- Portfolio/audition/interview performance where

Right to Study

41. All students who require immigration permission to study in the UK will need to complete a right to study check. British and Irish nationals will need to evidence nationality to be exempt from a full right to study check. Students who fail to provide the relevant right to study documentation when requested by the University will be withdrawn.

42. It is the responsibility of the student to ensure they have valid right to study for the duration of their study. Students whose immigration permission does not cover the full duration of study enrol at their own risk. The University will not be held accountable if the student is unable to renew or obtain new immigration permission to complete their study.

43. Students who have immigration permission with limited leave (for example leave to remain) have an obligation to inform the University of any status changes, including when permission is H [W H Q G H G F K D Q J H G R U Z L W K G U D Z Q 6 K R X O G W K H V W X G H Q W ¶ V n the UK become invalid, the student will be required to withdraw from the University.

English Language

44. All students are expected to be able to understand and express themselves in both written and spoken English. Students whose first language is not English will be expected to undertake a recognised English Language test in advance of commencing a University of Suffolk course, see paragraph 46 for further detail.

45. Applicants must have competence in English language and a Grade C/4 GCSE or an equivalent qualification is normally required.

46. Those students whose first language is not English and they do not meet the requirements of paragraph 45, will be required to demonstrate their English Language proficiency. Applicants who require

Language

qualifications and may reduce the period of study time necessary to obtain their chosen award. Consideration for admission based on RPL will be given in accordance with the Recognition of Prior Learning Policy.

Entry to Second or Third Year of Programme

48. Applications can be considered for direct entry to the second or third year of an undergraduate programme via the Recognition of Prior Learning process as outlined in paragraph 47.

49. Applicants will be expected to have the standard entry requirements for the course as well as the appropriate number of higher education credits.

Mature Applicants

50. The University of Suffolk welcomes applications from people over the age of 21 and, while usually expecting applicants to meet the minimum entry requirements for study, offers a flexible admissions policy which takes into account life and work experience for all courses with the exception of Professional Health programmes and BA (Hons) Social Work. Undergraduate applicants will usually need to provide evidence of successful recent study at Level 3 (i.e. A Level or equivalent) in relevant subjects, or relevant professional qualifications or experience. Applicants with no recent experience of studying may be advised to take an Access to Higher Education course or other preparatory study first.

Applicants Under the Age of 18 on Commencement of Studies

51. The University will accept applications made by individuals who will be under the age of 18 at the start of their chosen course of study where they meet the minimum entry requirements for study. However, such applicants are legally F R Q V L G H U H G Wunder English Law, and the University therefore has an *enhanced duty of care* until their 18th birthday. It is important that individuals under the age of 18 and their parents/guardians understand that the University community and campus is predominantly an adult environment, and the University does not take on the rights and responsibilities of parents/guardians in relation to

on the personal statement their reason for choosing deferred entry. Applicants will usually be considered on the same basis as applicants for the current year of entry and receive correspondence from UCAS and the University of Suffolk during the application timetable for that year.

Criminal Convictions

53. The University aims to provide a supportive and positive environment for learning and teaching and follows the General Data Protection Regulation (GDPR) guidelines on the declaration of Criminal Convictions.

54. Applicants to certain courses[1] are required to inform the University of any relevant unspent criminal convictions during the application process. A relevant criminal conviction would usually include convictions, cautions, reprimands, bind-over order or similar involving one or more of the following:

- any kind of violence including (but not limited to) threatening behaviour, concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms;
- offences involving arson;
- offences listed in the Terrorism Act 2006.

55. In addition to any relevant unspent convictions, students on professional courses and

over orders that will not be filtered under DBS guidelines, in addition to any relevant unspent convictions.

57. Individuals who require a UKVI Student visa to study in the UK are required to disclose any criminal record(s), including spent convictions and may be required to provide an official local police check from any countries you currently or have previously resided in, at the time of applying for their Confirmation of Acceptance for Studies (CAS). A declaration may result in the University being unable to issue a CAS in accordance with paragraph 35.

58. Where

Interviews

62. In addition to meeting the academic entry requirements, applicants for some courses, such as arts, health, social work and courses with a work placement, will be required to

76. Applications will be considered against the published academic requirements for the year of entry. The University of Suffolk may draw upon information submitted or considered as part of D SUHYLRXV DSSOLFDWLRQ RU DQ\ SUHYLRXV HQUROPHQW L Recognition of Prior Learning Policy (RPL) and relevant assessment regulations) when assessing suitability for study.

77. Previous students of the University of Suffolk are advised to check the University RPL Policy, and relevant assessment regulations when considering a return to study in order to confirm their eligibility.

78. Individuals with outstanding tuition fee debts to the University will not be considered for entry until these debts have been cleared, or an appropriate payment plan has been agreed with the University of Suffolk Finance Department.

79. Previous students of the University of Suffolk who have been withdrawn from a programme leading to Professional registration for academic reasons including academic failure or misconduct; for reasons relating to fitness to practice or if their course leads to professional registration with a PSR

- The University will provide you with a full refund of any deposit or tuition fees paid.

87. *Courses that are not validated*

- Courses may not be validated if the suggested content does not meet external, professional, accrediting or other regulatory body requirements. In this circumstance, the University will provide you with a list of suitable alternative courses within the institution, inviting you to confirm in writing within 14 days (of receiving written notification) if you would like to be considered for the alternative(s).
- If you do not contact the University within 14 days to confirm that you would like to be considered for an alternative course, your application will be withdrawn and you will be contacted by the University to confirm that this has taken place.
- If the University of Suffolk does not have any suitable alternative courses available, the institution will use its reasonable endeavours to suggest a suitable alternative course with an alternative provider and will provide you with a full refund of any deposit or tuition fees paid.

Course Re-approvals

88. All University of Suffolk courses undergo a cycle of review, with a re-approval event held for each course usually every five years. This regular review ensures that course teams can update courses to meet industry standards, and include new modules that enhance the student academic experience, and that respond to student feedback. Courses that are subject to re-approval may therefore have changes made to modules and assessments, and these changes will be communicated to applicants.

89. Courses that are subject to re-approval are existing University of Suffolk courses that are undergoing a normal cycle of review. The course content published on the University of Suffolk website is accurate for the previous entry year and will be provisional content for the application entry year. Course information on the University of Suffolk website will clearly state if this information is likely to change, and applicants will be notified when the updated course documents are available.

90. If, as a result of any changes to the material information you wish to withdraw your application:

- You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition

- The University will provide you with a full refund of any deposit or tuition fee paid.

Late Course Changes

94. The University reserves the right to make course changes, including changes to course content, structure, teaching and assessment, at any time later than the 28 day period specified in paragraph 92, including after your enrolment and/or your course start date, for the reasons set out in paragraph 92.

95. If the University makes any changes to your course, you will be notified of such changes as soon as reasonably practicable.

96. If you do not agree that the change of which you have been notified after your enrolment is fair, you may wish to seek redress under the University of Suffolk Student Complaints Procedure.

97. If, as a result of a change made under this clause, you wish to withdraw your acceptance or terminate your enrolment:

- You must notify the University in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
- The University will provide you with a full refund of any deposit or tuition fee paid.

98. Any change made to your course under this clause which falls outwith the reasons set out in paragraph 92 would be considered by the University to be a variation of your contract with the institution, to which your consent is required. In these circumstances you will be asked to contact the University in writing, normally within 14 days, if you are not willing to consent to the changes. Student representatives will be consulted in advance about course changes made under this clause.

99. If you do not give consent to a change made within the circumstances set out in section 92, the following will apply:

- Upon receiving your written concerns, the University will invite you to meet relevant University staff to discuss the issue with the aim of seeking a mutually acceptable resolution.
- If no resolution is reached, you will have the right to withdraw from your course.

100. If you decide to withdraw from your course in these circumstances:

- You must notify the University in writing, within 14 days of receiving written notification of the change;
- If you so request, the institution will use its reasonable endeavours to provide a suitable alternative course at the University (for which tuition fees may be payable) or suggest a suitable alternative course at another provider;

Appendix 1

Additional admissions arrangements for applicants who will be under the age of 18 on commencement of studies

1.1. Where an applicant will be under the age of 18 at the start of their chosen course, the 8QLYHUVLW\ ZLOO UHTXLUH WKH DSSOLFDQW¶V SDUHQW JXDUG return it to the Admissions Office as confirmation that they, the parent/guardian, have read and understood the nature of the obligations which the University owes to its students under the age of 18 and

1.6. If one parent or legal guardian has legal custody of or sole responsibility for the applicant, this must be confirmed on the Consent Form and the form signed by that parent or legal guardian. If not,

Appendix 2

Admissions arrangements for applicants to courses at partner institutions

2.1 This appendix outlines the specific arrangements in place to manage admissions to courses delivered by partner institutions that lead to University of Suffolk awards. This appendix covers all UK and international partnership provision other than the regional Partner Colleges (East Coast College and Suffolk New College), noting that admission to Partner College programmes is managed centrally by the University in accordance with arrangements in place at the 8 Q L Y H U V L W \ ¶ V Ipswich campus.

2.2 Partner institutions are responsible for recruiting students to courses in accordance with approved entry criteria and the admissions processes agreed with the University. Admissions processes for partner institutions may vary to meet the particular context and needs of the partnership and associated levels of risk, but they are based on the same underlying principles of

2.7 Applications to partner courses are normally made directly to the partner institution concerned. Where agents are used by partner institutions to support recruitment activity, either in the UK or internationally, the partner should demonstrate commitment to the principles outlined in the UK Agent Quality Framework and to quality assurance in agent management practices. Agent management arrangements will be kept under review through the relevant Partnership Management Group.

2.8 Partner institutions in the UK wishing to recruit international students onto partner courses must have a relevant Student Sponsor license in accordance with UKVI requirements as set out in current Home Office student sponsor guidance, unless it has been agreed that the University will act as the sponsor as set out in the relevant Partnership Collaboration Agreement and this arrangement is compliant with W K H * R Y H U Q P H Q W ¶ V Immigration Rules and associated UKVI guidance on sites and teaching partnerships. Where directly sponsoring students under their own license, the partner will be responsible for issuing the Confirmation of Acceptance (CAS), sponsoring the student and complying with relevant UKVI monitoring requirements. Where the University is sponsoring the student, the University will comply with UKVI requirements, and the requirements outlined in paragraphs 34 to 38 of the Admissions Policy shall apply, including the University assessing and making the final decision on issuance of a CAS.

Admissions criteria

2.9 Partner institutions are normally responsible for screening applications (including the conduct of interviews and/or written tests 04 T0h8 465.79 Tm0 gcf 3/Lang ecafm0 g d509 Tc2F1 11veteria

Monitoring

2.17 The University retains the right to screen applications to partner courses prior to offer on a full or sample basis, in order to provide assurance on the integrity of the admissions process and the consistency of partner decision-making.

2.18 The University will undertake regular admissions audits to check that partner recruitment and admissions processes are working effectively and that approved entry requirements are being adhered to. Audit reports and any associated recommendations for enhancement will be considered by the relevant Partnership Management Group.

2.19 The University reserves the right to amend or withdraw an offer of a place on a partner course or terminate enrolment at any time if the student is subsequently found to have made false statements, submitted falsified or fraudulent documentation, provided inaccurate information, omitted significant information during the application process, or is otherwise unable to meet any of the conditions of offer.