



**London  
South Bank  
University**

EST 1892

# Admissions and Enrolment Procedure

Policy last reviewed	August 2019
Approved by	The Academic Board
Published on:	LSBU website at <a href="http://www.lsbu.ac.uk/_data/assets/pdf_file/0008/84356/admissions-enrolment-procedure.pdf">http://www.lsbu.ac.uk/_data/assets/pdf_file/0008/84356/admissions-enrolment-procedure.pdf</a> and MyLSBU

**This Procedure is available in accessible formats on request from the Admissions team. Please contact: [lsbuadmissions@lsbu.ac.uk](mailto:lsbuadmissions@lsbu.ac.uk)**

## Contents

Admissions and Enrolment Procedure .....	3
1. Introduction .....	3
2. Scope – who is covered by this procedure? .....	3
3. Who is responsible for this procedure? .....	3
4. University admissions .....	4
5. Entry requirements.....	5
6. Normal minimum qualifications required for entry to undergraduate courses .....	6
7. Normal minimum qualifications required for entry to postgraduate courses.....	7
8. Reapplication to other University courses .....	7
9. EU (non-UK) and international applicants and non-UK qualifications .....	8
10. Applicants with disabilities .....	10
11. Applicants with criminal convictions .....	11
12. Fitness to study and fitness to practise .....	14
13. Deferring an offer .....	14
14. Making changes to our courses and course closures .....	15
15. Use of data .....	15
16. University enrolment .....	16
Appendix 1 – Criminal Convictions Panel risk assessment form.....	18

# Admissions and Enrolment Procedure

## 1. Introduction

- 1.1 We aim to admit all applicants who we judge to have a reasonable expectation of completing the course and achieving the standards required for that academic award, including any end-point assessments, skills and behaviours.
- 1.2 Our admissions process complies with relevant legislation and is regularly reviewed to make sure it remains current. We follow the guidelines published by the Office for Students and through our commitment to widening participation try to make sure that as many people as possible have the opportunity to participate in our courses.
- 1.3 The criteria normally required for entry to our courses are set out below. Where entry to a specific course is competitive, the criteria may exceed the normal criteria and specific criteria will be proposed in advance of the admissions cycle by the Director of Marketing and Recruitment and to the Director of International.
- 1.4 Professional bodies, government departments or others we work in partnership with may place specific criteria for admission on the courses they fund or accredit. LSBU only accepts such funding or accreditation where we are willing to adopt the additional criteria.
- 1.5 We comply with the Universities and Colleges Admissions Service (UCAS) deadlines and expect you to do the same. We reserve the right to refuse admission to any applicant whose application contains false or misleading information or whose personal statement contains a significant amount of non-original material.
- 1.6 If you have an appeal or complaint about admissions decisions, please see the Applicant Complaints and Appeals of Admissions procedure:  
[http://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf](http://www.lsbu.ac.uk/_data/assets/pdf_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf)

## 2. Scope – who is covered by this procedure?

This document sets out the procedure for student admissions and enrolment at LSBU. It applies to all LSBU applicants (including apprentices) and students who are registered and/or enrolled at LSBU. The procedure deals with academic offers and offers of a place at LSBU.

## 3. Who is responsible for this procedure?

- 3.1. The University Academic Board delegates the authority to admit applicants to an LSBU course to the Director of Marketing and Recruitment and to the Director of International. The Head of Registry is responsible for student enrolment. LSBU staff have the authority to make decisions about student admissions and enrolment in accordance with selection

and eligibility criteria. Admissions tutors within the individual Schools of the University advise Admissions staff in particular cases.

- 3.2. This procedure will be reviewed from time to time (and at least every two years) by the Admissions and Registry team and the University Solicitor to ensure that its provisions continue to meet our legal obligations and reflect best practice.

## 4. University admissions

- 4.1. Applicants need to apply to LSBU via the application system:

- Home/EU undergraduate full time applications: <https://www.ucas.com/undergraduate/applying-to-university>
- Home/EU undergraduate part time, apprenticeship and postgraduate applications: <http://www.lsbu.ac.uk/application-system>
- International applicants: <http://www.lsbu.ac.uk/international/how-to-apply>
- Health CPPD and Health Apprenticeships: <https://www.applycpd.com/lsbu>

- 4.2. When you apply to us, you must make sure that you provide full, complete and accurate information and include any material information. We may ask you to provide reference, additional information and undertake tests, interviews or other selection processes (such as occupational health checks). You must comply with the deadlines for submitting applications, providing any additional information and for responding to offers. If you do not meet these requirements, you may be denied admission or have your offer withdrawn. We may also carry out further checks ourselves, for example, in relation to your immigration history and/or ascertain your intention to study.

- 4.3. We will normally continue to consider any 'personal statements' referred to us by UCAS with a reported similarity to other applications of between 10-49%. However, we will normally ask you to resubmit any statements with a reported similarity of 50% or more. Please see UCAS guidance on similarity detection for further information.

- 4.4. Your status for fees and funding purposes and your right to study in the UK (for immigration purposes) is assessed at the point of enrolment by suitably trained staff. If you are an apprentice or an applicant sponsored by an employer, your employment status will be assessed as well. The Chief Financial Officer (or nominee) may make an 'interim status assessment' during the application process in order to ensure the smooth progression of your application.

- 4.5. In some cases there may be a limit on the number of students who can be admitted to a particular course or to a particular way of studying (for example, part-time study). In such cases applicants who we judge to be most likely to complete the course and achieve the standard required for the award will be offered a place.

- 4.6. To evaluate whether you are likely to complete the course and achieve the standard required for the award, we use admissions criteria specific to the award for which you are

applying. To make this evaluation, we consider your previous attainment and evidence of your potential, primarily based on the qualifications you already hold. Where you are currently studying for qualifications, our offer is normally conditional on your results. Interviews, assessments, references and other tests may also be used to supplement information about your qualifications.

- 4.7. We will consider all the information provided to us and/or available to us (including, for example, International Admissions and Credibility Personal statement for international applicants) and make a decision as to whether or not to offer you a place of study at LSBU.
- 4.8. We reserve the right not to consider an applicant for admission and/or not admit an applicant to the University and/or withdraw an offer if:
- the applicant is indebted to the University in any capacity;
  - the applicant is associated with a company which is indebted to the University;
  - the applicant has, in the University's opinion (acting reasonably), previously been vexatious, malicious and/or unnecessarily litigious with the University;
  - the applicant has previously been withdrawn from the University or any other academic institution on academic grounds;
  - the applicant has previously been dishonest, involved in fraud, a fraudulent claim or provided fraudulent or misleading information or documentation to the University; and/or
  - the grounds stated in paragraph 8 of this procedure dealing with "Reapplication to other University courses" apply to the applicant.
- 4.9. The University reserves the right to reject an applicant or withdraw any offer made based on an applicant's behaviour, if such behaviour is deemed to be unacceptable by the University (acting reasonably) in accordance with the University's relevant policies.

## 5. Entry requirements

- 5.1. Our entry requirements are either specific grades achieved in nationally recognised qualifications or evidence of appropriate equivalent skills and experience. Equivalent skills and experience means skills or experience we have judged to demonstrate the same level of merit, ability and potential as the nationally recognised qualifications that are required for entry to the course. We retain the right to use our own tests to determine that applicants have achieved the minimum attainment levels associated with recognised qualifications which they do not hold.
- 5.2. We may also ask for specific:
- UCAS tariff points from nationally recognised qualifications.
  - Specific combinations of subjects of those recognised qualifications.
  - Appropriate experience.
  - Relevant personal qualities, such as appropriate motivation to study or values compatible with a profession which we will determine as appropriate from a personal statement, through references, psychometric testing, or at interview.

- 5.3. In addition, we may ask you to complete a test or tests (such as tests of numeracy or literacy) regardless of your existing qualifications. Additionally, we may use interviews or auditions, or review portfolios where this is necessary to determine your potential or because it is required by a professional body.
- 5.4. We may take contextual information relating to your background into consideration when using existing qualifications as evidence of future potential.
- 5.5. If you are an applicant from a partner institution with which we have a 'progression' or 'articulation' agreement, arrangement for admission to LSBU will be dictated by agreements between LSBU and the respective institution.

## **6. Normal minimum qualifications required for entry to undergraduate courses**

- 6.1. The minimum qualifications we normally require for entry to our higher education courses at level 4 are GCSE passes at Grade C/4 or above in five subjects, including English Language and Mathematics (or equivalent), plus one of the following:
  - a) UCAS tariff points in appropriate subjects, as indicated in the course information on our Web site or prospectus;
  - b) successful completion of a recognised higher education preparatory course;
  - c) such other level 3 qualifications of equivalent standard as may be approved by the Admissions Officer.
- 6.2. You may be admitted without these qualifications, provided that:
  - a) you can demonstrate that you have achieved the required level of knowledge and skills in other ways (for example through experiential learning or a portfolio of work);
  - b) you meet the entry requirements of programmes validated by a professional body.
- 6.3. If you are an entrant to an extended degree course and do not have all the entry to level 4 requirements, you must be able to demonstrate that you have the potential to progress or be admitted to level 4. We will consider the evidence that you provide to us and the decision will be made on the basis of an academic's professional judgement.
- 6.4. Some undergraduate courses have entry points at level 5 or level 6. Specific criteria are set for these courses and may be found in the course specification. Applicants who meet

or exceed the entry criteria for level 4 may be able to apply to have their prior learning recognised through Accreditation of Prior Experiential Learning (APEL) or transfer of credit for entry to level 5 or 6 of a course.

## **7. Normal minimum qualifications required for entry to postgraduate courses**

- 7.1. The minimum qualifications normally required for entry to our postgraduate courses at level 7 are:
- a) normally a 2:2 in an honours degree and in a relevant subject if required by the course; or
  - b) a Higher National Diploma in a relevant subject and a minimum of three years post-qualification experience in a relevant field; or
  - c) a professional qualification recognised as equivalent to an honours degree; or
  - d) a postgraduate diploma, or appropriate equivalent skills and experience.
- 7.2. Applicants may apply to have prior learning recognised through APEL or transfer of credit if you have exceeded the entry criteria for level 7.
- 7.3. Where applicants want to study one or more modules for credit purposes but do not intend to undertake the whole award, the entry requirements that exist for the award will apply to those modules.

## **8. Reapplication to other University courses**

- 8.1. If you are withdrawn by the University because of a 'Fail-Terminated' judgement from an examination board or who have been excluded (for example, for fitness to practise reasons), you may not return to your course. You can apply to a different course at the University, but you cannot be admitted to another course leading to an award at the same level in a related subject area of the course from which you have been withdrawn. The University retains the right not to make you an offer even if you would otherwise meet the criteria for an offer to be made.
- 8.2. We will decide on a case-by-case basis if you may enrol onto the same course from which you have withdrawn or been deemed withdrawn, or a course that leads to a similar qualification. You may re-apply to the University onto other courses if you withdrew in the past.
- 8.3. Students who have been excluded for disciplinary reasons will generally not be readmitted but decisions will be made by the relevant School on a case-by-case basis.
- 8.4. If you do not disclose any previous attendance at another higher education provider, you may be withdrawn from the admissions process or from the course you have been admitted to.

## 9. EU (non-UK) and international applicants and non-UK qualifications

- 9.1. Applicants with non-UK qualifications must have qualifications equivalent to those specified above to be considered for entry to our courses. Applicants seeking to be sponsored under Tier 4 Student Visa category and/or who are non-British passport holders will also be required to undergo additional checks to ensure compliance with UK Visas and Immigration (UKVI) guidelines. For more information please see our procedures relating to [Immigration Regulations](#) on our web site.
- 9.2. We participate in the European Credit Transfer Scheme (ECTS) and in accordance with the Criteria and Procedures for the Assessment of Foreign Qualifications adopted by the Lisbon Recognition Convention Committee, we will recognise foreign qualifications unless a substantial difference can be demonstrated between the qualification for which recognition is requested and the relevant UK qualification. In applying this principle, we will need to establish whether the differences in learning outcomes between the foreign qualification and the relevant UK qualification are too substantial to allow the recognition of the foreign qualification as requested by the applicant. This means that we may check the relevant equivalency scheme database (e.g. NARIC) to collate information about your qualification, or ask you to provide a certificate from the appropriate authority to confirm your qualification under a recognised equivalency scheme.
- 9.3. The applicant will be responsible for providing at their own cost an official certified translation of their qualifications if requested to provide one by LSBU.
- 9.4. EU applicants from outside the UK must have an adequate proficiency in English in order to be admitted to a course and for such applicants we normally accept the English Language qualifications as set out in the table below. However, some of our courses may require higher standards of English.

	Undergraduate	Postgraduate
IELTS	6.0 overall (minimum 5.5 in each band)	6.5 overall (minimum 5.5 in each band)
TOEFL iBT	87 (Listening = 21; Reading = 22; Speaking = 23; Writing = 21)	90 (Listening = 21; Reading = 22; Speaking = 23; Writing = 21)
GCSE/IGCSE/GCE O Level (Edexcel and Cambridge Overseas exam boards)	C	C



Cambridge Advanced	C	C
Cambridge	C	C

	<b>Undergraduate</b>	<b>Postgraduate</b>
Proficiency		
Cambridge BEC Higher	C	C
City and Guilds ESOL Diploma	Upper Intermediate Pass	Advanced Pass
PTE (Pearsons Test of English)	52 points	60 points
Michigan English Language Assessment Battery (MELAB)	Score of 78-81	Score of 82-83
Michigan Test: Examination for the Certificate of Proficiency in English (ECPE)	Pass	Honours
International Baccalaureate (Standard Level)	5	5
International Baccalaureate (Higher Level)	4	4
UK Foundation Programmes	Successful completion of one year study in English	N/A

9.5. International applicants that require Tier 4 Student Visa sponsorship must have an adequate proficiency in English in order to be admitted to a course. For these applicants we normally accept the English Language qualifications set out in the table below but some of our courses may require higher standards of English.

<b>Undergraduate</b>	<b>Postgraduate</b>
International English Language Testing Service (IELTS) 6.0 *	International English Language Testing Service (IELTS) 6.5 *
Integrated Skills in English - Trinity College London - ISE II	Integrated Skills in English - Trinity College London - ISE III

- 9.6. \*Non-EU nationals holding the English qualifications above will also have to meet the UKVI SELT specific score components: <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>
- 9.7. Other English Language qualifications may be acceptable. This will be assessed by the International Admissions Team on an individual basis.
- 9.8. International applicants may be required to complete an LSBU test or participate in our English as a Second Language course before they are permitted to enrol on a course.
- 9.9. International applicants requiring entry clearance to enter/remain in the UK in order to study at LSBU will be required to pay a £3,500 deposit as a condition of the release of their Certificate of Acceptance for Study. The deposit will be offset against the balance of tuition fees payable on enrolment. The deposit will be refunded in limited circumstances specified in your offer letter.

## **10. Applicants with disabilities**

- 10.1. We encourage early disclosure of any disability you may have. You are also encouraged to register with Disability and Dyslexia Support as early as possible if you have any support needs related to a disability. You can also let us know at any time during your studies. You can inform us about a disability through your application to the University, and you can call the Disability and Dyslexia Support team directly on 0207 815 6454, email [disability@lsbu.ac.uk](mailto:disability@lsbu.ac.uk), or come and find a member of the team at the Student Life Centre helpdesk in the Student Centre.
- 10.2. Offers of places on courses are subject to entry requirements that relate to the potential of you being able to achieve specific learning outcomes and/or competence standards of the resulting qualifications. There may also be occupational health requirements which apply to specific courses.
- 10.3. We will not normally consider whether your disability would prevent you from following a career subsequent to graduation. Instead, we normally focus on your ability to complete your chosen course. However, in certain areas, such as allied health and/or teaching or courses which otherwise involve working with children or vulnerable adults, we are obliged to do so for regulatory reasons.

- 10.4. We will make reasonable adjustments to entry requirements if this will enable a disabled applicant to meet the learning outcomes and meet any specific criteria set by a professional or regulatory body. Where the applicant is unable to meet the fitness to practise requirement, or if we are unable to make an appropriate reasonable adjustment, the University may suggest an alternative course/pathway.
- 10.5. Early contact with the Disability and Dyslexia Support team can allow for reasonable adjustments to be put in place ahead of the start of a student's course. However, adjustments can be discussed and agreed at any point that a student discloses a disability. Disability & Dyslexia Support would normally be able to discuss and agree provision and support arrangements. This would be done in consultation with course tutors if appropriate. One of the exceptions to this is where the fitness to practise requirement has not been met.
- 10.6. In exceptional circumstances, where we are unable to meet the reasonable adjustment in a timely manner, the applicant may be offered a deferred place for the following semester or academic year.

## **11. Applicants with criminal convictions**

- 11.1. We require applicants, including international applicants, to provide information on previous criminal convictions (including cautions). The extent of disclosure required will depend on the type of course applied for. We may withdraw an offer or exclude a student where we discover that the applicant failed to make the relevant disclosure at the required stage in the application process.
- 11.2. The University's policy on applicants with criminal convictions is intended to fulfil the following purposes:
- To ensure that the admissions process is fair, inclusive and transparent;
  - To help to identify and minimise any risk to the safety of staff, students and visitors;
  - To protect the University's property;
  - To enable the University to assess eligibility for admission to, and ability to complete, courses.
- 11.3. International students and those students who intend to apply for a course leading to a professional qualification (as set out in paragraph 11.4) are required to make the disclosure when making an application to the University. All other students are required to do so when accepting an offer of a place on a University course. All applicants are encouraged to make disclosures and provide any supporting documentation (such as that outlined at paragraph 11.6) at an earlier stage, on a voluntary basis, to enable the University to conduct a risk assessment in good time and, in appropriate cases, to help to put any arrangements in place to mitigate risk. Offers of places will be made conditional upon disclosure of all convictions as set out in paragraphs 11.4 and 11.5 as relevant, subject to approving the applicant as suitable to study on the course at the University and any additional conditions that may be imposed following the process set out in paragraph 11.8. The duty to disclose convictions under 11.4 and 11.5 will continue to apply in relation to any new convictions (including cautions) obtained after the time for disclosure as part of the

admissions process as set out in this policy and will continue until the student has completed a course at the University or leaves the University prior to completion.

11.4. For courses leading to a professional qualification (for example allied health professions, nursing and teaching) or courses which otherwise involve working with children or vulnerable adults, applicants are required to disclose all spent and unspent convictions (including cautions), unless the convictions are “filtered” (i.e. convictions/cautions that are minor and are historic and would not appear on a Disclosure and Barring Service (DBS) check<sup>1</sup>). Applications for these courses are exempt from the prohibition under the Rehabilitation of Offenders Act 1974 on asking questions regarding spent convictions by virtue of the Rehabilitation of Offenders (Exceptions) Order 1975. We therefore also require successful applicants to undergo a DBS check. Students with criminal convictions may not be able to undertake work or placements, depending on the convictions in question and hence may not be able to complete their course or where completed, may not be able to register and practise. It is for that reason that applicants to those courses are asked to make the disclosures and to undergo DBS checks. Admissions decisions relating to courses leading to a professional qualification will be made by the relevant school.

11.5. Applicants for all other courses are not required to disclose spent convictions<sup>2</sup> but instead to declare all unspent convictions for a relevant offence. A “relevant” offence is one or more of the following:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- Sexual offences, including those listed in the Sexual Offences Act 2003 (or similar legislation where conviction obtained outside the UK);
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences);
- Offences involving firearms;
- Offences involving arson;
- Offences involving terrorism
- Specific unspent convictions which may be a barrier to completing specified courses other than the courses referred to in paragraph 11.4. For example, [in computing and electrical engineering courses, computer misuse, cybercrime are specific areas where unspent convictions may be a barrier. For full details, please contact the Admissions team.](#)

11.6. We may, in appropriate cases, seek additional information from you e.g. a probation officer’s report, pre-sentencing report, employer reference. Applicants are also encouraged to consider self-referral to services that provide assessments and reports, such as the Portman clinic<sup>3</sup>. Third parties will be approached for such information only with the applicant’s consent. A failure to provide the information or to consent to

---

<sup>1</sup> For information on filtering, see <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

<sup>2</sup> For information on spent convictions as defined by the Rehabilitation of Offenders Act 1974, see <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

<sup>3</sup> <https://tavistockandportman.nhs.uk/care-and-treatment/our-clinical-services/portman-clinic/>

obtain it from third parties may mean that there is insufficient information to provide appropriate assurance that any relevant risk identified is capable of mitigation and as a result, we may be unable to make an offer of a place or withdraw the offer if had been made.

- 11.7. Having a criminal conviction will not be an automatic bar to admission to the University. The following factors will, depending on the particular course, usually be taken into account when assessing the possible risks posed by the convictions:
- the nature of the offence(s);
  - the nature of the course applied to and the relevance of the offence if any to the course;
  - the seriousness of the offence(s);
  - the date(s) on which the offence(s) occurred;
  - the frequency of offence(s) and any pattern of offending;
  - any changes since the conviction e.g. treatment received by the applicant;
  - any additional relevant information e.g. probation officer's report, pre-sentencing report and/or details of the circumstances surrounding the commission of the offence.
- 11.8. Except for courses referred to in paragraph 11.4 above, a nominated member of the Admissions Team will usually determine whether to admit an applicant with criminal convictions in the light of a risk assessment, which is separate to and will not influence a decision relating to an applicant's academic eligibility to be admitted to the University.
- 11.9. Where the nominated member of the Admissions Team considers that the matter is complex, they may refer the case to the Criminal Convictions Panel to conduct a risk assessment in the form contained in Appendix 1 to this procedure and to make the admissions decision.
- 11.10. The Criminal Convictions Panel is comprised of the Dean of the relevant school (or nominee), the Head of Admissions (or nominee) and a senior manager from Student Services. Admission may, in appropriate cases, be subject to additional conditions to mitigate risk, e.g. access to the course may be provided by means of distance learning only or admission may be deferred. Where admission to the course is denied on the basis of the conviction, the applicant will be notified of the decision in writing supported by reasons by the Head of Admissions (or nominee).
- 11.11. If the matter concerns an international student requiring a Tier 4 Student Visa, the decision will be made by either Head of Operations or the Immigration and Compliance manager in the International team.
- 11.12. Information relating to criminal convictions will be stored separately from the applicant's other application-related information and will only be made available to those who need to consider it as part of our risk assessment and admissions process. The information will be anonymised where reasonably possible and appropriate. Information will usually be retained in a form that identifies the applicant for no

longer than is necessary

[http://www.lsbu.ac.uk/data/assets/pdf\\_file/0003/11928/student-records-retention-schedule.pdf](http://www.lsbu.ac.uk/data/assets/pdf_file/0003/11928/student-records-retention-schedule.pdf).

11.13. If an applicant with criminal convictions believes that their application has not been dealt with in accordance with this policy, they can submit a request for a review of the decision in accordance with the University's Applicant Complaints and Appeals of Admission Decision process, which can be found at:

[http://www.lsbu.ac.uk/data/assets/pdf\\_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf](http://www.lsbu.ac.uk/data/assets/pdf_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf)

## 12. Fitness to study and fitness to practise

12.1. Applicants must be physically and mentally fit to undertake the course they have applied for. Where we determine that an occupational health check is necessary, applicants must complete a confidential medical questionnaire which will be sent to the designated (or approved) occupational health service. They will make a recommendation on the applicant's fitness to study and/or (in appropriate cases) practise. Some courses have a specific fitness to practise requirement. Applicants to such courses may be invited to also attend suitability interviews.

12.2. Applicants who do not complete the occupational health process will not normally be permitted to enrol. Where the report recommends that adjustments need to be made to ensure the safety of the applicant or others, we will work with the applicant to put these in place and may make compliance with such adjustments a condition of enrolment. We will not normally refuse admission to an applicant who complies with the occupational health process, but may do so in cases where there is a risk to the safety of the applicant or others that cannot be mitigated by other means. An unsuccessful applicant will have the right to appeal under the Applicant Complaints and Appeals of Admissions procedure: [http://www.lsbu.ac.uk/data/assets/pdf\\_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf](http://www.lsbu.ac.uk/data/assets/pdf_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf)

## 13. Deferring an offer

13.1. The University makes an offer to an applicant for a particular course, year and point of entry. Applicants have no automatic right to defer their entry to a different entry point.

13.2. Candidates who have been made an unconditional offer of a place and have firmly accepted that offer but not yet enrolled may apply to have their offer deferred for up to one academic year. We will normally permit this except where:

- the offer in question is for full-time undergraduate study and has been made in clearing;
- the offer is for an apprenticeship programme;
- the University has no plan to offer the course for that entry point in future; and/or

- other regulatory reasons (such as immigration rules or professional body requirements) apply.

13.3.If you have enrolled, you cannot defer the place and will need to interrupt under Interruption and Enrolment procedure.

13.4.If you are an international applicant, you may be able to defer your offer of study depending on the circumstances of your case. Please contact the International team at [international.admissions@lsbu.ac.uk](mailto:international.admissions@lsbu.ac.uk) to discuss.

13.5. Applicants who defer need to be aware that there may be changes to the terms, fees, courses and dates when they commence their studies.

## 14. Making changes to our courses and course closures

14.1.The University's prospectus and other marketing materials for each academic year are published several months in advance which makes it possible for students to apply to the course a significant period before enrolment or to defer enrolment for further periods of time. Therefore, because of the possibility of the time delay between the application and actual enrolment, there may be some circumstances in which we need to either close a course, or make changes to our courses and we reserve the right to do so. Examples of circumstances in which the University may need to make such changes include:

- where key staff have taken extended leave or left the University;
- where there is an insufficient number of students applying to the course or a module of the course to provide a good student experience and/or for the relevant course or module to be financially viable;
- following changes to the funding that the University receives;
- as a result of legislative or regulatory changes; and/or
- restructure of course to improve student experience and efficiency of the University.

14.2. In the event we have to make a material change to your course, we will notify you of the change as soon as possible and work with you to understand the effect that this may have on your position.

## 15. Use of data

15.1.The University will collect data on admissions and enrolment cases under this procedure, and use the data:

- i. internally for reporting, evaluation, learning and training; and
- ii. externally for discussion with regulators in the higher education sector.

15.2. The data used by the University for the purposes set out in paragraphs 15.1 i) and ii) will be anonymised. Your personal data and sensitive personal data ('Personal Data') as defined by the Data Protection Act 2018 (the "DPA") may be disclosed to the University's members of staff and regulators for the purpose of dealing with your admission and/or enrolment, a complaint arising out of it and/or implementing any recommendations. Personal Data will not be shared with any other third parties unless the University has your express consent, has a statutory obligation to do so, or is otherwise permitted to do so under the DPA.

## 16. University enrolment

16.1. You must enrol before the start of your course. In order to enrol you must:

- a) meet any conditions which may have been placed on the offer of a place to study, for example occupational health or criminal record checks, as well as academic conditions
- b) be invited to enrol by the University;
- c) provide proof of the right to study in the United Kingdom (if being taught in the United Kingdom);
- d) provide all the personal and other data reasonably required by us to manage the course and comply with statutory obligations. You consent to the University making use of this [data as needed](#)  
[http://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0008/95642/data-protection-notice.pdf](http://www.lsbu.ac.uk/_data/assets/pdf_file/0008/95642/data-protection-notice.pdf) at your enrolment;
- e) agree to be bound by all the University's policies, regulations and procedures, through signing the Enrolment Terms  
[http://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0005/116573/enrolment-terms.pdf](http://www.lsbu.ac.uk/_data/assets/pdf_file/0005/116573/enrolment-terms.pdf);
- f) provide original proofs of identity which must be a passport or national ID card;
- g) provide proof of your qualifications;
- h) pay tuition fees or provide evidence of funding in accordance with the [Tuition Fee Regulations](#) [http://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0011/12143/tuition-fee-regulations.pdf](http://www.lsbu.ac.uk/_data/assets/pdf_file/0011/12143/tuition-fee-regulations.pdf).

16.2. The University sets the standards of proof which have to be met for each of these tests in the context of our statutory and other obligations. We may apply different burdens of proof to different applicants. For instance, a higher burden of proof will be required from any student receiving direct financial benefit from being enrolled as a student of the University.

16.3. Applicants will not be enrolled until all the criteria above have been met. However, if some of the criteria have been successfully met, you may be given temporary conditional access to take part in University activities (including attendance at classes associated with



the course you applied for) while completing outstanding criteria (for instance, while waiting for authorised copies of documents). Attendance will be at your own risk, as you will not be enrolled unless all criteria are met. You must agree to be bound by all University terms and conditions during this period. If you are not fully enrolled in the University because you have not met the criteria above, you cannot be awarded academic credit or any kind of academic award, even if you were given temporary access to courses and resources.

- 16.4. Applicants are enrolled onto a specific course with the aim of achieving a specific qualification (usually a named award). Neither the course nor qualification may change after enrolment without the consent of the University. If you wish to apply to transfer course you must keep to the conditions set out in the [Changing Courses Procedure](https://www.lsbu.ac.uk/_data/assets/pdf_file/0009/96255/changing-courses-procedure.pdf) [https://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0009/96255/changing-courses-procedure.pdf](https://www.lsbu.ac.uk/_data/assets/pdf_file/0009/96255/changing-courses-procedure.pdf).
- 16.5. We set dates for the beginning and end of the enrolment process each year. Applicants who are not enrolled by the relevant deadlines will not be enrolled for that year of study, even if they can subsequently meet the conditions for enrolment.
- 16.6. Your enrolment will be for a specified period of time during which you will study a specified course. You will need to confirm your attendance at the beginning of each academic year. You will receive an email close to the relevant time explaining how the confirmation can be made.
- 16.7. Once you have enrolled, you can apply to interrupt from your studies at any time or withdraw from your course but you may still be liable to pay some or all of the tuition fees. For more information, please see the [Interruption and Withdrawal Procedure](#) and the [Tuition Fee Regulations](#).

**Appendix 1 – Criminal Convictions Panel risk assessment form**

<b>Name of Applicant:</b>	
<b>UCAS PID Number:</b>	
<b>Course Applied for:</b>	<b>Proposed Year of Entry:</b>

			Additional Notes		Risk Assessment		
Did the applicant disclose past convictions/cautions in the application form and/or admissions questionnaire?	Yes	No			If no, question applicant about why <ul style="list-style-type: none"> <li>▪ If mitigating circumstances then complete assessment.</li> <li>▪ If no mitigating circumstances, end application process if appropriate.</li> </ul> If yes, complete this assessment.		
Date and description of the offence(s)							
Sentence(s)					<b>High</b> Custodial	<b>Medium</b> Suspended, community, conditional discharge	<b>Low</b> Warning, caution, reprimand, fine, absolute discharge
			Additional Notes		Risk Assessment		
Is the type/nature of the offence(s) directly relevant to the programme applied for? If yes, in what way?	Yes	No			<b>High</b>  Yes	<b>Medium</b> Some link between offence and aspects of course of study	<b>Low</b>  No

Is there a pattern of specific offences? If yes, state nature of pattern:	Yes	No			<b>High</b> Yes	<b>Medium</b> Some instances	<b>Low</b> No pattern
Has the applicant supplied additional references?	Yes	No			<b>High</b>  Referees declare applicant unsuitable	<b>Medium</b>  Referees share some reservations	<b>Low</b>  Referees declare applicant suitable
How do the referees rate the applicant's suitability for attendance at the HE provider and participation in the HE community?	Yes	No					
Does the applicant/referee offer any mitigating circumstances concerning past offence(s)?	Yes	No			<b>High</b> No	<b>Medium</b> Some mitigating circumstances	<b>Low</b> Yes
Any aggravating factors to take into account (e.g. intent/harm/exploitation/breach of trust)	Yes	No			What has changed since offence occurred? (e.g. treatment etc.) Applicant's attitude towards offence/s?		
Who else has been consulted about this disclosure (partner agencies/probation officer etc.)					Name: Position: Date consulted: Reply:	Name: Position: Date consulted: Reply:	Name: Position: Date consulted: Reply:
Is there evidence of a risk of reoffending?					<b>High</b>	<b>Medium</b> Some evidence, may be	<b>Low</b> Little or no evidence

<ul style="list-style-type: none"> <li>• Does the pre-sentencing report or any other official documentation provided indicate a risk of reoffending?</li> <li>• Is there any other evidence of behaviour which suggests likelihood of reoffending e.g. applicant's attitude to the offence)?</li> <li>• To what extent is time since the offence a factor in the risk of reoffending?</li> <li>• What has changed since the offence occurred? (e.g. treatment or other form of remediation etc)</li> </ul>		Significant evidence, consistently held across reports	inconsistent or not sustained across all reports	
<b>Overall risk evaluation</b>		<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>

Criminal Convictions Panel – Declaration and Decision

The Panel understands the University's policy on the recruitment of applicants with criminal convictions and has recognised this in its deliberations.

On consideration of the risk assessment form and other materials submitted by the applicant and others the Panel believes that the applicant **should/should not be invited to proceed with the admissions process** for the following reasons:

Signed:

Date:

Date applicant informed:

Copy of letter appended? Y/N

Details of additional attachments/appendices/reports/letter from applicant or referee or probation officer or similar:

Form completed by: \_\_\_\_\_ (name) \_\_\_\_\_ (signed) \_\_\_\_\_ (date)