

## Admissions Policy

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<b>Relevant to:</b>	PVCs, Directors, Academics, Heads of Operations, Student Recruitment Marketing and Admissions staff and external stakeholders
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### RELEVANT DOCUMENTS

Office for Students regulatory framework for higher education and conditions of registration  
Universities UK Fair Admissions Code of Practice  
UCAS Admissions Guide

### RELATED POLICIES & DOCUMENTS

LJMU Code of Practice for Admissions

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# **1. Institutional context**

## **1.1 Strategic aims**

Liverpool John Moores University (LJMU) is a distinctive, unique institution, rooted in the Liverpool City Region but with a global presence. The Admissions Policy underpins the strategic aims of LJMU. The University recognises that its success depends on an ability to attract a wide range of students and to respond to a variety of educational backgrounds and life experiences. It strives to ensure that students experience high quality teaching and learning and gain a sound and relevant academic qualification that maximises employment prospects and prepares them for employment.

LJMU is committed to procedures for the recruitment and admission of students that are fair, explicit and implemented consistently across all faculties. The University seeks to provide equality of opportunity and ensure that no prospective student is treated less favourably on any grounds. LJMU operates a policy of zero tolerance towards any form of discrimination and the detailed protected characteristics in the Equality Act 2010.

The Admissions Policy is designed to ensure that applicants are considered for a course of study on the basis of their skills and abilities to benefit and thrive from their chosen programme. The University values the diversity of its student population and widening access to higher education is firmly embedded within this policy and the culture of the University.

## **1.2 Scope of policy**

The Admissions Policy is applicable to all programmes and to all types of students, including undergraduate, postgraduate taught and research, home and international students. It is also relevant to LJMU programmes delivered by partner organisations. It recognises that for some programmes the process is also influenced by the requirements of professional, statutory and regulatory bodies and other sponsors.

The policy has been informed and is compliant with relevant equality, diversity, data protection and Human Rights legislation. It also takes into account LJMU's commitment to fair and transparent admissions practices. This includes signing up to the Universities UK (UUK) Fair Admissions Code of Practice which sets out key principles and behaviours to follow.

The Admissions Policy covers the overarching general principles adopted by the University. It also provides, where appropriate, links to further information on specific aspects of the policy such as criminal convictions and safeguarding for children, young people and vulnerable adults. To support all academic and administrative members of staff that are responsible for an element of the admissions process, the University also produces an admissions handbook known as the *LJMU Code of Practice for admissions*. The handbook provides the detailed process and procedural guidelines that must be followed and ensures accurate implementation of the Admissions Policy and a transparent and consistent admissions service for all candidates.

## 2. Admissions governance and structure

LJMU is committed to managing the admissions process in a structured and transparent way. Strategic oversight and governance responsibility for student recruitment and admissions is clearly defined within the University's Committee structure. Staff involved in recruitment and admissions have delineated responsibilities and are supported by a comprehensive staff development and training programme and the sharing of best practice.

### 2.1 Admissions Policy and Governance

The University's Admissions Policy and processes are governed and managed through the following:

- **Recruitment Policy Panel**, chaired by the Registrar and Chief Operating Officer and including Faculty representation and relevant professional service departments. This Panel has strategic oversight and governance responsibilities for student recruitment and admissions. The Admissions Policy and processes are approved by this Panel which reports to the University's Academic and Quality Standards Committee.
- **Student Recruitment Marketing and Admissions** cross-team meetings and working groups held throughout the cycle to develop, implement and review the University's recruitment and admissions strategy and to input into the annual monitoring and review of LJMU's Admissions Policy and Code of Practice for Admissions.
- **Faculty Management team meetings**, which include both home and international recruitment and admissions matters and are attended by the Campus Admissions Manager and Subject Marketing Manager where appropriate. Additional recruitment marketing and admissions meetings also take place to address specific matters such as international or subject areas.
- **Admissions team meetings**, to address common operational issues and ensure the effective implementation of processes and activities.

### 2.2 Admissions structure

Supported by the Head of Admissions, the Director of Student Recruitment Marketing and Admissions is responsible for ensuring that the University's Admissions Policy and Code of Practice is up to date and implemented consistently.

### 2.3 Admissions team

The University operates a centralised home admissions function that is responsible for:

- Processing applications for all types of programmes offered by the Faculty in accordance with the University's Admissions Policy and Code of Practice for Admissions
- Monitoring the level of applications and acceptances
- Communicating with applicants throughout the process

- Assessing applications against agreed criteria and making offers to applicants, where able to do so

## **2.4 International admissions**

The International Admissions team based within Student Recruitment Marketing and Admissions is responsible for:

- Providing specialist knowledge and input to the admissions process for international applicants
- Processing applications for undergraduate programmes and postgraduate taught programmes offered by the Faculty in accordance with the University's Admissions Policy and Code of Practice for Admissions
- Monitoring the level of applications and acceptances
- Communicating with applicants throughout the process
- Assessing applications against agreed criteria and making offers to applicants, where able to do so
- Assigning a Confirmation of Acceptance for Studies (CAS) where applicable
- Referring applicants to programmes offered by LJMU's International Study Centre where appropriate

International Recruitment staff and in-country staff are responsible for:

- Processing applications for undergraduate programmes and postgraduate taught programmes offered by the Faculty in accordance with the University's Admissions Policy and Code of Practice for Admissions
- Assessing applications against agreed criteria and making offers to applicants, where able to do so

## **2.5 Faculties**

Academics within the faculties are responsible for:

- Liaising with admissions staff in determining entry criteria and selection procedures which are approved by Recruitment Policy Panel
- Carrying out further assessment such as portfolio reviews, interviews or auditions
- Making decisions on borderline or more complex applications
- Making decisions on programmes where it has been agreed that academic input is routinely required for admissions

## **2.6 Postgraduate research admissions**

The Doctoral Academy manages the application process for home and international postgraduate research applications.

## **2.7 Collaborative partners**

The University works collaboratively with partner organisations to deliver programmes both in the UK and overseas. A written agreement between LJMU and the partner specifies how responsibilities are managed for student recruitment, selection and admission.

## **2.8 Admissions staff development and training**

The Admissions Policy's successful implementation relies on ensuring that those involved in admissions are fully competent to undertake their roles and responsibilities. LJMU is committed to ensuring that staff have the knowledge and skills to perform their jobs effectively.

All academic and administrative staff involved in admissions must undertake the University's mandatory staff development programme for admissions. This programme, led and co-ordinated by the Head of Admissions, provides training and guidance on the University's policy and processes as well as specific aspects such as interviews with applicants or curriculum changes. Annual updates are held at the start of each recruitment cycle. The University also operates an appraisal process which provides an opportunity to identify the development needs of individual members of staff.

The Head of Admissions provides training on LJMU's Admissions Policy to staff at partner institutions where they are responsible for making the admissions decision on applicants.

### **3. Recruitment**

LJMU is committed to ensuring that all recruitment promotional material and activity provides information that enables applicants to make informed decisions about their choice of institution and programme of study and is easily accessible to the wide range of students the University attracts.

#### **3.1 Course information**

All course information is reviewed annually by the Recruitment Marketing team to ensure that it is relevant and up to date. Course marketing and admissions information is promoted in University recruitment literature which can also be accessed via the University's website [www.ljmu.ac.uk/courses](http://www.ljmu.ac.uk/courses). In addition, for LJMU's undergraduate full-time programmes entry profiles are available on the UCAS website [ucas.com](http://ucas.com). LJMU postgraduate course information is available on the Prospects graduate careers website [www.prospects.ac.uk](http://www.prospects.ac.uk), [ucas.com](http://ucas.com) and other relevant websites. The University's prospectus is available in different formats on request.

The University aims to ensure that information on all courses is available at least 12 months in advance of the start of the course. However, given the lead time for printed material, the University's website should always be referred to for the most up to date information about programmes and entry requirements.

The University's Academic Planning and Fees Panel approves new programmes, title changes and programme closures. Validation and review of programmes is approved by the Validation and Review Oversight Panel and changes to programmes outside of the validation and review cycle are approved by the Programme and Module Amendment Panel.

Course promotional material includes details for obtaining further information and how to apply. Information on the cost of living, fees and funding, scholarships and bursaries, student accommodation and a range of welfare services is also provided.

#### **3.2 Outreach activity**

The University undertakes an extensive outreach programme offering a full range of inbound and outbound events. These include open days, taster days, residential visits and summer schools, community events and attendance at Higher Education fairs and career conventions. The University also delivers a wide-ranging school and college outreach programme covering activity in all year groups.

The University attends and hosts recruitment events in various countries throughout the world. Further information can be found at:

[www.ljmu.ac.uk/International/](http://www.ljmu.ac.uk/International/)



## **4. Admissions requirements**

Selection judgements made on applicants are based on transparent entry requirements that support the aims and objectives of the University for recruitment, development and retention of students and observe legislation relating to equality, diversity and disability.

### **4.1 Responsibility**

Faculties, with support from the Admissions team, are responsible for setting the admissions criteria for each of their programmes and for establishing reliable assessment processes such as interviews, auditions and admissions tests as part of the validation process. Final approval is by the Head of Admissions via Course Loop. The University's Recruitment Policy Panel approves any changes to entry requirements. Entry criteria can be both academic and non-academic and are reviewed on an annual basis.

### **4.2 Undergraduate qualifications**

The University considers a wide range of qualifications and combinations of qualifications for entry to undergraduate programmes. These include AS / A levels, Access awards (diploma and extended diploma), International Baccalaureate, Welsh Baccalaureate Advanced Diploma, Irish Leaving Certificate, BTEC Nationals and OCR Nationals, Open University courses, Scottish Highers/Advanced Highers, the Advanced Diploma and Cambridge Pre-U.

Applicants must have a minimum level of literacy and numeracy (Grade C / Grade 4 or above in GCSE English and Maths or its equivalent). Candidates are also expected to achieve a minimum entry requirement for admission to an undergraduate degree programme of a pass in two GCE A level subjects (in some cases specific subjects) or in an equivalent QCF level 3 (EQF level 4) qualification. Some programmes do not accept General Studies A level, and where this is the case, this is indicated in the course entry requirements. Following appropriate consultation, any variances to the standard entry requirements are approved by the Registrar and Chief Operating Officer

Most entry requirements are expressed as a typical offer range using (A Level) and UCAS tariff bands. The UCAS Tariff is a points system used to report achievement for entry to higher education in a numerical format and provides comparisons between applicants with different types and volumes of achievement.

LJMU recognises the different circumstances of students and offers will be personalised and support applicants in achieving their full potential.

### **4.3 Postgraduate qualifications**

In general, LJMU accepts a first or second class honours degree in an appropriate subject from a UK Higher Education Institution or a qualification at EQF level 6 regarded as equivalent. For certain courses entry requirements can also include specific subject passes, additional professional or postgraduate qualifications or

registration with an appropriate professional body as well as current or recent employment or involvement in a specific professional context.

#### **4.4 International qualifications**

The University accepts a wide range of qualifications offered by international applicants for both undergraduate and postgraduate programmes (see [ljmu.ac.uk/International/](http://ljmu.ac.uk/International/) for accepted entry qualifications by country). The University is guided by the National Academic Recognition and Information Centre (NARIC) in terms of the equivalence given to international qualifications (see [www.naric.org.uk/](http://www.naric.org.uk/)). International entry requirements are updated annually and the International Offer Matrix for each country is approved by Recruitment Policy Panel.

#### **4.5 English language requirements**

Applicants that require a visa to study in the UK will require a recognised English Language proficiency test or international school qualification. A list of current [accepted qualifications](#) are available on the website. A minimum score in each of the four components; reading, writing, speaking, and listening is required and vary according to the programme of study.

Applicants who are nationals of a UKVI recognised majority English speaking country and have completed high school or three years of education in their home country, will normally be exempt from providing additional evidence of their English language ability.

#### **4.6 Academic progression**

UKVI regulations stipulate that if LJMU assigns a Confirmation of Acceptance for Studies (CAS), to a student who has previously completed a course of study in the UK, the new course **must** constitute academic progression from their previous UK course. If academic progression cannot be demonstrated, a Visa will be refused regardless of as to whether the student is applying from the UK or overseas. As a result of this, an offer of study will not be made by LJMU to any applicant where the new course does not clearly demonstrate academic progression (deemed to satisfy UKVI requirements) from previous study.

#### **4.7 Credit transfer and Recognition of Prior (Experiential) Learning (RP(E)L)**

LJMU is committed to facilitating student progression by credit transfer, provided it is clear that an applicant with credit from other programmes delivered within LJMU or in another UK institution has met the relevant learning outcomes via prior learning and the applicant has provided suitable evidence as part of the application process. Prior certified learning such as professional development awards, employment-based awards or study at a non-UK Higher Education Provider which are at higher education level but which have not led to the award of UK credits or UK qualifications will also be considered. External applicants requesting entry to a later part of a programme should initially contact the Admissions team in order to discuss their application but will need to apply via UCAS. It may not be possible to offer credit transfer or prior certified learning in any specific year, due to limitations on recruitment.

Applicants may use their prior experiential learning (informal uncertified learning) to replace or reinforce their qualifications to gain admission to the start of a programme. Where this is the case the criteria used to judge the suitability of the prior experience is clearly stated as part of the admissions process. Prior experiential learning may also be used to gain admission to a later part of the programme of study. The applicant will be required to complete a Recognition of Prior Experiential Learning form and, with the guidance of the Programme Leader, produce evidence to support the application using a portfolio and mapping document.

An academic who has not been directly involved in the advising the applicant is responsible for assessing candidates for the credit volume and level of their prior learning, and the match of their learning with that required on the programme. The University Recognition Group is responsible for the approval of the assessment.

#### **4.8 Verification of qualifications**

The University reserves the right to verify the result of any examination that is not supplied by UCAS through the Awarding Bodies Linkage.

### **5. Selection**

Decisions on applicants are made on the basis of suitability for the programme of study and to take into account past and predicted academic achievements as well as evidence of ability, skills, motivation and potential to benefit from the programme of study. Selection procedures are clear and fair and followed consistently across the University.

#### **5.1 Decision-making**

The Admissions team is responsible for processing applications and for making decisions on applicants in conjunction with academic colleagues where relevant. Personal statements and references are read carefully and are used to help support selection criteria identified for programmes of study. All academic and administrative staff involved in admissions are required to participate in a mandatory training and development programme ensuring that decisions are only made by those fully informed and competent to undertake this role. In some instances, International Recruitment staff and in-country staff are also able to make decisions.

The University gives equal consideration to all applicants who apply by the relevant date in the UCAS and Department for Education (DfE) Teacher Training cycle. If there are undergraduate places available the University may still accept applications after the closing date, for example during UCAS Extra and Clearing. Applications during these periods will be considered individually in chronological order until the programme is full. Details of vacancies will be published on the UCAS, DfE and University websites.

For programmes not recruiting via UCAS or DfE, LJMU applications are generally accepted throughout the year. Applications should, wherever possible, be received at least 20 days before the enrolment date in order to fully process the application before the start of term.

## **5.2 Interviews, portfolio reviews and auditions**

Applicants may be invited for interview, portfolio review or an audition where:

- It is a requirement of the professional or statutory body
- It forms part of the selection criteria to assess the suitability of the individual for the programme
- An applicant is a mature student without any formal qualifications

Where an interview, assessment, portfolio review or audition is a definite requirement for a programme this information is detailed within the course web page.

All interviews are carried out in line with the University's equal opportunity policies and assessed according to published criteria. All applicants invited for an interview, portfolio review or audition will be provided, in advance, with details of the date, time, duration, location and format of the interview together with the aims and objectives and the selection criteria to be used. A standard interview report and scoring system will be used by the interviewers for applicants applying for the same programme.

Applicants who disclose disabilities, health problems or additional requirements will be provided with the necessary support in order that they have the same opportunity to demonstrate skills and communicate ideas during the interview or audition process. Applicants will be given the opportunity to arrange an advisory interview with the disability advisor in order to develop and assist them during this process.

## **5.3 Postgraduate research programmes**

Home applications will be managed by the Doctoral Academy. The application will be initially screened with requests for additional information if necessary. Once completed, the application details will be forwarded to the Faculty for review.

It is the responsibility of the Faculty to contact the applicant and arrange an interview, which should be with two academic members of staff. Once this has taken place, the outcome should be communicated to the Doctoral Academy. This should include the conditions of offer and any funding arrangements for the applicant.

It is recognised that reviewing an application for postgraduate research needs due consideration and therefore the application turnaround may be longer than applications for taught programmes. However, it is also important to be timely in the turnaround and aim to have an update after three weeks.

Any research projects where the researcher is funded by the University and is expected to register for a postgraduate research qualification will be open to competition in compliance with the University's Equal Opportunities Policy. This applies whether funding comes from the Faculty or from sources external to the University.

For a candidate who is a member of LJMU staff, the Director of School must be satisfied that it is possible for the candidate to combine the duties of their post with postgraduate study. Where a candidate was previously registered at another institution written confirmation of withdrawal, signed by an appropriate signatory from the institution and stating the title and start date of the programme of research, along with the duration of the period of enrolment/registration at the institution, is required.

Where the researcher is employed in a salaried position, recruitment will follow the University's standard Human Resources procedures for appointment.

#### **5.4 Recognition agreements**

In some subject areas there are recognition arrangements in place where, should an applicant satisfactorily complete a specified qualification, they will receive a place on a particular programme.

#### **5.5 Articulated progression**

Some LJMU programmes of study, either from within LJMU or from another institution, enable students to progress to another programme of study at LJMU at a higher level. These routes must have been agreed at validation or programme review.

#### **5.6 Foundation programmes**

The University offers a number of extended degree courses which include a foundation year for those who do not have the required entry criteria for immediate admission to a degree programme but do demonstrate the potential to succeed on a programme at this level. Students that successfully complete the foundation year are able to progress to Level 4 of the degree programme.

Working in partnership with Study Group the University also offers an International Foundation Year programme, designed to help international students access a broad range of degree programmes offered by LJMU. Progression to LJMU programmes is not guaranteed and students will need to pass the International Foundation Year and meet specific entry requirements for the degree programme they wish to study. Further details of the International Foundation Year can be found at: [www.ljmu.ac.uk/International/](http://www.ljmu.ac.uk/International/)

#### **5.7 Mature applicants**

The University welcomes applications from mature students. Given the wide range of backgrounds, qualifications and experience that mature applicants may offer, entry requirements are not necessarily rigid and can vary from one individual to another. In some circumstances it may be necessary to arrange an interview with an applicant to find out more about an applicant's qualifications and preparations for undertaking their chosen programme.

## **6. Admissions process**

LJMU conducts its admissions process in line with fully documented operational procedures which are detailed in the *LJMU Code of Practice for Admissions*. The Code of Practice covers each stage of the process from receipt of application to enrolment as well as explaining how to deal with specific situations that may arise.

### **6.1 Applications**

Applications to undergraduate full-time degree programmes are made via the UCAS (Universities and Colleges Admissions Service). LJMU abides by the business rules, admission principles and procedures set by UCAS. Further information on the UCAS process and application deadlines are available at [ucas.com/](https://ucas.com/).

Applications to postgraduate teaching programmes are made via DfE Apply. LJMU abides by the rules and procedures set by the DfE. Further information on the postgraduate teacher training process and application deadlines are available at <https://getintoteaching.education.gov.uk/>.

Applications to other programmes of study at LJMU are made direct to the University utilising the On-line Application form. This includes all part-time provision and full-time postgraduate taught and postgraduate research programmes. Details of how to apply are included in the course factfile and available on the University's website [ljmu.ac.uk](https://ljmu.ac.uk).

LJMU offers a range of Degree Apprenticeships courses. Applicants can apply for these courses the Degree Apprenticeship Application Form (DAAF) <https://daaf.ljmu.ac.uk/>

For some international students, application to LJMU is via in-country agents. Approved LJMU international agents can use the LJMU Partnership Application Form. In addition, in certain cases, International Admissions and Recruitment staff utilise LJMU's Online Offer form to create an application and conditional decision for an international applicant simultaneously.

### **6.2 International Agents**

Only LJMU approved international agents holding a current contract can refer applicants to the University. The Head of International Recruitment is responsible for the Agent Policy.

### **6.3 Fraudulent applications**

LJMU reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent information.

Any undergraduate full-time application that is suspected by the University to contain fraudulent information will also be referred to UCAS.

### **6.4 Plagiarism**

As part of the UCAS process personal statements are compared to a library of personal statements and a variety of websites. Where the Similarity Detection Services finds a similarity level of 60% or more LJMU will write to the applicant informing them that this is the case and reminding applicants of the University's procedures relating to plagiarism.

### **6.5 Deferred entry**

For the majority of programmes the University welcomes initial applications from students who wish to defer entry for a year (a gap year). For programmes where this is not the case the information is detailed on the course web page. Applicants can defer for a maximum of one year only.

If an applicant has not initially applied for deferred entry but prior to enrolment subsequently wishes to do so requests will be considered on an individual basis. In such situations applicants wishing to defer entry are required to put requests in writing to the Admissions team.

### **6.6 Reapplication**

Applications are judged in accordance with the course requirements for the particular year of entry the applicant is applying for admission to the University. There is no guarantee that a place will be offered to an applicant that failed to meet the entry requirements of a previous offer but then subsequently applies in a later cycle.

Applications are considered from students who have previously studied at LJMU and then wish to apply for a new programme. In these instances previous academic performance will be taken into consideration.

### **6.7 Offer of a place**

For undergraduate full-time programmes applicants receive confirmation of an offer, either conditional or unconditional, via UCAS and can also view this decision on their UCAS Hub. Additionally, applicants will also receive an offer letter and Terms of Offer and Enrolment from LJMU. A conditional offer means that the University will offer an applicant a place provided certain conditions are met, usually the completion of outstanding qualifications. If other conditions also need to be met, such as a health check, these will be communicated to the applicant at the time the offer is made. Conditional offers will normally be expressed as a grade/ UCAS tariff score and will be consistent with the published entry criteria for programmes.

LJMU is committed to attracting students from a diverse range of backgrounds and is aware that the standard entry requirements for undergraduate programmes could be a barrier for some applicants in accessing higher education. Applicants that have successfully engaged in LJMU's outreach programmes aimed at improving access to higher education for underrepresented groups as well as any applicant that has experience of living in local authority care, will benefit from a reduced offer of a place at LJMU (expressed in UCAS tariff points). Applicants will need to meet any other criteria specified for individual courses. For some programmes where an interview is

required prior to any offer of a place being made, a reduced offer will only be applied after a successful interview.

Undergraduate offer-holders receive an invitation to an Applicant or Interview Day and an Applicant Guide, containing information on fees and funding, scholarships and bursaries, student accommodation and a range of support services is sent to all applicants that have been made an offer. All policy information relating to admissions can be accessed via the LJMU Applicant web pages and this includes LJMU's Terms and Conditions of the Offer:

[ljamu.ac.uk/applicant-login/important-information](http://ljamu.ac.uk/applicant-login/important-information)

Applicants that accept an offer but change their mind and wish to decline their place have the right to cancel within 14 days of the offer.

Candidates applying for programmes direct to the University will receive confirmation of their offer together with supporting applicant information and Terms and Conditions of Offer and Enrolment.

Postgraduate teacher training applicants will receive updates on their application and offers via the DfE Apply site.

International students will receive an offer letter from the International Admissions team in line with UKVI requirements. A Confirmation of Acceptance for Studies (CAS) is produced for students requiring a Visa to study in the UK. Certain categories of students, for example refugees or applicants with humanitarian protection, will be classified as international applicants until they provide the required documentation to the University.

## **6.8 Alternative programmes**

In some instances, the University is not able to offer a place on the original undergraduate programme the applicant has applied to but is able to offer an alternative programme. In this situation, the applicant will be contacted direct from the University asking if they would like to be considered for the different programme. Confirmation of the alternative programme offer will then be made via UCAS.

## **6.9 Feedback to unsuccessful applicants**

For undergraduate full-time students when an applicant is not offered a place a brief reason is recorded and communicated to UCAS. This reason can be viewed by the applicant when they access UCAS Track. Applicants can request in writing additional feedback provided that they do so within 20 days of the University's decision and are not already holding an offer of a place elsewhere.

A brief reason for not offering a postgraduate applicant a place is recorded on the University's admissions system. Feedback is provided in writing to postgraduate applicants if requested.



## **6.10 Care leavers**

LJMU is committed to helping increase the number of care leavers that go on to study at university. Care experienced applicants are also eligible for LJMU's reduced offer scheme (see section 6.7).

All applicants indicating that they have been in care that have been offered a place are able to access confidential advice, support and guidance throughout the application process and their programme of study. Further information is available at:

[ljmu.ac.uk/discover/fees-and-funding](http://ljmu.ac.uk/discover/fees-and-funding)

## **6.11 Applicants declaring a disability**

The University is committed to providing an inclusive and accessible environment and strives to make reasonable adjustments to accommodate individual needs in accordance with its Disability Policy (Students) – Provision of Support to ensure that disabled applicants are not disadvantaged:

<https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/31.pdf?la=en>

Decisions regarding whether to offer a place to a disabled student are made, as with other students, on the basis of academic attainment and potential to benefit from the programme they have applied to. This is separate from any consideration of the applicant's disability related support requirements.

Applicants are encouraged to disclose a disability at the time of application and, especially where needs are more complex, to arrange a pre-entry visit with the University's disability support team. This not only enables the University to support the applicant throughout the admissions process but also allows sufficient time to put any support requirements in place for the start of the programme.

Students on regulated, vocational programmes are required to notify any disability which may impact on their ability to complete the programme and to be fit to practise on completion of their studies, and offers are conditional upon a satisfactory Occupational Health assessment. All offers are conditional upon the University being able to implement the specific adjustments reasonably needed to complete the programme.

Contact details and further advice and guidance for disabled students is available at:

<https://www.ljmu.ac.uk/discover/student-support>

## **6.12 Exceptional circumstances**

Applicants that have a health-related issue (less than 12 months and therefore not classed as a disability) or that have faced exceptional mitigating circumstances are requested to contact the Admissions team as soon as possible. This is especially important if circumstances are likely to impact on an applicant's ability to meet the admissions requirements. In such instances applicants will be assessed on an individual basis. Where exceptional circumstances are verified and the applicant is still considered to have the potential to be successful on their chosen programme of study, a place may be granted with entry requirements that are below the published criteria. It should be noted that some programmes require a Fitness to Practise assessment prior to being accepted on to a programme in order to meet Professional, Statutory and Regulatory Body (PSRB) requirements.

## **6.13 Criminal convictions and Disclosure and Barring Service (DBS) checks**

Having a prior criminal record will not necessarily prevent an applicant from being offered a place at LJMU. However, the University does require applicants to disclose criminal convictions once they accept an offer (conditional or unconditional) as their firm choice and failure to do so is considered a serious matter and may result in a place being withdrawn or a student being asked to leave LJMU prior to completion of their programme of study.

Some programmes or modules require students to undertake a criminal records check. This involves completing a DBS form (where there is a small payment) and the production of documents to verify a student's identity. Some programmes are exempt from the Rehabilitation of Offenders Act and therefore applicants will be asked to disclose all convictions regardless of date including spent convictions, cases pending and police cautions. If a DBS check is required this will be included in the course entry requirements.

Information on the University's Applicant and Student Criminal Convictions Policy and procedures is available on the Student Policy and Regulation website:

[ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/189.pdf?la=en](http://ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/189.pdf?la=en)

## **6.14 Health assessments**

As part of the contractual agreement with professional bodies, the University is required to monitor good health, character, discipline, standards of conduct and performance on application and throughout all pre-registration/qualification programmes and other programmes leading to professional qualifications.

The LJMU Occupational Health team carries out the health element of the fitness to practise assessment. All applicants who receive a conditional firm offer from a relevant professional programme will be sent an online questionnaire to complete and return. This is a mandatory requirement. Some applicants who cannot receive all the necessary vaccinations prior to enrolment will be initially classified as fit to study. However, these must be completed to be fit to practise and to go on placement. Failure to do so may result in the removal from the programme.

## **6.15 The Academic Technology Approval Scheme (ATAS)**

ATAS was introduced for international students studying on certain sensitive subjects with the aim of preventing the spread of knowledge and skills that could be used in the proliferation of weapons of mass destruction and their means of delivery. The requirement for ATAS is based upon a combination of the level of study and the Joint Academic Coding System (JACS) code attributed to a programme. Further details relating to ATAS requirements can be found by visiting [fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/who-atas/](https://fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/who-atas/)

A visa will not be issued if the student cannot provide appropriate confirmation of ATAS clearance where the above stipulates it is a requirement.

Students must apply for ATAS via [academic-technology-approval.service.gov.uk/](https://academic-technology-approval.service.gov.uk/)

Where ATAS clearance is a requirement, LJMU will not assign a CAS until evidence of ATAS clearance has been sighted by the International Admissions team.

## **6.16 Safeguarding**

LJMU may admit students who are classed as children (under 18 years of age at enrolment). The University is committed to providing an environment that is safe from harm for children who participate in outreach activities, visit the University as part of the admissions process or attend as a student. All staff are made aware of their duty to promote and safeguard the welfare of children and full details of LJMU's Safeguarding Policy can be found at:

<https://www.ljmu.ac.uk/~media/files/ljmu/public-information-documents/wider-information-set-documents/policy23-safeguarding-policy.pdf?la=en>

LJMU will only allow international students to study at LJMU with a Tier 4 student visa which can be applied for at the age of 17 but applicants must be 18 by the end of the month following commencement of their studies. It is not possible for an international student to study at LJMU with a Tier 4 child visa.

## **6.17 Assessment of tuition fees**

The Admissions team is responsible for the assessment of fee status and reserves the right to identify an applicant as eligible to pay overseas tuition fees at any point in the admissions process up to enrolment. If the fee status of an applicant is unclear, additional information will be requested. Applicants that have settled status will be processed as home applicants and will be required to provide their settled code as evidence of their status.

## **6.18 Changes to a programme**

The University will inform applicants at the earliest opportunity of any significant change to a programme made between the offer of a place and enrolment or where a programme is required to be withdrawn. In cases where it is necessary to withdraw a programme an alternative programme will be offered wherever possible.

## **6.19 Confirmation of a place**

Many applicants, particularly for undergraduate full-time programmes, receive a conditional offer based on completion of outstanding qualifications. Confirmation is the name given to the period in July/August when LJMU receives A level and other UK and international qualification results for applicants who have accepted conditional offers with the University.

Applicants meeting the conditions of their offer will have their place confirmed by the Admissions team. At this time, applicants will also receive details of enrolment, induction activities and specific information on the programme of study.

Applicants marginally missing the required grades may still be considered for their chosen programme. A Confirmation Policy is reviewed and updated each year by Recruitment Policy Panel. Unit grades in A level subjects may be referred to at this stage in the process to assist with the decision. Where the University is not able to offer a place on the original programme the applicant may be considered for an alternative programme. If this is not possible the applicant will unfortunately be rejected.

## **6.20 Appeals and complaints**

An appeal is a request for a review of an admissions decision or the wording, terms or conditions of an offer that has been made to an applicant. A complaint is a specific concern related to a procedural error, irregularity or maladministration in the University's admissions policy and procedures.

In the event that an applicant is unhappy or has concerns about any aspect of the admissions process, applicants are encouraged to contact the University utilising the LJMU appeals and complaints form available on the applicant website:

[ljmu.ac.uk/applicant-login/important-information](http://ljmu.ac.uk/applicant-login/important-information)

Where appropriate, the grounds for an appeal or complaint will be investigated and resolved through informal means before moving to a formal process should this be necessary.

The full Applicant Complaints and Appeals policy is available on the University's website:

[ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/14.pdf?la=en](http://ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/14.pdf?la=en)

## **7. Monitoring and evaluation**

LJMU carries out regular, reflective activity to review both the quantitative and qualitative aspects of the Admissions policy and process. Monitoring and evaluation outcomes are disseminated and scrutinised at institutional level as part of the University's commitment to continuous enhancement of the process.

- Student Recruitment & Admissions is responsible for monitoring, promoting and evaluating admissions practices across the University.
- The Head of Admissions is tasked with ensuring that the policy and process is implemented consistently across all programmes.
- Sharing of best practice and any issues experienced with implementing the Admissions policy and processes are discussed throughout the year within Student Recruitment Marketing and Admissions team meetings.
- The Head of Admissions annually reviews the implementation of the Admissions Policy and processes and identifies issues and areas of good practice. This review feeds into policy, processes and training alongside sector best practice and changes in legislation. Any changes required are submitted to Recruitment Policy Panel for ratification.

## **8. Applicants' personal data**

LJMU takes privacy of personal information seriously and is committed to being transparent about how information is collected and used.

LJMU is registered as a Data Controller with The Information Commissioner's Office under registration number Z5616769.

LJMU's [Data Protection Policy](#) sets out how the University complies with its obligations under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

All admissions staff are aware of the confidential nature of applicant information and carry out their duties in accordance with the [Data Protection Policy](#).

Personal information will only be stored for as long as needed and in accordance with LJMU's Records Retention Schedule.

If applicants have concerns with regard to the processing of their personal data they should contact the Data Protection Officer: [DPO@ljmu.ac.uk](mailto:DPO@ljmu.ac.uk).

## 9. Contact details

For information relating to courses and admission to LJMU applicants should contact, in the first instance, course enquiries:

Address: Student Recruitment Marketing and Admissions  
Liverpool John Moores University  
Exchange Station  
Tithebarn Street  
Liverpool  
L2 2QP

Telephone: 0151 231 5090

Email: [courses@ljmu.ac.uk](mailto:courses@ljmu.ac.uk)

Web: <http://www.ljmu.ac.uk>

International applicants should contact:

Address: International Admissions  
Liverpool John Moores University  
Exchange Station  
Tithebarn Street  
Liverpool  
L2 2QP

Tel: +44 (0)151 904 6499

Email: [int-admissions@ljmu.ac.uk](mailto:int-admissions@ljmu.ac.uk)

Web: <http://www.ljmu.ac.uk/international>

Postgraduate research students should contact:

Address: Doctoral Academy  
Liverpool John Moores University  
First Floor, Aquinas Building  
Maryland Street  
Liverpool  
L1 9DE

Telephone: +44 (0) 151 904 6464

Web: <https://www.ljmu.ac.uk/research/doctoral-academy>