

# **FALMOUTH**

UNIVERSITY

## **ADMISSIONS POLICY**

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Applicant Services

September 2020

Approved Academic Board October 2020

## Key Facts

This Admissions Policy explains how we, Falmouth University, manage admission to our courses (e.g. BA(Hons) Example Studies) and what you can expect from us when you apply to study at Falmouth. You should familiarise yourself with the entirety of the policy but we would particularly draw your attention to the following fifteen elements:

No.	Clause(s)	Description
1	4.1	The most up-to-date source of information on our courses can be found on the University's website ( <a href="http://www.Falmouth.ac.uk/courses">www.Falmouth.ac.uk/courses</a> ). Each course entry on the website will include details of, among other things, the course content, how to apply, and what the costs associated with the course are.
2	4.5	If you want to contact us about an application process please contact our Future Studies Team using our online enquiry form available on the University's 'Contact' web page or by telephoning +44 (0)1326 852937 or by email at <a href="mailto:futurestudies@falmouth.ac.uk">futurestudies@falmouth.ac.uk</a>
3	7.2	We invite all applicants to a selection day or audition to give applicants an opportunity to demonstrate their creative skills and potential.
4	7.1.1	Due to the creative nature of the University's courses, applicants will be considered on individual merit and potential through their application and attendance at a selection day (interview) or audition. The standard for entry may be reached from a variety of backgrounds and subjects.
5	7.2.1	Individual courses may make specific entry requirements in addition to the general University requirements. These will be shown on the course web page.
6	5.3	We will do our best to make a timely decision on your application, this will normally be within five working days of you attending a selection day (interview) or audition.
7	7.5.4	Our staff will provide general advice and guidance to applicants on the UK immigration rules. we strongly advise all prospective students refer to the UK Council for International Student Affairs (UKCISA) website. Ultimately, it is the student's responsibility to abide by immigration laws and to notify the Home Office immediately of any changes to their circumstances which may affect their right to study in the UK.
8	9	We welcome applicants wishing to transfer from other University's and with alternative experience. There is usually a limit to how much prior learning/experience you can count towards a Falmouth University Course.
9	11.4/11.5	If we offer you a place you can ask to defer it, normally for one year (e.g. if you wanted to go travelling or take up employment). If you do defer your agreement with us (including financial support and fees) will be determined by your year of entry, not your year of application.
11	4.3	We will write to you if there are any material changes to your courses (e.g. name change or change in accreditation) before you start. If you do not want to continue your application as a result of a change, we have made we will help you find an alternative.
12	12.3	If you withdraw from a course, or have been deemed withdrawn from a course (e.g. due to non-attendance), you cannot normally re-engage or be re-enrolled on to that course in the same academic year

13	13.7	We will communicate our decision on your application via UCAS and our applicant portal.
14	18.7	If you are dissatisfied with your applicant experience, please do contact the future students team in the first instance. If you remain unsatisfied with the response you are able to use the University's complaints policy and procedure.
15	18.3/19.2	We will only discuss an application (and provide feedback to) with the applicant unless they have either listed a nominated contact as part of their application, or, expressly confirmed in writing or via email that we may discuss it with a third party.

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## 1 INTRODUCTION

- 1.1 This document sets out our Admissions Policy (the “Policy”) in relation to applications and the selection of students. It applies to all undergraduate and postgraduate taught courses offered by Falmouth University (the “University”) and those offered in collaboration with our partner institutions.
- 1.2 The University aims to admit students from all backgrounds who can successfully demonstrate academic and technical ability. We evaluate the potential of each applicant and interview all individuals.
- 1.3 The University strives to provide a fair, transparent and consistent admissions system and is committed to developing and improving its processes and the skills of its staff to be compliant with relevant procedures and policies in order to provide equal opportunities for all applicants.

## 2 LEGISLATION, REGULATION AND OUR COMMITMENT TO YOU

- 2.1 Our admissions policies and processes comply with all relevant legislation, including, but not limited to the Human Rights Act 1998; the Freedom of Information Act 2000; and the Equality Act 2010 and specifically:
- 2.2 The University is committed to providing a reliable, fair and inclusive admissions system informed by QAA’s [UK Quality Code for Higher Education](#) which sets clear standards and quality expectations as well as the specific guiding principles as set out in the [UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access and the Office for Students](#).
- 2.3 The University will handle your personal data in accordance with the provision of the **Data Protection Act 2018**, which gave effect to the **General Data Protection Regulation (GDPR)** in the United Kingdom. The provisions of the GDPR apply to all bodies processing the personal data of EU nationals. The University’s **Privacy Notice** is available [here](#).
- 2.4 The University complies with the requirements of the **Competition and Markets Authority (CMA)** and for the purpose of this regulation, Falmouth is a ‘trader’ and its students are ‘consumers’. The University is clear that:
- The Terms & Conditions for study at Falmouth University governs the University’s dealing with students and form a contract between Falmouth and its students in relation to their studies. Our Terms and Conditions [can be found on our website](#).
  - The University provides accurate information which is easy to find and helps students make an informed choice.
  - The University has a clear complaints policy as outlined in section 18.
- 2.2 The University cooperates with all FOI requests and all admissions enquiries should be emailed to [foi@falmouth.ac.uk](mailto:foi@falmouth.ac.uk).
- 2.3 This Policy operates within the context of the [Academic Regulations](#), available on our website.

2.4 The University will provide clear and useful information on our entry requirements and admissions processes which will be updated annually in September each year.

### **3 ADMISSIONS RESPONSIBILITY AND POLICY APPROVAL PROCESS**

3.1 Responsibility for Admissions at Falmouth is led by the Applicant Services Manager, within the Growth team, under the direction of the Head of Acquisition and overall from the Chief Marketing Officer.

3.2 The University's admissions and processes are subject to ratification by the Academic Board. Monitoring of policies and processes is overseen by the Academic Quality and Standards Committee Chaired by the Head of Quality Assurance and Enhancement, which is a sub-committee of Academic Board Chaired by the Deputy Vice-Chancellor. They will be subject to periodic review to:

- Encompass new and changing legislation
- Take new and changing entry qualifications into account
- Acknowledge new modes of study and collaborative arrangements
- Reflect 'good practice' within the HE sector
- Fulfil Falmouth's 2030 strategic aims and objectives.

Admissions strategy, within the framework of the policy, is determined by the Vice-Chancellor's Executive Group.

3.3 Applications are initially assessed by fully trained Applicant Services Officers who have oversight of the admissions process for all levels of study and co-ordinate all aspects of an application through from initial enquiry to its conclusion. Applicant Services Officers may escalate applications to a Senior Applicant Services Officer or the Applicant Services Manager for further consideration.

3.4 All applications require a form of academic judgement and the Applicant Services Team will work with the relevant academic department to reach a decision. All staff involved are trained accordingly.

3.5 The University currently works with global education agents which are carefully selected to assist students with their application. All education agents must comply with all relevant legislation and provide a fair, transparent and consistent admissions service to students. This policy is shared annually with our network of education agents so their clients can act with knowledge of The University's admissions policy and processes as outlined in this document.

### **4. ENQUIRERS AND APPLICANT INFORMATION ADVICE AND GUIDANCE**

4.1 The University will provide clear and appropriate information at all stages of the application process so that potential students can make an informed decision on whether to apply to Falmouth. Applicants and advisors are encouraged to look at The University's website to see the most up-to-date [course information](#). Information included is:

- Entry criteria
- How to apply
- The application process

- Tuition fees and course costs
- Bursaries and scholarships
- Accommodation
- Accessibility support
- Dedicated support for care leavers
- Financial support for students
- Key Information Sets
- Course Content

4.2 The University will ensure that the information contained in our marketing materials and external listings, such as the [Universities, Colleges and Admissions Service \(UCAS\)](#) or Key Information Sets, is as accurate as possible and is available to applicants at the outset of the decision-making process. We do periodically update our courses and modules to ensure that they are up-to-date and provide the best possible experience for our students. In the case of courses that are listed with UCAS, we also encourage prospective applicants to refer to the UCAS listing to ensure they have the most up-to-date information about our courses and vacancies.

4.3 In line with CMA requirements, The University will inform applicants about any material changes that occur following application in writing (e.g. email). For courses that are listed with UCAS, we will also inform applicants using UCAS Track. If, as a result of a change we make to the course, you no longer wish to study it, we will help you find an alternative.

4.4 Applicants and potential applicants are encouraged to visit our campus to find out at first-hand about life at Falmouth, through our Open Days, Taster Days, Campus Tours, Selection Days or Auditions. More information can be found [here](#).

4.5 All enquiries regarding the application process should be made to our Future Studies Team using our online enquiry form available on the [University's 'Contact' web page](#) or by telephoning +44 (0)1326 852937 or by email at [futurestudies@falmouth.ac.uk](mailto:futurestudies@falmouth.ac.uk)

## 5 CONTACT AND RESPONSE TIMES

5.1 There are a number of points in the admissions process at which The University or its partners may provide information to an applicant. These include:

- Initial enquiry, e.g. telephone call, email, web enquiry form
- Online communication at each stage of the application process
- Information about Open Days and Campus Tours
- Information about our courses and the University e.g. email, social media
- Selection days and auditions e.g. in person, online or telephone call
- Online communication of academic decision
- Information about student accommodation
- Information about Student Services including accessibility support
- Information about fees and bursaries
- Feedback on an unsuccessful application on request
- Welcome information.

5.2 We aim to acknowledge receipt of initial applications to all levels of study within two working days.

- 5.3 Although we aim to make academic decisions as quickly and efficiently as possible, we do have to ensure that all applications receive the attention they deserve. Additionally, the University may require further information in order to reach a decision. We aim to make decisions within five working days of a selection day (selection day) or audition. There may be times when competitive courses take longer to make decisions, if there are many more applications than places available.

## **6 APPLICATION PRINCIPLES**

- 6.1 The University's Admissions Policy aims to be fair, consistent and transparent and we will act professionally and in a timely fashion throughout the application process.
- 6.2 All applicants will be considered on their individual merit taking into account academic achievements, relevant experience and motivation to succeed on our courses and those who will fully engage with and benefit from, studying at The University.
- 6.3 All courses will clearly state the entry criteria, including typical academic entry qualifications, along with appropriate experience and skills required for entry; clear statements about interviews and auditions; and statements about what we require of a successful applicant. This information will be made available online and in our communications with applicants throughout the admissions process.
- 6.4 Whilst we take academic qualifications into account, we also consider a range of other relevant criteria, because we acknowledge that academic achievement by itself is not the only measure of creative ability. The University recognises and accepts the value of a wide range of qualifications and equivalent, current and relevant learning achieved through experience. Applicants reach us from a variety of routes and it is important that they all have a fair and equal chance to come to Falmouth.
- 6.5 We are fully committed to the principles of equality enshrined in the Equality Act to eliminate discrimination, harassment and victimisation. As such any form of discrimination under the protected characteristics which include disability, religion and belief, sex (gender), sexual orientation, maternity and pregnancy, gender reassignment will not be tolerated. We are also committed to freedom of speech and expression as outlined in the Human Rights Act, 1998 which incorporates the European Convention on Human Rights (ECHR).
- 6.6 Age discrimination is prohibited under the Equality Act. The University does not impose upper or lower age limits for applicants or students.

## **7 ENTRY REQUIREMENTS**

### **7.1 Academic entry requirements**

- 7.1.1 Due to the creative nature of the University's courses, applicants will be considered on individual merit and potential through their application and attendance at a selection day (interview) or audition. The standard for entry may be reached from a variety of backgrounds and subjects. We will also consider a range of equivalent level qualifications from around the world, and equivalent learning achieved through self-directed study and/or professional or voluntary experience.



7.1.2 We comply with the admissions requirements of Professional, Statutory and Regulatory Bodies (PSRBs), where applicable. These may be found on the website under the entry requirements of individual courses.

7.1.3 Non-standard entry qualifications and/or experience will be assessed within the [Accreditation of Prior Learning \(APL\)](#) policy and process, available online.

7.1.4 Any certificates or transcripts of qualifications that are not in English will need to be supplied with translations in English. Any costs associated with this will be borne by the applicant.

## 7.2 Undergraduate courses

**Entry qualifications:** As a guide, to enter a degree course at Falmouth, a typical offer at undergraduate level is between 104 – 120 UCAS Tariff points, primarily from Level 3 qualifications such as but not limited to A-levels, a BTEC Extended Diploma or a Foundation Diploma.

**Interviews and auditions:** We invite all applicants to a selection day or audition to give applicants an opportunity to demonstrate their creative skills and potential. Applicants will also be able to show their portfolio, complete a Falmouth challenge or give a performance depending on the course. We also offer online interviews for international students or those who are unable to travel to The University as well as regional interviews throughout the year.

We welcome applications from all academic disciplines.

7.2.1 Individual courses may make specific entry requirements in addition to the general University requirements (e.g. minimum grades in specific subject areas), although these will be kept to a minimum and will be used to ensure applicants are best prepared to succeed on those courses. Details may be found in the 'Entry Requirements' section of each course's web page.

## 7.3 Postgraduate courses

7.3.1 The standard minimum entry requirements for admission to postgraduate taught level are FHEQ Level 6 equivalent qualifications or current, relevant and equivalent experience. Typically, applicants will have an undergraduate honours degree in a relevant subject area, or relevant equivalent experience and a demonstrable interest in their subject.

## 7.4 English Language entry requirements

7.4.1 Applicants must provide evidence that their ability to read, write, speak and comprehend spoken English is at a level that will enable them to succeed in their studies. Please refer to our English Language Policy [English Language Policy](#)

## 7.5 International students

7.5.1 International applicants must abide by the requirements of HM Government's Home Office and [UK Visas and Immigration \(UKVI\)](#) service if they wish to enter the UK or to remain in the UK for study purposes.

- 7.5.2 If you are not a UK national, we will ask to see evidence that you have a right to study in the UK as part of the application process in order to fulfil Home Office requirements. If you're not able to produce this we will not be able to confirm your place.
- 7.5.3 This includes obtaining immigration permission in the form of a Student visa or a short-term study visa, depending on the duration of the course.
- 7.5.4 Falmouth University is a registered Student Visa Sponsor and, therefore, can issue Confirmation of Acceptance for Studies (CAS) statements to allow applicants to apply for immigration as a student. As a Sponsor, the University is also legally bound to report information about its Student Visa students to the Home Office and UKVI throughout their studies.
- 7.5.5 While our staff will provide general advice and guidance to prospective students regarding the Government's student immigration rules, we strongly advise all prospective international students refer to the [UK Council for International Student Affairs \(UKCISA\)](#) website. Ultimately, it is the student's responsibility to abide by immigration laws and to notify the Home Office immediately of any changes to their circumstances which may affect their right to study in the UK.

## **7.6 Refugees and asylum seekers**

- 7.6.1 Our normal entry requirements apply to refugees and asylum seekers. However, they may be eligible for 'Home' fees if they can fulfil the criteria set by the Home Office when they begin a course of study. For more information, please visit the '[Fee status in England](#)' [section](#) of the UKCISA website.

## **8 The application process**

- 8.1 For most of our undergraduate courses, application via UCAS is required. Direct application via the Falmouth website or via our collaborative providers' websites is required for other courses. The application method for each course is set out on each course page online. Due to the creative nature of our courses, in most cases, there will be a need to submit evidence in the form of a portfolio or another assessment task that is additional to the initial application. This will be communicated clearly to all applicants via email and/or the applicant portal following application. The application process will also involve the submission of any evidence required to support the application and to satisfy entry requirements, such as submission of certificates or transcripts, or a passport/visa.
- 8.2 Where UCAS is used as an application system, Falmouth University complies with UCAS' guidance and deadlines.
- 8.3 An applicant can make a simultaneous application to as many different Falmouth courses as s/he wishes in the same cycle. However, if the course is a UCAS-listed course, there is a limit of five choices an applicant can make.
- 8.4 Once an application has been received, each application will be individually assessed and the applicant will be notified of any clearance checks that may apply to them such as, but not limited to, the need for proof of residency entitlement, or proof of English language ability or proof of identity.

- 8.5 Some courses may require an applicant to submit an online portfolio or complete an extra task before the application can proceed any further, depending on their entry and/or interview requirements. Such submissions will be used to assess the applicant's potential and suitability for admission and may be used as a basis for discussion at interview.
- 8.6 We interview all eligible applicants in order to assess their potential and suitability for admission to The University. Normally, we will invite applicants to an interview on campus, as we strongly recommend they view our facilities and meet our staff first-hand. We also organise regional interviews in London, the North and South West or online/telephone interviews instead if an applicant is not able to attend the campus.

## **9 Applying for advanced entry**

- 9.1 We welcome applications for advanced entry to all courses from applicants who are able to demonstrate that they can fulfil entry requirements through the [Accreditation of Prior Learning \(APL\)](#) process. In most cases, it is expected that this means entry to year 2 or 3 of an undergraduate course or part-way through the taught elements of a postgraduate course.
- 9.2 The University follows the standard principles of the Credit Accumulation and Transfer Scheme (CATS) that are recognised throughout the United Kingdom. This scheme allows applicants who have started a course elsewhere to transfer into a similar course, bringing with them any credits they have accumulated at another university.
- 9.3 Candidates who possess non-standard entry qualifications may gain entry via Falmouth's Accreditation of Prior Certificated Learning (APCL) procedure.
- 9.4 Candidates who cannot provide evidence of prior certificated academic achievement may be able to apply via Falmouth's Accreditation of Prior Experiential Learning (APEL) procedure. This takes account of learning experiences gained through life, work or business that by their nature cannot be evidenced through formally assessed certification or transcripts.
- 9.5 There is a limit on the amount of prior credit which may be brought into any Falmouth award depending on the award you wish to study for. See the [Academic Regulations](#) for details. Prior credit is normally expected to have been achieved within the last five years.
- 9.6 Details about our APL Policy and Procedure may be found on our [Student Regulations](#) web page under 'Admissions'.

## **10 Deadlines and late applications**

- 10.1 Where application deadlines exist, these will be published on our website. For undergraduate courses, the deadline set by UCAS applies. We guarantee to consider equally all applications that are submitted by this deadline.
- 10.2 Where there are no official deadlines, we recommend that applicants apply early in the recruitment cycle to avoid disappointment.
- 10.3 Late applications will be considered only if there are vacancies available. In the case of highly competitive courses where the number of applications far outweighs the number of

places available, we may not be able to consider late applications. Courses that list with UCAS, and that have late vacancies after the main application period has passed, will advertise any vacancies using the UCAS Clearing process. More information about Clearing can be found on the [UCAS website](#) throughout the year. Where appropriate, we will also advertise any Clearing vacancies on the Falmouth University website in August.

- 10.4 Where portfolios or other work is required to inform the decision-making process, late applicants may have less time in which to prepare themselves for interview or audition.

## **11 Deferred applications**

- 11.1 Applicants for Undergraduate courses should declare their intention to defer at the point of application. This can be done by selecting the year of entry desired in the UCAS system.
- 11.2 Deferred application to Postgraduate courses is not normally permitted.
- 11.3 Requests for deferred entry to Undergraduate courses made after the UCAS deadline will be considered in exceptional circumstances where a case is made to Falmouth in writing.
- 11.4 Deferral is initially granted for a maximum of one year, and can only be extended in the event of exceptional circumstances such as long-term illness. Extension will normally be for one year only, and for no more than a maximum of two years from the original application cycle year. If an applicant requests for a period that exceeds this timeframe, they will be advised to reapply.
- 11.5. If you defer your place, financial support (e.g. bursaries) and accommodation availability, together with your agreement with the University (e.g. for tuition fees payable) will be determined by your year of entry to the University, rather than the year you applied. For example, if you accepted a place to start in September 2020 and would have been eligible for a bursary or other financial support, but then decide to defer and start your studies in 2021 the bursary may no longer be offered, or the criteria may have changed. in line with our published Terms and Conditions tuition fees may also change between years.

## **12 Re-application and re-admission**

- 12.1 Applicants who have been unsuccessful in a previous admissions cycle may reapply in a subsequent cycle and their application will be considered in the normal way, without reference to any previous evidence or decision.
- 12.2 UCAS applicants who have applied earlier in the cycle and been unsuccessful may reapply during Clearing, if vacancies are still available and provided that they can demonstrate academic improvement and/or submit new evidence to support their application.
- 12.3 Once a student has formally withdrawn from a specific course, or has been deemed withdrawn from a course, they cannot normally re-engage or be re-enrolled on to that course in the same academic year. They may however make a fresh application to resume studies on the same course or a different course in a subsequent academic year. Such applications will be considered on their individual merits and will take previous academic standing into account.

### **13 The decision-making process**

- 13.1 Where courses use selection days or auditions as part of their selection process we will make this explicit to candidates. We will provide details on how the selection days or auditions will be conducted and the criteria which will be used to identify suitable candidates. Applicants to these courses will be expected to submit work which may be used to assess their creative ability. This may include, but is not limited to, submission of a portfolio, an audition, a project, or examples of written work such as an essay.
- 13.2 Where it has not been possible to arrange an interview or audition, applicants will be considered on the basis of their UCAS or direct application. Achieved and predicted grades, personal statements and references will all be taken into account in making offers and setting any conditions.
- 13.3 All applicants to on-campus courses are encouraged to visit the campus as we strongly recommend that they view our facilities and meet our staff first-hand in order to ensure that this is the right university for them.
- 13.4 However, applicants unable to visit in person may request to attend one of our regional selection days. An online or telephone interview or audition can also be requested, this is the normal practice for International applicants.
- 13.5 Interviews via the UCAS Clearing process will normally be by telephone/skype or similar.
- 13.6 We can sometimes help with financial assistance to attend a selection day, audition or a campus visit after an offer has been made. Such requests should be put in writing to Applicant Services and will be considered on a case by case basis.
- 13.7 Notification of a decision to make an offer to or to reject an applicant will be communicated via the method applied through, either UCAS or via the Applicant Portal.
- 13.8 Where offers are concerned, we will use language that is clear and specific so that applicants understand it, and the offer will be in line with published entry requirements.
- 13.9 We are unable to notify applicants of, or discuss, academic decisions by telephone.
- 13.10 The decisions we can make are:
- Unconditional - where students can demonstrate prior and appropriate academic attainment and/or technical ability which means they are likely to succeed on the course. Unconditional offers are usually offered following either an audition, interview, portfolio review, or completion of a Falmouth challenge. They are also offered where the student is already in receipt of appropriate level three qualifications.
  - Conditional - subject to the fulfilment of certain conditions such as obtaining appropriate level three (or equivalent) qualifications, or the successful demonstration of prior and appropriate academic attainment and/or technical ability which means they are likely to succeed on the course via interview, audition or portfolio review. (i.e. conditional subject to interview).
  - Unsuccessful

- Waiting list offer – where we will offer you a place if one becomes available. Full details of how the process works will be included with your offer. Waiting list offers may be made on a conditional or unconditional basis as above.
- 13.11 Applicants who have not yet achieved our published entry requirements or have not attended interview/audition will normally receive conditional offers.
- 13.12 On occasion, we will be unable to make an offer for the course applied for, but may consider that a different course may be more appropriate. In such cases the applicant will be contacted to discuss an alternate offer.
- 13.13 Applicants via UCAS should use the UCAS system to reply to their offer. They have three options: to make us their firm choice; to make us their insurance choice; or to decline the offer. Applicants who have applied directly should respond via the Applicant Portal.
- 13.14 Applicants will be made aware of the terms and conditions of their offer via email from us, including their right to withdraw from a course of study within 14 days of commencing study without tuition fee liability.
- 13.15 Applicants to some of our courses are required to pay acceptance fees this will be published on the Course web page.
- 13.16 Successful applicants that firmly accept an offer with Falmouth will be anticipated to enrol, subject to fulfilment of any conditions of their offer. Firm placeholders will be emailed with details to enable them to enrol online, normally two weeks prior to the first day of term.
- 13.17 At the confirmation of results stage, we do not automatically make applicants unsuccessful if they have not met the standard academic conditions of their offer. Therefore, applicants who do not meet the standard academic conditions of their offer, or who anticipate that they may not meet the standard academic conditions of their offer, due to serious extenuating circumstances such as ill health, are advised to contact the Applicant Services Office for advice and to submit any supporting evidence in writing for consideration.
- 13.18 Conditional placeholders who do not meet the standard academic conditions of their offer during the confirmation of results period will be considered on a case-by-case basis and any extenuating circumstances that may have impacted on their results will be taken into account. We may request further information from the placeholder at this point.
- 13.19 Conditional placeholders who do not meet mandatory requirements such as the English language requirement or Home Office obligations will not be permitted to enrol, and they will be deemed unsuccessful in their application if they have not met these requirements before the end of the enrolment period.

## **14 Diversity and special needs**

- 14.1 Falmouth values diversity amongst our student body. It enriches learning, teaching, and research. Our admissions processes are designed to encourage applicants from different social and educational backgrounds.
- 14.2 We are committed to ensuring fairness, consistency and transparency within an equality framework. As such, marketing materials will be designed, both online and in print, with

regard to accessibility. While our major documents may not, in every instance, be produced in alternative formats, we are committed to making every effort to do so upon request.

- 14.3 Applicants who declare they are Care Leavers on their application form are eligible for a range of additional support measures throughout their student journey with Falmouth, including the admissions process. More details can be found at [www.falmouth.ac.uk/care-leavers](http://www.falmouth.ac.uk/care-leavers).

## **15 Safeguarding and admission of under 18 year-olds**

- 15.1 We are committed to safeguarding and promoting the health, safety and wellbeing of children and vulnerable adults and take our legal duties extremely seriously. We are not however *in loco parentis* (in the place of the parent) and cannot accept the responsibilities of guardian to any member of our community or user of our amenities. For more information about safeguarding, please refer to our Safeguarding Policy and Procedures under 'Health and Safety' on our [Student Regulations](#) web page.

- 15.1.2 Students under the age of 18 who are enrolled and registered on courses at the University are accepted on the basis that they, for all practical purposes, will be treated as if they are 18.

### **15.2 Procedure for admission and enrolment of students who are under 18**

- 15.2.1 At a point appropriate in the admissions cycle, prior to confirmation of results and enrolment, the Applicant Services Office will report on any firmly accepted placeholders that will be under the age of 18 on the first day of term.

- 15.2.2. Each applicant and the parent/guardian will be advised in writing or via email of our position. Both parties will be asked to complete a consent form, to give permission to the enrolment of the applicant.

- 15.2.3 International students must supply address details of a parent/guardian with an address in the UK.

- 15.2.4 Prior to the first day of term, the Applicant Services Office will advise a range of our personnel of any under 18 year-olds expected to enrol. For more detail, please refer to the Safeguarding Policy and Procedure.

## **16 Inaccurate or misleading information**

- 16.1 Failure to provide relevant information or supplying fraudulent or misleading information as part of an application may result in the withdrawal of an offer, or the termination of enrolment.

- 16.2 We work with UCAS' verification and similarity detection services to identify personal statements that match or are similar to others on file. UCAS will notify us of any match and we reserve the right to request a new personal statement from the applicant or, in extreme cases, to withdraw the application altogether.

## **17 Disclosure of criminal convictions**

- 17.1 In line with our criminal convictions policy applicants are not required to disclose convictions or pending convictions unless the legal process (including any trial or sentence) would continue following their enrolment as a student. For more information please see our [Criminal Convictions Policy and Procedure](#).

## **18 Feedback, appeals and complaints**

- 18.1 Not all applicants will receive an offer therefore feedback to unsuccessful applicants is available on request.
- 18.2 Feedback requests will be fulfilled when they are made by the applicant or their nominated contact only. Feedback requests from third parties, such as schools, agents or parents, will not be fulfilled if that party is not a nominated contact.
- 18.3 Requests for feedback must be made to the Applicant Services Office in writing or by email within a week of the unsuccessful decision date. Requests for unsuccessful feedback will be fulfilled following interview stage only for courses that normally interview candidates as part of their admissions process.
- 18.4 Falmouth will provide the applicant with a feedback form, filled in by the academic decision-maker. The University aims to provide feedback within four weeks of the request. However, at peak times of the application cycle this may be longer.
- 18.5 We are unable to discuss feedback over the telephone or enter into correspondence regarding the academic decision.
- 18.6 Applicants have no right to appeal against an academic decision not to offer them a place, provided that the decision has been reached fairly, in line with our policy, and in accord with the Equalities Act.
- 18.7 Applicants may however invoke our complaints procedure if they can demonstrate that there was a material error in the application process. Complaints can often be addressed informally, and any applicant wishing to complain should contact the Applicant Services Office in the first instance. If this does not result in an acceptable outcome, the formal complaints procedure may then be invoked. Please refer to our Complaints Policy and Procedure online under 'Complaints' on our [Student Regulations](#) page.

## **19 Applicant data**

- 19.1 Applicant data are processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (or in the case of the UK leaving the EU, the UK General Data Protection Regulation). To find out more about how your information is used please see the Student Applicant Privacy Notice on our website; <https://www.falmouth.ac.uk/data-privacy/student-applications>
- 19.2 We will only discuss an application with the applicant himself/herself, unless the applicant has either listed a nominated contact as part of their application, or, expressly confirmed in writing or via email that we may discuss it with a third party.



19.3 An applicant may have contact with third parties such as recruitment agents, the Home Office or an application service such as UCAS at various stages of their application. We cannot be held accountable for any unsatisfactory interaction an applicant has with a third party.

19.4 We may need to share an application with other members of our academic and support services. Examples may include: Student Services; the Accessibility team; the Finance and Bursaries teams; and Academic Skills team.

## **20 Related policies**

20.1 The following related regulations, policies and procedures may be found on the Falmouth University website at <http://www.falmouth.ac.uk/student-regulations>:

- Academic Regulations
- Accreditation of Prior Learning (APL) Policy and Procedure
- Complaints Policy
- Criminal Convictions Policy and Procedure
- Fees Policy
- Safeguarding Policy

20.2 Policies and regulations are updated annually and may be subject to modifications. The latest versions will be available at the web address above.

## VERSION CONTROL

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PURPOSE/CHANGE	AUTHOR	DATE
Original document approved at Academic Board	Registrar/Admissions	20/04/2016
Additional section following actions from April Academic Board: 4.5.	Registrar/Admissions	26/05/2016
Amended section following actions from June Academic Board: 12.3.	Registrar/Admissions	29/06/2016
Additional section following actions from June Academic Board: 7.5.4.	Registrar/Admissions	29/06/2016
Amended text changes to change Admissions to Applicant Services	Applicant Services	05/10/2017
Amended and updated to reflect current practice	Applicant Services	09/09/2019
Amended and updated to reflect current practice	Applicant Services	30/09/2020
Amended to reflect change from Tier 4 to Student Route and right to study practice.	Applicant Services	07/01/2021