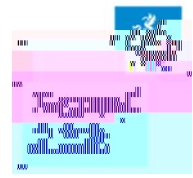


Admissions Policy and Procedure



Postgraduate taught programmes

Entry to taught postgraduate programmes normally requires an undergraduate degree; however, relevant work experience, can replace this requirement, in some cases. Entry to programmes without an undergraduate degree is at the University's discretion

Specific entry criteria can be found on the course pages of the University website:
<http://www.brunel.ac.uk/study>

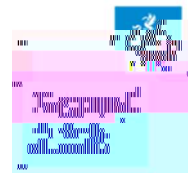
Research degrees

Entry to postgraduate research programmes normally requires an undergraduate degree and, in some departments, also a postgraduate qualification. Entry to programmes without a postgraduate qualification is at the University's discretion and dependent on the availability of appropriate supervisors. Please note that Doctoral Training Partnerships and externally funded studentships have different entry requirements and may require a master's degree in the relevant area

Prior to applying, applicants should enquire whether the University has appropriate supervisors or research areas of interest to support their Research Proposal. To find out more about the Research degree application process, please visit this advice page:
[https://www.brunel.ac.uk/research/Research degrees/How to apply](https://www.brunel.ac.uk/research/Research%20degrees/How%20to%20apply)

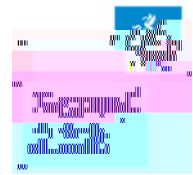
If applicants are responding to an advertisement for a pre-defined research project being marketed by the University, they will need to provide a personal statement about their suitability.

In certain situations, applicants may have a personal statement or a research proposal or



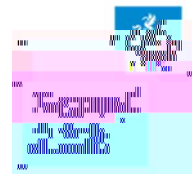
Standard of awarded qualifications

Predicted achievement in qualifications which are beQ Qntitions aev



Unconditional offers will only be made once an applicant has met all academic and non academic conditions for entry to the course. If all conditions are met at the time of application an initial offer could be unconditional. Once all conditions are met from a conditional offer this will be converted to an unconditional offer.

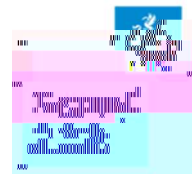
When an applicant receives an offer they will also receive: instructions on how to reply to the offer; information on Scholarships and Bursaries, Accommodation and upcoming events such as Applicant Open Days. Once an offer has been accepted and there are no conditions outstanding information will be sent out detailing how to register on the programme close to the start of the programme.



If you are found to have broken any of these regulations, the University will take action, which could include withdrawal of an offer of a place or de-registration from the course, if suitable and compliant payments cannot be made.

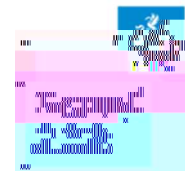
The University operates processes in relation to the accreditation of prior (experiential or certified) learning which are aligned to sector practice. Career experience, or credits accumulated from a programme at another educational organisation may, where appropriate, be counted towards a degree programme at Brunel. In these cases, credits may be counted which can be used to gain advanced entry or exemption from specific modules. Applicants seeking to transfer credits should contact Admissions for advice.

Transferring takes place where an applicant who is already studying at another University wishes to leave that institution and come to Brunel to join a programme. A transfer can take place very shortly after they start, or even after one year at another University. The University's policy on transferring including students transferring out of Brunel and between Brunel programmes, can be found at <https://www.brunel.ac.uk/about/admissions/transfer-policy>



If an applicant meets the entry requirements for the course they will be sent a provisional offer email, which they must accept (by adding Brunel University of London as a Clearing choice on their UCAS account) within a 24 hour deadline upon receipt of the email. Any applications accepted after the 24 hour deadline will be considered on a case by case basis, but we cannot guarantee that these offers will be confirmed.

Once the application has been referred to Brunel via UCAS, the Admissions team will check and confirm that the applicant has met the entry criteria for the course they applied to and that the applicant referred themselves within the 24 hour deadline. If this has been confirmed, the Admissions team will then process the Unconditional offer which applicants will be able to view on their UCAS



Fee status assessments are undertaken by the Admissions Team prior to an offer being made. Appeals to fee status decisions are directed to an Admissions Manager, who will review any additional information provided within the appeal

Failure to return the form or to provide additional requested evidence within the deadline provided will mean the Admissions Team will have to make an assessment based solely on the information available and may be assessed as overseas for fees purposes. If an applicant would like to appeal this decision, the applicant should complete the Fee Status Questionnaire or provide the relevant documents that were originally requested

If an applicant neglects to include any requested or relevant information or provides false or misleading information or documentation, whether before or after the outcome of their fee status assessment, Brunel University of London reserves the right to amend an applicant's fee status after the formal offer has been made

Apart from PGCE and professional Clinical Science courses, applicants who are offered a place to study at Brunel are able to defer entry for one year to the next academic cycle, for example a September 2024 offer may be deferred to September 2025 entry, but no further. Applicants wishing to defer more than one academic cycle, must complete a new application

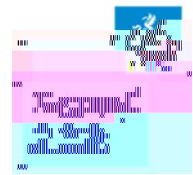
UCAS applicants who are deferring their offer must meet all of the Academic and English conditions of their offer by the end of the application cycle in which they apply.

If an applicant wishes to change their entry year, either to defer their entry or to request to attend a year earlier, this request must be made in writing by email to the Admissions Office who will take course availability into account

The University welcomes applications from people of all ages. However, we have a duty of care towards all our students, employees and visitors and in the case of students joining before their 18th birthday, this duty may be enhanced as these students are regarded as children under English law

The University is committed to ensuring that it has arrangements in place, across the breadth of its activities, which safeguard and promote the welfare of children and vulnerable adults whether or not they are registered students at the University. For the University's Policy and Guidance on Safeguarding Children and Vulnerable People please visit <https://students.brunel.ac.uk/documents/Policies/UpdatedSafeguardingChildrenandVulnerablePeoplePolicy2822.pdf>

It is important that individuals under the age of 18 and their parents/ guardians understand that the

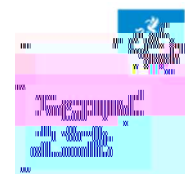


If an applicant is unable to provide details of a named guardian who is resident in the UK, Brunel University of London will appoint the Student Support and Welfare Manager (or nominee) to act as a UK Guardian

The Student Support and Welfare Manager (or nominee) will contact any students under the age of 18 to make further arrangements and to gain consent to share information where necessary.

Enrolled students under the age of 18 must attend a meeting with the Student Support and Welfare Manager (or nominee) on a monthly basis until the student turns 18 years old or until they are no longer enrolled at Brunel University of London (whichever comes first).

The University may allocate accommodation on campus to students aged 16 or 17 subject to availability and to the University's normal arrangements for the provision of accommodation. However, students under the age of 18 are unable to enter into licence agreements with the University. The University will require a parent or guardian or other responsible person over the age of



For personal statement plagiarism, UCAS will notify the University if an application has been highlighted under the Similarity Detection Service, for applicants applying through UCAS. Their application will continue to be assessed by the University under the standard selection process; however, if an offer can be made, the applicant will be advised of the serious nature of plagiarism and a note will remain on the applicant's university record

For BrunELT exam academic misconduct, the Brunel Language Centre will investigate the applicant and inform the Admissions Office of the outcome. In the event that the University finds evidence that the applicant has submitted fraudulent, inaccurate, incomplete, false or misleading information the University may withdraw or cancel the application or any offer at any point in the Admissions cycle

Applicants who incorrectly assign themselves to a trusted agent, where the agent confirms the applicant should not be assigned with them, will be classed as providing false information

Any subsequent applications from applicants previously found to be fraudulent, false or include misleading information will be reviewed on a case by case basis. The University reserves the right to reject the subsequent application

The University will consider applicants with 'relevant' criminal records if they are applying to one of Brunel's professional areas of study (Teaching, Social Work, Physiotherapy, Occupational Therapy, Medicine, Nursing, Art Psychotherapy and Physician Associate courses). Admission will depend on the nature of the course applied for and the circumstances of the offence

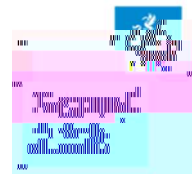
Having a criminal record will not necessarily prevent an applicant from studying at the University. However, in managing its student community, the University is mindful of its legal obligations (including its duty of care) to students and to staff and, in appropriate circumstances, to the wider community. The University therefore must take reasonable steps to identify and manage any risks which may arise and requires individuals to declare prior to offer, as a condition of regulation, at enrolment and on a continuing basis certain criminal convictions and related information

Failure to declare an offence, which occurred before or during the admissions process could result in an offer being withdrawn. Additionally, applicants applying to Teaching will undertake prohibition, childcare disqualification and a Department for Education children's barred list check (previously known as List 99).

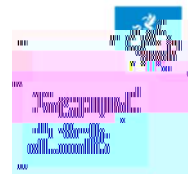
For the purpose of this policy a 'relevant' criminal conviction is defined as convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following

- Any kind of violence including (but not limited to) threatening behaviour; offences concerning the intention to harm or offences which resulted in actual bodily harm
- Offences listed in the Sex Offences Act 2003
- The unlawful supply of controlled drugs or substances.
- Offences involving firearms or other weapons.
- Offences involving arson
- Offences listed in the Terrorism Act 2006
- Offences involving dishonesty

Information on whether an offence is 'relevant' can also be found by visiting the Disclosure and Barring Service website, guidance for applicants can be found on the University Criminal Conviction



Information disclosed as part of the admissions process will normally be considered and



All applicants are required to provide relevant documentation as part of the Registration process. This will include a form of ID, i.e. passport. All applicants are required to provide a scan of their passport in order for the university to fully assess identity and fee status. If a passport cannot be obtained in time, applicants are required to notify Admissions to discuss what alternative forms of identification may be accepted.

Applicants are also required to upload scans of the qualifications they were admitted with (for some programmes, this may include GCSE certificates). Full details of the Registration process can be found at: <https://students.brunel.ac.uk/welcome/important-steps-before-you-arrive/step-1>

Please note, some courses (e.g. PGCE) may require applicants to bring their original certificates (including GCSE's) to register.

For awareness, postgraduate researchers that are funded by United Kingdom Research and Innovation (UKRI) for PhD study must end by no later than the 21st of September of each academic year. This is to ensure that they are paid in advance. All other funded postgraduate researchers are paid in arrears.

It is the applicant's responsibility to ensure that they have registered in good time, ahead of the start of the course. If an applicant cannot join their course on the Registration Date (indicated in the offer email) this will be classed as late registration. Late registration will not normally be permitted after the second week of any academic year for admission in that cycle.

All decisions for admitting applicants after the agreed registration deadline, will be reviewed by the appropriate Admissions Tutor in conjunction with the Head of Admissions. The decision of the Head of Admissions is final.

All unsuccessful applicants will be given a reason why they were unsuccessful when the decision is made, either through the UCAS system or directly from the University. Unsuccessful applicants have the opportunity to receive more detailed feedback on request. Feedback can be requested by email by contacting the Admissions Office within 10 working days of the unsuccessful decision.

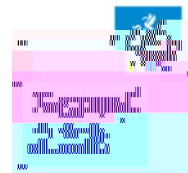
For feedback on unsuccessful decisions for Online Learning courses, please contact the FutureLearn Admissions team study@online.brunel.ac.uk

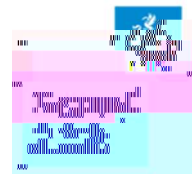
Written feedback will be provided by the Admissions Office, normally within 10 working days. If applicants believe that they have grounds for a formal review of the admissions decision, they should consult the Appeals or Complaints procedure referred to in sections 23 and 25 below.

If the applicant is not satisfied with the outcome of the University Scholarship and Bursary allocation and wishes to appeal, they should request feedback to seek why a scholarship or bursary was not awarded. All requests should be made by email to the Scholarships Team scholarships@brunel.ac.uk

Written feedback will be provided by the Scholarships Team, normally within 10 working days. If students believe that they have grounds for a formal review of the scholarship or bursary decision, they should consult the Appeals procedure referred to in section 24 below.

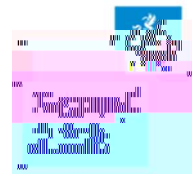
An appeal can be made by applicants who believe they meet the grounds for appeal to permit a second review of their application. There will be no discrimination or prejudice against any applicant who makes an appeal. The University will only accept appeals from the applicant directly and not from any third party representative such as parents, agents or school representatives unless the University assess that such representation is a 'reasonable adjustment' for the purposes of the Equality Act 2010.





An appeal can be made by applicants who believe they meet the grounds for appeal to permit a second review of their eligibility for a scholarship or bursary. There will be no discrimination or prejudice against any student who makes an appeal. The University will only accept appeals from the student directly and not from any third party representative such as parents, agents or school representatives unless the University assess that such representation is a ‘reasonable adjustment’ for the purposes of the Equality Act 2010

The University will seek to ensure that all appeals are dealt with promptly, with fairness and consistency. If an appeal is upheld, the University will take such action or provide such remedy as may be appropriate and will do so promptly. If an appeal is not upheld, the reasons for the decision



The Admissions Privacy Notice can be found here:
<https://www.brunel.ac.uk/about/admissions/admissions-privacy-policy>

Written requests for information about the University, which is not the personal information of the applicant, may be made under the Freedom of Information Act 2000 to foirequests@brunel.ac.uk. For further information, refer to <https://www.brunel.ac.uk/about/administration/information-access/freedom-of-information>

Brunel University of London aims to regularly review and monitor its processes and practices with regards to Admissions. This ensures that it remains aware of changes in practice and policy within the sector and is able to provide adequate training for employees and give the best possible service to its applicants. The policy is normally reviewed and updated on an annual basis in the context of the access and participation plan. In accordance with our ongoing process to review and update our policies periodically, this may have been updated since the date of your application.

- For pre-application queries- enquiries@brunel.ac.uk
- For Post application queries- admissions@brunel.ac.uk
- For EMS application queries- EMS-Admissions@brunel.ac.uk
- For registration or enrolment queries- registration@brunel.ac.uk
- For DBS queries- dbs@brunel.ac.uk
- For Scholarships or Busday queries- scholarships@brunel.ac.uk
- For Clearing queries (from July)- clearing@brunel.ac.uk

Admissions Office
Bishops Hall Lower Ground Floor;
Brunel University of London
Kingston L at