third party.

5.14. Re-applications

5.14.1 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.

5.14.2 Re-applications to the same course in the same cycle after a reject decision will not usually be considered.

5.15. Applications for alternative start dates than advertised

5.15.1 Applications may be considered for start dates other than those advertised only at the discretion of the Course Lead in conjunction with the Admissions Manager. All conditions should be met a minimum of 2 weeks prior to the requested start date.

5.16. Applicants requesting deferred entry

5.16.1 If you wish to apply for deferred entry this can be done either at point of application, or a request can be made at any point throughout your application process until the point of enrolment.

5.16.2 Deferral can only be considered if it is made in writing (email or letter), verbal requests must be followed up in writing before they will be implemented.

5.16.3 Applicants will usually be considered against the criteria for the year in which they apply, unless there is a dramatic change in entry criteria for the following year, in which case they will be assessed against the criteria for the year you would enter. An offer made in Clearing is valid for the current year only, unless the applicant has met the standard entry requirement for the following year.

5.16.4 Applicants will normally be allowed to defer entry for one year only, otherwise they must submit a new application to be considered along with the new cohort of applicants

5.17. Re-admission of students

5.17.1 For students who have been subject to enforced withdrawal from a course, the University will not normally allow re-admission for students who have had their studies terminated where the applications is made within 24 months of the date of the enforced withdrawal decision.

5.17.2 Where a reapplication is requested within the 24 month period after the enforced withdrawal decision, readmission to the same subject will not normally be permitted. Applicants seeking admissions to study a different subject can do so after two years have passed from the enforced withdrawal decision.

5.17.3 Applications from the following will require the approval of the relevant Academic School, Academic Registrar plus the Director of Finance, where appropriate, before the applicant may be offered a place:

- i. Students who have withdrawn from the University and are seeking admission to the same, or any of the same, subjects previously studied
- ii. Students who have a debt to the University

5.17.4 Applicants who fail to declare their previous attendance at York St John University and/or who fall into any of the above categories ([3.17.3 \(i\)](#), or [3.17.3 \(ii\)](#)) may have their applications withdrawn.

5.18. Applicants with Criminal Convictions

5.18.1 To assist in the reduction of risk of harm or injury to their students and staff caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has.

5.18.2 Applicants must declare any criminal conviction that is not spent, when they are prompted to declare this on acceptance of an offer. This declaration does not automatically exclude them from the enrolment process and cases are managed on a case by case basis.

5.18.4 Some courses have specific statutory requirements around disclosure of criminal convictions and the requirement for an Enhanced DBS check.

5.18.5 Please see the [Policy for Admissions of Students with Criminal Convictions](#) for full details.

5.19. Applicants made an offer for an alternative course

5.19.1 The University may decide that it is unable to offer a place on the original course to which an applicant has applied but is able to make an offer for an alternative course. In this situation the University will write to the applicant to inform them that they are being made an offer for an alternative course.

5.19.2 Applicants who do not meet the requirements of their original offer may also be made an offer of an alternative course. In this situation the University will process the alternative offer and applicants will have the opportunity to accept or decline this.

5.20. Entry with advanced standing

5.20.1 The University makes provision for entry to its courses of study with advanced standing on the basis of Accredited Prior Learning (APL) or Accredited Prior Experiential Learning (APEL).

5.20.2 The University will normally only consider an application for advanced standing on the basis of APL or APEL if made at the time of application. The onus is on the applicant to produce material to show that they have achieved the learning outcomes of the course to enable exemptions to be granted. Please see <https://www.yorksj.ac.uk/study/undergraduate/apply/transferring-to-york-st-john-university/> for further details.

5.20.3 Only results obtained from York St John University will be used to calculate degree classifications.

5.20.4 The University will consider applications for direct entry and credit exemption from students who have successfully completed higher level credits

5.20.5 Applicants will need to have sufficient credit for direct entry to Levels 5 and 6 (normally 120 credits for Level 5 and 240 credits for Level 6.) The credits will need to be at the correct level and content previously covered will need to map against the equivalent York St John module content.

5.20.6 For admission to undergraduate courses, exemption is not normally granted for those modules which comprise the final level of an undergraduate course of study or from modules which comprise statutory qualifying modules for professionally registrable awards.

5.20.7 For admissions to postgraduate courses, exemption is not normally granted for those modules which comprise the dissertation or major project of the course of study, or from modules which comprise the statutory qualifying modules for professionally registrable awards.

5.20.8 Students who hold credit for modules previously studied elsewhere, which meet the learning outcomes for the equivalent credit at the University, will normally be exempted from the equivalent modules at the University.

5.20.9 Normally, credit imported towards the qualification will have to have been obtained no more than 5 years previously at the time at which the application is made. Consideration will be given to credit which is older than 5 years if a case can be made that the subject matter of the modules is still current and the study skills associated with it are viable.

5.20.10 For further information on the maximum levels of credit that can be imported to courses at York St John University and other detail, please refer to section 4 of the [Code of Practice for Assessment](#)

5.21. Interviews, Auditions & Portfolios

5.21.1 Admission to some courses may require additional stages to the selection process such as interviews, auditions or the requirement of a portfolio this would be if:

- i. It is a specific requirement of the course of study
- ii. The applicant is a student not offering conventional qualifications
- iii. It is a requirement of an established progression route to the University

5.21.2. In these cases, any additional requirements will be clearly stated in the University prospectus and website.

5.21.3 Unfortunately the University is unable to support attendance through reimbursement of expenses accrued through participation at an interview.

5.21.4 All applications will be considered equally, fairly and consistently having due regard to University policies and external legislative frameworks as necessary.

5.21.5 Students who live overseas and are unable to attend an interview in the UK may be offered, at the discretion of the course admissions staff and where appropriate, an alternative arrangement such as an online interview.

5.22. Selection Process

5.22.1 Decisions on selection of applicants where admissions decision making has been devolved will be made by designated Course Leads or Admissions tutors supported by Admissions.

5.22.2 Decisions on selection of applicants where the function has been centralised will be made by the relevant Admissions Officer, who will liaise with the relevant staff in the academic school where necessary.

5.22.3 All staff undertaking admissions decision making will be appropriately trained

5.23. Re-sitting qualifications

5.23.1 Applicants are not usually debarred from retaking qualifications both within their standard mode of study (re-sitting A level or BTEC modules) or at a point after formal education (retaking GCSE's to increase their grade).

5.23.2 Any qualifications which are being retaken should be indicated in the relevant section of the application form as a qualification pending. The requested level of qualification must be met before admission to a course.

5.23.3 We recommend that any applicants who are unsure about this should contact the Admissions Office directly.

5.24. Offers

5.24.1 Offers may be made conditionally or unconditionally. A conditional offer will require the applicant to achieve certain qualifications or meet specified non-academic conditions before entry is granted.

5.24.2 The University will regard an offer of a place on a course of study as a binding commitment, the only circumstances in which such an offer will be withdrawn are:

- i. If information about an applicant becomes available which is at variance with the information on the basis of which the offer was made
- ii. If the University makes a decision that the course should not run in the cycle concerned
- iii. Information becomes available which negates the University's ability to sponsor the applicant in line with UK Government guidance

5.25. Accepting an offer

5.25.1 The University regards the acceptance of a course offer as a binding commitment, but will consider release from acceptance if substantive personal reasons apply

5.26. Confirmation of offers

5.26.1 A place will only be confirmed once all outstanding conditions have been met, this includes both academic and non-academic conditions of entry.

5.28. Open Days, Post Application Decision Days and Campus Tours

5.28.1 The University encourages applicants to visit the institution and facilitates this through holding Open days for applicants who have not yet made an application, and then tailored Post Application Decision Days days or alternatively Campus Tours for those who are holding an offer of a place. These events are designed to allow potential students to experience the university campus prior to a decision on whether to accept our offer.

5.29. Applications identified under the UCAS Similarity Detection service

5.29.1 Applicants who are identified under the UCAS Similarity Detection Service (SDS) will be informed of this and a subsequent personal statement will be requested along with a

rationale as to the reasons why the application was flagged. The applicant will be given 14 days in which to provide an amended statement.

5.29.2 Should an application fail to provide an amended statement or provide a statement which is fundamentally the same as the initial submission their application will be unsuccessful.

5.29.3 The institution reserves the right to reject applicants who are identified through the SDS should their rationale not identify significant mitigating circumstances. There will be no right of appeal to this decision.

5.30. Fraudulent applications

3.30.1 Applicants who do not abide by the rules and regulations of the University, the Universities and Colleges Admissions Service (UCAS) or DfE Apply or who make fraudulent applications, including non-disclosure of information relevant to the application, will have their offer of a place withdrawn if a breach is proven prior to enrolment.

5.30.2 Registrations based on fraudulent activities will be subject to the University's disciplinary procedures, which may lead to the termination of a course of study. This process would follow the [Student Disciplinary Policy and Procedure](#) as a breach of the [Student Dignity and Respect Policy](#).

5.30.3 The university reserves the right to conduct in person ID and certificate checks where applicants will be required to produce original documents, prior to registration, as a fraud prevention measure.

5.30.4 In some circumstances where fraud is suspected, such as identity theft, the University will report this to the relevant authorities.

5.31. Minimum age on entry

5.31.1 The normal minimum age on entry to the university is 18.

5.31.2 For full details please see the policy <https://www.yorks.ac.uk/policies-and-documents/admissions/>

5.32. Withdrawal of and major changes to courses

5.32.1 While the University endeavours to ensure all courses run as advertised, there may be a need to discontinue a course with varying degrees of notice. It will however seek to minimise the level of disruption that such actions will cause, and where possible offer a suitable alternative course.

5.32.2 The University will inform applicants of major changes to courses which occur after the application round begins and will advise applicants of possible courses of action should they be dissatisfied with the intended change.

5.33. Complaints

3.33.1 Appeals and complaints will be addressed under the University's Applicant Appeals and Complaints Policy.

[Complaints and Appeals Policy](#)

5.34. Retention and Disclosure of Admissions Information

3.34.1 The University is mindful of the requirements of the Data Protection Act (2018) in handling admissions. Information on the University's practice in respect of retention or disclosure of information concerning admissions is set out in on our [Applicant Data Protection Statement](#)

5.35. Mitigating circumstance

3.35.1 We recommend that information on mitigating circumstances that have affected or are likely to affect academic performance be included in the referee's report.

5.35.2 The university cannot usually take into account information this is supplied after an adverse decision has been made on an application.

5.35.3 Where further information is supplied regarding mitigating circumstance, the letter should be from the relevant individual at the applicant's school or college and addressed to the Admissions Manager.

5.35.4 In assessing whether it is appropriate to consider an applicant's mitigating circumstances, the University has a duty to consider whether an examination board or awarding body has already made reasonable adjustment to an applicant's results, where making further adjustment in the admissions process might lead to an applicant having an unfair advantage over other applicants.

5.35.5 In seeking adjustment for the impact of mitigating circumstances on academic attainment, the University will require formal, written confirmation from the awarding body, institution, or the relevant examinations officer at the applicant's relevant education institution, that no request for adjustment was made when the qualification(s) were awarded or has been lodged with the awarding body in the case of pending qualifications.

5.35.6 There is no guarantee of amendment to an application or decision in light of mitigating circumstances, but the outcome of any decision made will be communicated to the relevant party.

5.36. Terms and Conditions

3.36.1 The University publishes [Student Terms and Conditions](#) applying to study at the University

5.36.2 The University reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular course or for attendance at the University in general.

6. Complaints Procedures

5.1. If an applicant has a complaint, this should be addressed under the University's [Complaints and Appeals Policy](#)

7. Support and review

6.1 All University staff responsible for taking admissions decisions undertake training and updating.

6.2 All staff have access to the Admissions Policy.

6.3. Operation of the University Admissions Policy is monitored and reviewed regularly through the Academic Board (AB)

8. Key Documents and other Policies

The Admissions Policies, Key Documents and Offer Schemes can be found on the University Website:

All admissions related documents and policies

<https://www.yorksj.ac.uk/policies-and-documents/admissions/>

Admission of Students with Criminal Convictions

<https://www.yorksj.ac.uk/policies-and-documents/admissions/#admission-of-students-with-criminal-convictions>

Admissions of students under 18

<https://www.yorksj.ac.uk/policies-and-documents/admissions/#admission-of-students-under-18>

Complaints and Appeals

<https://www.yorksj.ac.uk/policies-and-documents/admissions/#applicant-appeals-and-complaints>

Contextual offer scheme

<https://www.yorksj.ac.uk/study/undergraduate/apply/offer-schemes/contextual-offer-scheme/>

Mature entry scheme

<https://www.yorksj.ac.uk/study/undergraduate/apply/offer-schemes/mature-entry-offer-scheme/>