

# **ADMISSION AND SUPPORT OF STUDENTS ENTERING THE UNIVERSITY UNDER THE AGE OF 18**

May 2010

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

# Policy for the Admission and Support of Students Entering the University Under the Age of 18

## 1. Background

- 1) The University of Portsmouth Admissions Regulations state that ‘all applications for admission shall be considered having regard to the University’s policy on equal opportunities, its commitment to giving careful consideration to applications from applicants with disabilities and to such anti-discrimination legislation as may be in force’.
- 2) The University, acting in accordance with this Regulation, currently admits a small number of qualified applicants each year who are not 18. Whilst in practice, it has been the case that the majority of these applicants become 18 before the first Christmas vacation, the legislation that came into force on 1 October 2006 may result in the University receiving a larger number applications from candidates who remain 17 (or less) beyond semester one of the academic year of entry.
- 3) In addition to the equality regulations the University applies General Entry Requirements to applications to any study pathway to named awards. These state that applicants must satisfy the University ‘that there is a reasonable expectation that they will be able to fulfil the defined objectives and to achieve the standard required’. Applicants may meet this requirement prior to being 17 years old or younger. This fact coupled with the new age legislation means that Universities need to consider their admission arrangements to ensure equity as well as balance in decision making.
- 4) In law anyone under the age of 18 is a minor, and therefore University registration of such a person requires careful consideration. The University has therefore devised measures to ensure that such applicants who apply to and gain entry to the University are accorded the appropriate additional consideration. This consideration recognises the applicant/student’s rights and responsibilities as minors and those of the University.

## 2. Context

- 1) The University undertakes to assess applications on the basis of the individual academic merits of candidates within the context of the prevailing internal and external regulatory frameworks. It recognises that there are a range of factors associated with being a minor in law that affect an individual's ability to be a student in an adult university environment.
- 2) In reaching decisions on applications from candidates who would be under 18 at the start of their programme, the University takes these regulatory and legal factors into account and applies the following general principles:
  - a) The University does not act in loco parentis and parents or guardians are required to accept such responsibility. Where Social Services act as Guardian, separate provisions apply. These are being developed as part of the Child Protection Policy.
  - b) That person (parent or appointed guardian) in addition to exercising responsibilities for the well-being of the applicant, also takes full responsibility for the applicant's compliance with University regulations including those relating to financial liabilities.
  - c) That person (parent or appointed guardian) consents to the applicant's engagement in course activities such as field trips or similar activity.
  - d) That it is recognised that a person under the age of 18 does not have full legal capacity to enter into contracts, to give valid consent or to hold a Trustee position in student clubs or societies.
  - e) That it is recognised that the student will not be permitted to purchase or consume alcohol on University premises.
  - f) That if any other reasonable requirement of the University, specified as a consequence of the age of the student or nature of the programme and in support of the best interests of either or both, cannot be agreed to, then an offer will not be made and/or confirmed.

### 3. Responsibilities

- 1) The applicant/student will:
  - Make known to the University their correct date of birth.
  - Abide by the conditions of admission and registration that relate to being a minor as well as being a student.
- 2) The parent/guardian will:
  - Agree to and abide by the terms of admission and registration governing the role of the parent or guardian regarding the student's compliance with University regulations. This will include those regulations relating to financial liabilities.
  - Ensure that adequate arrangements are made for the safeguard of the student's general well-being.
- 3) The University will:
  - Assess applications from those under 18 upon entry to its programmes on an individual basis and in accordance with this Policy, and:
    - where an applicant will be 18 years old by the first day of January of the academic year of admission, they may be admitted on receipt of a satisfactory Parental/Guardian Consent Form and the achievement of the relevant academic requirements;

- where an applicant is not 18 years by the first day of January of the academic year of admission, the University will undertake a detailed review of the application, the course applied for, and the relevant risks that the University is aware of.
- Notify the applicant with details of its findings and its decision on admission.
- Notify the applicant of their right to appeal a University decision on this matter.
- Provide a member of staff who has undergone a criminal convictions check, to act as personal tutor to students who are under 18.
- Not register students who are unable to fulfil the responsibilities under 3.1 and 3.2 above.

## Applicant Parental/Guardian Consent Form

- 1) I understand and accept that the University of Portsmouth does not accept parental responsibility for my child.
- 2) I understand and accept that the University of Portsmouth is an adult environment and that my son/daughter/ward will generally be treated as an adult.
- 3) I am aware of\* and consent to the activities that my child will be undertaking as a necessary part of his or her studies.
- 4) I understand and accept liability for all fees that will be incurred by my son/daughter whilst registered at the University of Portsmouth.
- 5) I understand and accept that while studying at the University of Portsmouth my son or daughter will be subject to UK law and the rules of the University.
- 6) I understand and accept that the University of Portsmouth cannot release information relating to my son or daughter, either academic or personal, without my son or daughter giving the University express consent for this.

Name of applicant: \_\_\_\_\_

Applicant reference number: \_\_\_\_\_

Name of parent / guardian: \_\_\_\_\_

I declare that I have read and accept the above conditions.

Signed: \_\_\_\_\_

Relationship: \_\_\_\_\_

\*I have discussed the course with an academic representative from the School/ Department. I am aware of the activities that will be undertaken and I sign this form in that knowledge.

**Please return form to:**

**University Admissions Office**

**Academic Registry**

**University House**

**Winston Churchill Avenue**

**Portsmouth PO1 2UP**

**United Kingdom**

**Fax: +44 (0) 2392 843082**

**Email: [admissions@port.ac.uk](mailto:admissions@port.ac.uk)**

CC Student Housing

Academic Department

Bursary Administration

University of Portsmouth |

## Form to Appoint a UK Guardian for a Student Under 18 on Entry

Name of student: \_\_\_\_\_

Applicant reference number: \_\_\_\_\_

Name of parent: \_\_\_\_\_

I authorise the person named below to act as guardian for my son/daughter whilst in the UK and until he/she is 18.

Name of guardian: \_\_\_\_\_

UK address of guardian: \_\_\_\_\_

\_\_\_\_\_

Telephone number of guardian: \_\_\_\_\_

Fax number of guardian: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return form to:**

**University Admissions Office**

**Academic Registry**

**University House**

**Winston Churchill Avenue**

**Portsmouth PO1 2UP**

**United Kingdom**

**Fax: +44 (0) 2392 843082**

**Email: [admissions@port.ac.uk](mailto:admissions@port.ac.uk)**

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## Guidance of Students and the Parents or Guardians of Students Aged Under 18 on Entry

The University is committed to the safety and well-being of all its students and recognises the particular needs of those who are under 18 on entry. Such students are regarded as minors under UK law. We therefore ask that you consider the following points before deciding whether to accept our offer of a place:

- 1) The University does not assume parental responsibility for a student under the age of 18. Students and their families should be aware that the University of Portsmouth is an adult environment. Students are expected to behave like adults and to assume adult levels of responsibility. Students are required to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds. Places are offered at Portsmouth on the understanding that students will be able to adapt to living away from home and to looking after themselves in all practical matters.
- 2) In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. The University therefore requires parents or guardians to give their consent that, in the case of such an emergency, the University has parental permission to act on medical advice in the best interests of the student.
- 3) Parents or guardians are responsible for ensuring that the University has been informed of any special needs.
- 4) As a general rule, those under the age of 18 are unable to enter into contracts. Where these are required, for tuition fees or accommodation for example, the University requires parents or guardians to act as guarantors. This means that parents or guardians must pay any sums agreed under a contract if the student fails to do so. Failure to pay debts due to the University can result in a student being excluded from the University.
- 5) Although those under 18 are regarded as minors under the law, they still have the right under the Data Protection Act for information about them not to be disclosed without their consent. This means that the University is not able to give information to parents or guardians regarding the student's progress, results or any other personal circumstances unless the student has given their specific consent. Students under the age of 18 must be prepared to consent for personal information to be released to parents or guardians in the event of medical emergencies and on medical advice.
- 6) Students under the age of 18 will not be permitted to purchase or consume alcohol on any of the University's premises.
- 7) Students under the age of 18 will not be able to hold office in University or Students' Union clubs and societies and their participation in certain activities may be limited. If parents or guardians are unwilling for the student to participate in any course level activities, they must contact the University to discuss this before any offer is accepted. If this would, in the University's reasonable opinion, have a significant detrimental effect on the student's experience of university life, the University reserves the right to change the course offer or amend an existing offer so as to admit the student only once he or she reaches 18.
- 8) Parents and guardians of students under 18 should note that internet access is unrestricted at the University. It is not possible for the University to limit access to any particular sites or categories of information. Students under 18 will be expected to observe the same rules and regulations about acceptable use of the internet as all other students.
- 9) Where parents are not resident in the UK, it will be necessary to appoint a guardian for a student under 18 on entry. The University requires the contact details for this person and must be sure that they live in the UK and have agreed to act in this capacity. The University is not able to assist

parents in finding a suitable guardian but for those families who do not have friends or relatives in the UK a list of accredited agencies can be obtained from:

The Association of Educational Guardians for International Students (AEGIS)  
66 Humphreys Close  
Randwick  
Stroud  
GL5 4NY

Tel/Fax: +44 (0) 1453 755160

Email: [aegisuk@btopenworld.com](mailto:aegisuk@btopenworld.com)

The list is also available at [www.aegisuk.net](http://www.aegisuk.net) .

10) If you understand and accept these points, and you and your parents or guardian decide to accept the offer from Portsmouth, please sign and return the consent forms attached.

If you require this in a different language please contact [admissions@port.ac.uk](mailto:admissions@port.ac.uk).

If you would like to discuss this document please contact The University Admissions Office, Academic Registry on +44 (0) 2392 843296.

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