

# ADMISSIONS POLICY

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<b>Document title</b>	
Admissions Policy	
<b>Document author and department</b>	
Head of Admissions Department of Student and Academic Administration	
<b>Approving body</b>	
Academic Council	
<b>Date of approval</b>	
21 June 2016 Operational updates November 2022, March 2023 and January 2024	
<b>Review date</b>	
Annual	
<b>Edition no.</b>	
3 (Previous versions called Admissions Code of Practice)	
<b>ID Code</b>	
017	
<b>Date of effect</b>	
22 June 2016	
For public access online (internet)	<b>YES</b>
<p>External queries relating to the document to be referred in the first instance to the Corporate Governance team: email <a href="mailto:corporate-governance@port.ac.uk">corporate-governance@port.ac.uk</a></p> <p><b>If you need this document in an alternative format, please email <a href="mailto:corporate.communications@port.ac.uk">corporate.communications@port.ac.uk</a></b></p>	

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# Summary

## **What is this document about?**

The arrangements for the admission of students to University's courses.

## **Who is this for?**

Applicants and their advisers, staff of the University and others with an interest in the University's admissions arrangements.

## **How does the University check this is followed?**

The University has a series of internal and external monitoring and review processes related specifically to individual aspects of the Policy. Additionally, it reviews the whole Policy annually in advance of each new academic year.

## **Who can you contact if you have any queries about this document?**

The University Admissions Centre at [admissions@port.ac.uk](mailto:admissions@port.ac.uk)

## Section 1: Introduction

- 1) This Policy describes the University of Portsmouth's position on key matters relating to recruitment and admissions activity. It applies to all applications for places on our full-time, part-time and distance learning undergraduate, postgraduate taught and postgraduate research courses leading to the award of a degree, diploma or certificate. It is a public document and is aimed at prospective students, applicants, higher education advisers and University of Portsmouth staff.
- 2) This Policy is underpinned by our institutional strategic priorities <https://www.port.ac.uk/about-us/our-ambition/our-strategy> and the University Access and Participation Plan <https://www.port.ac.uk/about-us/structure-and-governance/policies-and-standards>.
- 3) The University aims to maintain the currency of its admissions arrangements to ensure that its process and procedures reflect changes in regulation and best sector practice. From time to time changes will be made to take account of such factors and this Policy and associated regulations will be updated accordingly.
- 4) In applying this Policy and the associated procedures, the University will comply with the applicable equality and diversity legislation affecting the admission of students and will take account of sectoral best practice, including the QAA's *UK Quality Code for Higher Education Chapter B2: Recruitment, selection and admission to higher education* and *Part C: Information about higher education provision of the quality code and Supporting Professionalism in Admissions (SPA's) good practice guidance*. <https://www.qaa.ac.uk/quality-code>
- 5) The Policy and associated procedures take account of the University's responsibilities in relation to:
  - a) recruiting and admitting international students, and
  - b) meeting the requirements of applicable laws, including consumer protection law, and the requirements of our regulators with regard to our relationship with students.

## Section 2: Admissions Policy

- 1) The University welcomes applications from individuals who have the ability and motivation to succeed. We believe that potential can be revealed through formal academic and vocational qualifications, work and other relevant experience.
- 2) The University is committed to providing a fair admissions system that admits students with potential to succeed as demonstrated by academic and other factors irrespective of their background. In doing so, we are committed to the key principles of Fair Admissions as outlined in the Schwartz Report; transparency, minimising barriers to entry, selecting for merit, potential and diversity, professionalism and using assessment methods that are reliable and valid.
- 3) We aim for our admissions policies and procedures to be transparent, followed fairly, courteously, consistently and expeditiously. We ensure that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped to make the required judgements.

- 4) The University uses the guidelines set out by the Competition and Markets Authority to ensure that the consumer rights of applicants and students are upheld.

At each stage of the recruitment and admissions cycle, (i) Student Research and Application, ii) Offer/Rejection, iii) Acceptance, iv) Student Enrolment, the University will provide the material information and contractual information an applicant/student needs to make an informed decision. The University will ensure that it is accurate, complete, clear, unambiguous, up front, timely, and accessible. Information about how an applicant, or prospective student, can make a complaint is also provided at each stage, and can additionally be found in this Policy.

### Section 3: Responsibility for admissions

- 1) The University provides a professional admissions service to all of its applicants. Recruitment and admissions activities are delivered in partnership between different parts of the University, in accordance with this Policy. This includes the following important aspects:

Faculties are responsible for determining selection criteria;

- a) The University Admissions Centre (UAC), UoP Global Admissions Team and Faculties are responsible for academic decisions on individual applications in accordance with agreed criteria;
- b) The Department of Student & Academic Administration is responsible for guaranteeing the accuracy and integrity of the core requirements and information on courses and the admissions process. It is also responsible for this Policy and for ensuring it is reviewed to guarantee that it best serves our applicants and the University's aims.

- 2) The University of Portsmouth strives to ensure that all promotional materials are relevant, accessible and accurate at the time of publication, are not misleading, and that they provide as much information as possible to enable applicants to make informed decisions about their options.

The University's Department of Student & Academic Administration works with the Faculties and the Marketing and Communications Department to ensure the accuracy of all course information published by the University for the purposes of recruitment.

Other significant areas of responsibility:

- a) UoP Global arrange and deliver recruitment activities overseas and ensure all staff attending such events are briefed on appropriate processes and procedures.
- b) The Recruitment and Outreach Team are involved in supporting potential students in local schools and colleges.
- c) The Schools, Departments, Faculties and relevant central services are responsible for the design and delivery of Open Days and Applicant Experience Days.
- d) The Directorate of Marketing and Communications manages home recruitment activities, including marketing campaigns, support for Open/Applicant Experience Days, the University website, and other printed or soft-copy materials. The Recruitment and Outreach Team is also based in this Directorate. UoP Global manages the recruitment activities for overseas students.
- e) Enquiries about the courses and admissions matters are the responsibility of the University Admissions Centre in the Department of Student & Academic Administration (home) and Global Admissions Team in UoP Global (overseas).
- f) The nature of the Higher Education environment means that sometimes the courses, services and other matters included in the prospectuses, associated websites, and other media may change. The University will only ever make changes in accordance with the student contract, normally where it is necessary or reasonable to do so and/or is advantageous to the students. The University will always inform applicants/students of any changes as soon as reasonably possible.

## Section 4: Admissions process

### 4.1 Background

- 1) Applications from home, EU and international students to full-time undergraduate degree courses can be made via the Universities and Colleges Admissions Service ([UCAS](https://www.ucas.ac.uk)). Applications to all other courses based at the University are made directly using the University's online application form at <https://www.port.ac.uk/study/courses>.
- 2) The University is committed to delivering a professional admissions service, providing the best support to its applicants. We operate a University-wide admissions service where staff are expert in our course profiles and requirements, national and international qualifications and internal and external admissions regulations.

- 3) While some applications, due to the nature of the course, are considered by Admissions Tutors in the Faculties, the consideration of most individual applications takes place in the University Admissions Centre (UAC) and UoP Global Admissions team. There, specialist staff review the application on the basis of achieved and predicted qualifications and experience against criteria previously agreed with academic staff. Other specialist staff in the UAC and UoP Global Admissions Team, and/or the Faculties, consider applications for courses that require further assessment, including portfolios.

All full-time undergraduate applications received by the UCAS January deadline are given equal consideration. The University continues to consider applications received after this date until the course is at capacity.

## 4.2 Entry requirements

- 1) The University's minimum entry requirements are published on the University website at: <https://www.port.ac.uk/study>
- 2) Entry requirements for specific courses of study are published in the University prospectuses, on our website ([www.port.ac.uk/courses/](http://www.port.ac.uk/courses/)) and, for full-time undergraduate courses, on the UCAS entry profiles (<https://wwwucas.com/>), which are maintained and updated as required by University admissions staff.
- 3) The University accepts the majority of nationally recognised advanced qualifications for entry to higher education, and gives equal consideration to academic and vocational qualifications for all courses of study. The University may also take into consideration relevant skills and expertise gained from work experience or vocational training, particularly for mature candidates.
- 4) Due to the limited or restricted number of places on some courses it should be noted that attainment of published indicative entry criteria does not guarantee an offer of a place.
- 5) In addition to academic qualifications we will also take into account information provided within the personal statement and reference(s), including where this reveals extenuating or mitigating circumstances which may have affected academic performance.
- 6) Additional references may also be requested in order to inform the admissions process.
- 7) Declarations of mitigating/extenuating circumstances should be emailed to [admissions@port.ac.uk](mailto:admissions@port.ac.uk) or [globaladmissions@port.ac.uk](mailto:globaladmissions@port.ac.uk). Extenuating circumstances may be considered if an applicant narrowly misses the entry requirements, however, this is at the discretion of the University.
- 8) Applications to join a course with advanced standing should be made in accordance with the Recognition of Prior Learning Policy, which can be found online at <https://www.port.ac.uk/student-life/help-and-advice/applying-to-uni/recognition-of-prior-learning>.
- 9) Additional requirements, such as a credibility interview, may form part of the admissions process for international applicants in accordance with UK government policy.

## 4.3 Interviews and portfolios

- 1) Admission to some courses may require an interview, test or the submission of a portfolio. These additional requirements will be clearly stated in the University prospectus and webpages, including UCAS.
- 2) Applicants who are invited to attend an interview will be asked to choose a suitable date from a selection of available days and times, after which they will be sent details including a schedule of the day and information on any other activities. The outcome of the interview will be communicated to the applicant by the UAC or UoP Global Admissions Team (and for UCAS applicants, via the [UCAS Hub](#)).



- 3) If an interview is required as part of the admissions process, but the applicant is unable to attend in person (e.g. because they are resident overseas), in some cases it may be possible for a video interview, or other alternative selection process, to be used.

#### 4.4 Alternative offers

- 1) Where it is not possible to make an offer to an applicant, the UAC, UoP Global Admissions Team, and Faculty staff will consider if there is a suitable alternative course. Such alternatives are considered in the following sequence: i) where a similar course exists, ii) where the applicant's qualifications or experience are a suitable match.
- 2) If we are unable to make an applicant on the course they applied to we contact them to inform them of this decision and the course we will offer as an alternative. If an applicant is not suitable for an alternative course offer they may be rejected and the University does not progress the application any further.

#### 4.5 Feedback

The University provides feedback to unsuccessful applicants on request. To obtain feedback, the applicant must email [feedback@port.ac.uk](mailto:feedback@port.ac.uk) or [internationalfeedback@port.ac.uk](mailto:internationalfeedback@port.ac.uk). The University aims to provide this within seven working days.

#### 4.6 Decisions

- 1) Decisions on undergraduate full-time applications will be transmitted to UCAS through the University's admissions system. Once a decision has been entered, it is available to be viewed by the applicant through UCAS Hub and the University's Applicant View system. An email is sent to the applicant confirming the same information.
- 2) Decisions for applications made directly to the University will be processed through the admissions system and will be available to view on the University's Applicant View system. An email will be sent to the applicant to confirm the outcome of their application.
- 3) All successful applicants who are made an offer are provided with pre-contract information. This information includes:
  - a) The fees and other costs and how increases will be calculated
  - b) A copy of the University's student contract, together with links to our student policies and procedures
  - c) Information on what could change in the future
  - d) Information on applicants' 14-day right to cancel

#### 4.7 Applicant response

- 1) The University expects those who hold an offer to respond with their decisions on that offer within the deadlines that are made known to them, either by UCAS or in the offer correspondence.

- 2) Once an offer is made, the University will correspond with applicants through UCAS and directly, to provide material relevant to the stage of the admission process. This will include material about halls of residence, registration, induction, and the University and City more broadly.

## 4.8 Confirmation of results

- 1) When the University receives examination results for applicants who have accepted Conditional offers, Admissions staff considers these for each applicant in relation to the offer made. Applicants who have achieved the conditions of their offer will have their place confirmed. Applicants who have not met the conditions are reviewed and their place may be confirmed if it is felt they will still be able to succeed on the course.
- 2) The University may also consider an applicant for an alternative course if it is not possible to confirm on the applicant's Firm choice. It is the applicant's decision to accept this alternative place or not. If the University is not able to confirm the applicant, or the applicant does not wish to accept any offered alternative, the applicant is released into Clearing.

## Section 5: Further admissions processes

### 5.1 Access Agreement and Widening Participation

- 1) The University's Access and Participation Plan includes information about the University's approach to equal and diverse access in accordance with Office for Students requirements. The document is available on our website at <https://www.port.ac.uk/about-us/structure-and-governance/policies-and-standards>
- 2) Widening participation in higher education is a key strategic aim for the University of Portsmouth, demonstrated by our success to date in recruiting and retaining a diverse student body. We welcome applications from students from a wide range of backgrounds.  
Further information regarding our Widening Participation profile is found in our Access and Participation Plan online at <https://www.port.ac.uk/about-us/structure-and-governance/policies-and-standards>
- 3) We use contextual data in order to determine which applications to full-time undergraduate programmes will be considered as part of our Widening Participation strategy.

### 5.2 Age on entry

- 1) The University welcomes applications from people of all ages. No applicant shall be refused admission on grounds of age.
- 2) The University does, however, recognise its special duty of care towards students who are legally still children, and has established procedures for dealing with applications from people who as students will be under 18 years of age.

Principles, institutional responsibilities and procedures relating to the protection of under 18s and vulnerable adult students are set out in the Policy for the Admission and Support of Students Entering the University Under the Age of 18 at <https://www.port.ac.uk/about-us/structure-and-governance/policies-and-standards>

- 3) An applicant under the age of 18 will be asked to complete and return a consent form from their parents or legal guardians who reside in the UK if they receive an offer, and this could also be part of any offer conditions. Those applicants without parents or legal guardians in the UK are required to appoint a guardian through a recognised agency.

### 5.3 Appeals

- 1) An appeal is a request for reconsideration of an application decision and can only be requested after an applicant has received feedback on the reason for their original rejection.
- 2) Applicants do not have a right of appeal against the academic or professional judgement about their suitability for entry to a particular course. However, if following receipt of feedback, an applicant feels an error has occurred, they can request a formal review of the selection decision on one of the following grounds:
  - a) the University or End Point Assessment Organisation has made an administration error/not followed its own procedures (which you can evidence) when arriving at the decision being appealed, or
  - b) you were prevented from completing a process/procedure for reasons related to your personal circumstances, that you were unable to disclose, for a sound and acceptable reason related to the circumstances themselves, before the deadline for making an appeal has expired
- 3) The request for a review should be received within 10 working days of the day provision of feedback was provided. The Appeals Procedure can be found at <https://policies.docstore.port.ac.uk/policy-260.pdf>

### 5.4 Applicants with criminal convictions

- 1) A Criminal Conviction will not automatically preclude an applicant from enrolling on a course. However, universities are responsible for providing a safe campus environment, and considers past criminal behaviour when assessing an applicant's suitability as a student. Our processes for considering applications from individuals with criminal convictions are designed to enable us to provide a safe and transparent context in which to assess potential risk.
- 2) Offer holders are required to declare any relevant unspent criminal convictions as part of the registration process. They do not need to include convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website (<https://www.gov.uk/government/collections/dbs-filtering-guidance>).

- 3) If applying for a course leading to certain professions or occupations that are exempt from the Rehabilitation of Offenders Act 1974, offer holders must declare spent or unspent convictions that would appear on a criminal records check as part of the admission process.

More information on the Rehabilitation of Offenders Act can be found at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

- 4) Failure to declare a relevant criminal conviction may result in an application being unsuccessful, any offer being withdrawn, or the termination of any student contract entered into.
- 5) Procedures relating to the admission of individuals with a criminal record are set out in the Policy for the Admissions of Applications and Students with a Criminal Record, found at <https://policies.docstore.port.ac.uk/policy-035.pdf>

## 5.5 Changes to a course

- 1) Where material changes have been made to a published course, applicants with an offer on that course will be informed of those changes as soon as possible. Such changes may include:
  - a) a change in the approval status of the course
  - b) a course gaining or losing accreditation from a professional body
  - c) variation to the published course fees
  - d) variation to the published course content
  - e) change of location of course delivery
  - f) change to a course name
  - g) the closure or suspension of a course
- 2) Applicants will have the option to withdraw their acceptance to the course. Should they wish to be considered for an alternative course, their application will then be assessed against the entry criteria for that particular course, provided there is sufficient space and time to accommodate them.

## 5.6 Complaints

Applicants may complain if they are dissatisfied with the service they have received regarding an application or any other aspect of the admission procedure. Complaints relating to admissions will be managed in accordance with the Applicant Complaint Procedure which can be found online at <https://www.port.ac.uk/about-us/contact-us/complaints/applicant-complaints-procedure>

## 5.7 Data Protection

- 1) All UCAS applications are subject to the UCAS Data Protection agreement, as described in the UCAS Privacy Policy at <https://www.ucas.com/about-us/policies/privacy-policies-and-declarations>
- 2) In addition, all applications to the University of Portsmouth are considered in accordance with the terms and provisions of the Data Protection Act 2018. The information provided in applications will only be used for admissions purposes but will form part of the student's record if they accept a place. The information will be confidential between the applicant, the University and any other parties the applicant has consented to as part of the application process (e.g. UCAS).
- 3) The University of Portsmouth may have to release information to authorised outside agencies, such as the police or the Home Office, to prevent or detect fraud. More information can be found at <https://www.port.ac.uk/about-us/structure-and-governance/legal/data-protection/data-protection-for-applicants-to-study-at-the-university>

## 5.8 Deferred entry

- 1) Deferred entry is only granted if the Faculty who own the course confirm this is allowed. Not all courses allow deferrals and may only do so in exceptional circumstances.
- 2) Applications for deferred entry will be considered until the end of the application cycle
- 3) Normally deferred entry is granted for one year only, however additional deferral requests may be considered on an individual basis.
- 4) Applicants who decide to defer after accepting a place at the University for the current cycle should contact the University Admissions Centre or UoP Global Admissions Team and will be considered on an individual basis.

## 5.9 Disabilities and specific learning difficulties

- 1) All applications from candidates who have disclosed a disability and/or specific learning difficulty will be considered in the same way as any other application and a decision will be made that is based upon the candidate's academic merit and potential.
- 2) Where an application indicates a disability and/or specific learning difficulty, the details relating to this are picked up by the Additional Support and Disability Advice Centre (ASDAC) when an applicant is confirmed to a course. The applicant's requirements are considered and appropriate action taken to support, for example, their learning and access needs.

Where necessary a meeting will be organised with the applicant to explore such requirements and how these may be met. Following this, support will be put in place and reasonable adjustments made at the University to address barriers which disabled students may encounter in the learning, teaching and assessment environment and which may affect performance.

- 3) As standard, the Equality Act 2010 makes it illegal to reject an applicant on the grounds of disability. However, there are three instances in which a university can reject a disabled applicant that meets the required entry criteria and these are:
  - a) overriding health and safety concerns;
  - b) barriers resulting from professional requirements;
  - c) necessary reasonable adjustments cannot be made.

## 5.10 Disclosure and Barring Service (DBS) and Occupational Health (OH)

- 1) Courses requiring a DBS and occupational health check will have this clearly stated in the Entry Profiles on the website. Courses requiring such checks include:
  - a) Allied Health Profession course applicants will need to complete an OH check demonstrating fitness to practise before being allowed to register.
  - b) Initial Teacher Education applicants will need an OH check demonstrating fitness to teach before being allowed to register.

- 2) Applicants that do not live in the UK, or have spent 12 consecutive months in a single foreign country in the past 5 years, will be required to provide a Certificate of Good Conduct from their country(ies). This will be required as a condition of offer. The Certificate of Good Conduct should be dated within 6 months from your course start date and be provided alongside a certified English translation if necessary.

[The UK Government](#) offers further guidance for many countries on how to obtain an overseas Certificate of Good Conduct.

- 3) Successful applicants to all of the above courses will be required to undergo police record checks, carried out by the DBS, before being allowed to go on placement.
- 4) Further information can be found in the Policy for the Admission of Applicants and Students with a Criminal Record available at <https://www.port.ac.uk/about-us/structure-and-governance/policies-and-standards>.

## 5.11 Fees

- 1) The University is committed to a fair and transparent policy in respect of all fee charges made to students, whether tuition fees or additional course-related costs. Tuition and other fees may be subject to change and are available on the University website at <https://www.port.ac.uk/about-us/structure-and-governance/legal/terms-and-conditions/tuition-fees-terms-and-conditions>. Details of specific fees are provided at the time of offer.
- 2) The Education (Fees and Awards) Regulations 2007 and The Higher Education (Fee Limit Condition) (England) Regulations 2017 allow publicly funded educational institutions to charge higher tuition fees to students unless they fulfil certain residence and immigration status requirements. Details of these requirements are available at the United Kingdom Council for International Student Affairs (UKCISA) website at <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status#layer-6082>.
- 3) If the University is unable to determine an applicant's tuition fee status, based on the information provided in their application, applicants will be asked to complete a fee assessment questionnaire, and to provide additional information and documents.
- 4) Some courses are only suitable for applicants with a specific fee status. In the situation where an offer is made prior to an applicant's fee status being known, following the outcome of the fee assessment process, if an applicant's fee status is not compatible with a course they have already received an offer for, they may be considered for an alternative course or withdrawn by the University.
- 5) If an applicant is fee assessed as an international fee payer, a deposit will be required as a condition of offer. The deposit amount will be communicated clearly at the point of offer and will later be deducted from the tuition fee amount. The deposit refund policy can also be found at: <https://www.port.ac.uk/about-us/structure-and-governance/legal/terms-and-conditions/tuition-fees-terms-and-conditions>
- 6) Applicants can appeal the results of an assessment by emailing [feeassessment@port.ac.uk](mailto:feeassessment@port.ac.uk). The University aims to provide a response within seven working days.
- 7) Further information on fees can be found in the Tuition Fee Policy at: <https://policies.docstore.port.ac.uk/policy-159.pdf>

## 5.12 Fraudulent applications and non-disclosure

- 1) The University expects that applicants will have provided full, honest, and accurate information on their application form and in all subsequent communications with the University and third parties who provide applicants' assessment results to the university. Where the University has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully.
- 2) If, in the course of such an investigation, the University finds that an applicant has made fraudulent or misleading claims in their application, the University reserves the right to withdraw any offer it has made.

Where an applicant has omitted to provide all relevant information on their application form (including, but not limited to, qualifications commenced but not completed, qualifications resulting in a fail grade, exclusions) it similarly reserves the right to withdraw any offer it has made.

In the event that an offer is withdrawn for the reasons set out above, the University may also, where appropriate, inform any other relevant professional bodies and/or third parties about the withdrawal.

- 3) In cases where the fraudulent and/or misleading information is discovered at any time after the applicant has enrolled as a student of the University, the University reserves the right to carry out its own investigations.

If, after the completion of the investigation, it is found that there has been a deliberate attempt to use fraudulent and/or misleading information or relevant information was withheld in order to obtain a place on one of the University's courses, the University may take action to permanently exclude the student.

In the event that a student is permanently excluded for the reasons set out above, the University may also, where appropriate, inform any other relevant professional bodies and/or third parties about the exclusion.

## 5.13 Fitness to practise

Where a course requires professional practice to be undertaken, the University will carry out appropriate health and good character checks during the admission process. We use data gathered from the application form with respect to criminal convictions and disability, an 'on-entry' declaration and a Disclosure and Barring Service (DBS) check to do this.

Please see <https://www.port.ac.uk/about-us/structure-and-governance/policies-and-standards> for more information.

## Section 6: Global Admissions Team

### 6.1 International applicants

- 1) Applications from international students are considered on the basis of individual merit and an applicant's desire and rationale to undertake a programme of study. Qualifications are assessed by experienced admissions staff, with careful consideration given to other factors such as work experience, suitability and interest in the course.

- 2) The University entry requirements for international qualifications are formulated with information from UK ECCTIS ([www.eccctis.co.uk/naric/Default.aspx](http://www.eccctis.co.uk/naric/Default.aspx)) as well as other external bodies such as UCAS, British Council, overseas embassies, and staff with international and regional knowledge and experience. More details can be found at <https://www.port.ac.uk/study/international-students/your-country>.
- 3) The Global Admissions team is responsible for compliance with the UK Visas and Immigration (UKVI) Points-Based System in the form of assessing the validity of the application, issuing offers and issuing Confirmation of Acceptance for Studies (CAS). This includes collecting and logging relevant data about new applicants, including the Student Route Eligibility Questionnaire, which international applicants are required to complete as a condition of offer. This is required to ensure the University is confident of the authenticity of relevant aspects of the application and applicant. More information on UKVI requirements can be found at <https://www.gov.uk/student-visa>.
- 4) There are English language requirements for applicants whose first language is not English. Those applicants must have a sufficient command of the English language to complete their studies satisfactorily and are required to have completed a Secure English Language Test (SELT) from an approved test centre and be assessed as meeting the UKVI equivalent to a minimum level B2 .

Please note that the courses at the University of Portsmouth require a minimum of International English Language Test (IELTS) band 6 .0 or equivalent with a minimum of 5.5 in each component with some courses requiring a higher level.

Course specific entry requirements are available on our website. In some cases it may be possible to accept an alternative qualification in lieu of a SELT. Such decisions are made on a case-by-case basis.

- 5) Applicants are responsible for ensuring that any supporting documents, such as certificates and transcripts are translated into English during the application process.
- 6) A credibility Interview may be requested as a part of admissions process for international applicants who require CAS (Confirmation of Acceptance for Studies) to come study in the UK.

## 6.2 International Office and agents

The University has International Offices in Shanghai, Kuala Lumpur, Delhi, Lagos, Dhaka, Lahore and Nairobi. Many students planning to apply from abroad consult these offices or our intentional agents who can help applicants, for example, to plan studies, apply for a course, book accommodation and travel.

Further details can be found at <https://www.port.ac.uk/study/international-students/contact-us>.

## Section 7: Training and development

- 1) The University ensures that staff involved with the admissions process are professional and receive appropriate training and development in admissions and related areas.
- 2) University staff participate in the national student admission agenda through membership of various professional bodies, working parties and conferences, and Academic Registrars' Council ([ARC](#)) and UCAS groups. This facilitates the dissemination of good admissions practice across the University.

Ongoing staff development is offered to staff involved in admissions in order to ensure compliance with regulations and consistency of procedures. For example, these training sessions include workshops about recruitment strategy, qualifications, interviews and entry requirements as well as technical training for staff involved in recording offers.



- 3) The University holds annual workshops for staff involved in Confirmation and Clearing and other specific events that occur during the applications cycle.

## Annex: Relevant University policies

Equality and Diversity Policy Statement

<http://policies.docstore.port.ac.uk/policy-027.pdf>

Equality Objectives

<https://policies.docstore.port.ac.uk/policy-152.pdf>

Dignity and Respect Policy

<http://policies.docstore.port.ac.uk/policy-007.pdf>

Religion and Belief Policy

<https://policies.docstore.port.ac.uk/policy-036.pdf>

Gender Identity and Expression Policy

<https://policies.docstore.port.ac.uk/policy-037.pdf>

Recognition of Prior Learning Policy

<https://policies.docstore.port.ac.uk/policy-018.pdf>

Policy for the Admission of Applicants and Students with a Criminal Conviction

<http://policies.docstore.port.ac.uk/policy-035.pdf>

Admission and Support of Students under the Age of 18 Policy

<https://policies.docstore.port.ac.uk/policy-179.pdf>

Fitness to Study Policy & Procedures

<https://policies.docstore.port.ac.uk/policy-177.pdf>

Complaints Policy

<https://www.port.ac.uk/about-us/contact-us/complaints/applicant-complaints-procedure>

All University-wide policies are available in the Document Warehouse at

[www.port.ac.uk/accesstoinformation/policies](http://www.port.ac.uk/accesstoinformation/policies) .

**\*Please note:** at the time of writing, a number of these policies are subject to review. If you have any queries on these, or cannot find what you are looking for please contact [corporate-governance@port.ac.uk](mailto:corporate-governance@port.ac.uk)