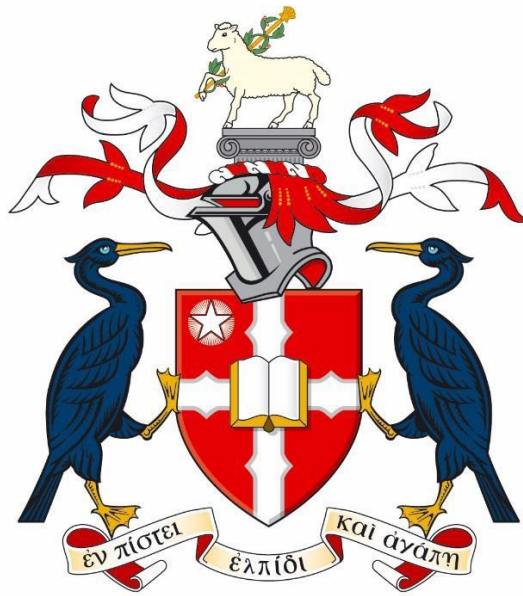


Liverpool Hope University



Recruitment and Admissions Policy (QH13)

Document/Version Control¹

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Document control
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¹ For document control of versions V1.1 - V1.9 please click here →

1. STRATEGIC AIMS

- 1.1.** Liverpool Hope University (the University) pursues a path of excellence in scholarship and collegial life without reservation or hesitation. The University's distinctive philosophy is to 'educate in the round' – mind, body and spirit – in the quest for Truth, Beauty and Goodness. At the heart of the University is the idea of the Collegium: an academic community of scholars providing a nurturing environment to stimulate and foster the scholarly advancement of all its students, working with and through them to create participants in learning (rather than recipients of learning) and to engender personalised learning (rather than mass teaching). The University is concerned both with knowledge and competence in academic disciplines, and also with the formation and, indeed, the transformation of its students into graduates prepared for making a difference for good in the world.
- 1.2.** It is the University's policy to select those candidates who demonstrate they have an academic ability and personal motivation to succeed in their chosen programme of study.

2. SCOPE OF POLICY

- 2.1** The Recruitment and Admissions Policy (QH13) is applicable to all programmes and to all types of students including full time and part time undergraduate, apprenticeships, postgraduate, home and international students, as well as those on short courses. It recognises that for some programmes the process is influenced by the requirements of Professional, Statutory and Regulatory Bodies (PSRBs) and other sponsors.
- 2.2** The Policy addresses the Guiding principles of UK Quality Code's [Principle 9 "Recruiting Selecting and Admitting students"](#). The policy encapsulates the main principles identified in the UK Quality Code and is underpinned by the 'principle of fair admissions' which:
 - are reliable, fair, transparent and accessible;
 - enable higher education providers and their partners to select students who are able to complete the programme as judged by their achievements and their potential;
 - strive to use entry assessment methods that are reliable and valid;
 - seek to minimise barriers for applicants;
 - be professional in every respect and underpinned by appropriate organisational structures and processes.

3. STUDENT RECRUITMENT

- 3.1** Responsibility for Student Recruitment Activities:
- 3.2** Student recruitment and retention at Hope is the responsibility of the whole University. The UK Recruitment and International Recruitment teams, Faculties and the Apprenticeships Hub work together to drive the optimum number of good quality, right fit applicants and ultimately registrations. The course portfolio and quality of information on these courses provided by Faculties and the Apprenticeships Hub to the Marketing and Student Recruitment teams are however central to ensuring capacity for strong recruitment.
- 3.3** The Communications team ensure the University's profile and reputation is projected professionally through all appropriate means; the Marketing team lead on digital and campaign work, and the Student Recruitment teams visit schools, colleges, recruitment fairs etc. globally to support direct recruitment. The Faculties and academic staff within them are however also responsible for supporting recruitment to their academic areas

at the University, through engaging in recruitment and conversion activity based on advice and guidance from the central teams.

- 3.4** Each Faculty has a named member of academic staff who is responsible for liaising with the Student Recruitment, Marketing and Corporate Communications teams. While activity is coordinated centrally in liaison with this named staff member, it is the Executive Dean of Faculty's responsibility to ensure academic colleagues are engaging with this work and providing a range of activities and initiatives to attract students of the highest quality to their programmes.

3.5 Student Futures

The UK Recruitment and International Recruitment teams maintain a strategic overview of all recruitment activity and ensure that the policy is implemented fairly and consistently. They are specifically responsible for:

3.5.1 UK Recruitment:

- Identification and attendance at an appropriate range of recruitment events and activities in the UK to maximise the numbers of qualified students applying to the University.
- Continuous monitoring of student recruitment in the context of widening participation, equity, diversity and inclusion.
- Developing recruitment networks and initiatives to enhance entry from faith schools, college networks and partner universities.
- Ensuring a coordinated approach to Student Recruitment by working collaboratively with academic staff, Admissions and key student support teams within the University.
- Development of outreach activities that meet the needs of a diverse range of targeted communities in Merseyside and the North West.
- Delivery of an integrated approach to student recruitment ensuring all activities are delivered on time and on budget making the most effective use of available resources.

3.5.2 International Recruitment

- Development of an integrated approach to international full degree, study abroad, exchange and short course recruitment, making the most effective use of allocated resources.
- Continually reviewing target markets to ensure the University maintains a stable overseas body and is less vulnerable to the external environment.
- Ensuring full degree, study abroad, exchange and short course recruitment activity targets high quality students while ensuring a broad geographical reach in line with strategic targets.
- Maximising numbers of on-campus international students, in line with KPIs, that share the University's mission and values.
- Continuing to identify and develop opportunities to promote Hope within key international markets and look towards new, emerging market opportunities at a country and product level.
- Development of business opportunities in the partnerships and transnational education space in line with the University's mission, values and strategy.

3.5.3 Faculties

- Meet regularly with the Marketing, UK Recruitment and International Recruitment teams to maintain and develop common goals for recruitment to those subjects within their Faculty.
- Monitor and act upon numbers of applications to awards within the Faculty.
- Provide information for marketing publications associated with subjects within the Faculty in a timely manner.
- Undertake visits to schools or other institutions to promote subjects from their

own and other Faculties on request from the UK Recruitment and International Recruitment teams.

- Run classes and conferences at the University for prospective students.
- Represent their subjects at Open Days and Offer Holder events.
- Maximise all conversion activities, following advice and guidance on areas of greatest need from the UK Recruitment and International Recruitment teams.

3.5.4 Students' Union

- Provide input to Open Days, Offer Holder events and other recruitment and conversion activities as appropriate.
- Promote the wide range of opportunities offered by the Students' Union, such as representation, recreational and sporting activities, campaigning and student support.

3.5.5 Recruitment to Degree Apprenticeship Courses

The University offers a range of Degree Apprenticeship courses with entry requirements established to ensure the apprenticeship is accessible to a diverse range of applicants while maintaining appropriate standards. In addition, Degree apprenticeship courses may have specific entry requirements including but not limited to:

- the right to live and work in the UK;
- employer requirements;
- the requirements set out in the Apprenticeship Standard;
- the requirements of any associated professional or regulatory body;
- GCSE (or recognised equivalent) in English and Maths;
- the funding eligibility rules set by Education and Skills Funding Agency (ESFA).

In all cases, applicants and employers should visit the Apprenticeships section of the University's website to find up to date details and information on how to apply.

4. SELECTION PRINCIPLES

4.1 Assessment of Applications

4.1.1 Applications are welcomed from students with academic potential whose profile indicates that they will achieve the academic requirements of their chosen course. The admissions decision will rest primarily on the qualifications and the aspirations of the applicant in relation to their chosen programme of study. Applicants selected for admission should be suitably qualified and capable of benefiting from their chosen programme of study.

4.1.2 We welcome applications from students who meet our academic entry requirements and are looking to be intellectually stretched, stimulated and challenged in their studies, and who will add energy and bring breadth of experience and vitality to the University community. In line with our [Mission and Values](#), no student with the necessary academic potential would be disadvantaged by their educational or socio-economic background. Applications are considered in line with our commitment to equality of opportunity and in line with the requirements of the Equality Act 2010.

4.1.3 To comply with the requirements of relevant professional bodies, applicants to certain professional courses may be required to provide a satisfactory Criminal Records (DBS) check, or to demonstrate fitness to teach/practice. Applicants will be advised of these conditions when they are made an offer of a place.

4.2 Decision making

Each application is assessed on its own merits. Selection will take into account the evidence provided on the application form against the criteria for the chosen programme of study. Admissions decisions are made within the central Admissions teams, in consultation with academic tutors where necessary. For relevant courses the University gives equal consideration to applicants who apply by the relevant date in the UCAS and DfE Apply cycle. If there are places available, the University may still accept applications after the closing date. For programmes not recruiting via UCAS and DfE Apply, applications are accepted throughout the year but applicants should be mindful of submitting applications in ample time for them to be fully processed before the start of term. The University reserves the right to close the course for new admissions once places are filled.

4.3 Interviews and Auditions

Admission to some programmes will require applicants to attend an interview or audition before the offer of a place can be made and in some cases applicants will be asked to provide a portfolio of work. Information will be provided in advance of any such interview, audition or portfolio, giving detailed instructions on any preparatory work required in advance. A standard scoring system will be used by the interviewers for applicants applying for the same programme.

5. ADMISSIONS REQUIREMENTS

5.1 Responsibility of the University

The University is responsible for setting the admissions criteria and for establishing reliable assessment processes such as interviews and auditions. Entry criteria can be both academic and non-academic and are reviewed annually. The University has responsibility for ensuring this information is transparent and that the entry criterion is applied rigorously in a fair, consistent and courteous manner.

5.2 Responsibility of applicants

It is the responsibility of the applicant to inform the University of all relevant information which may affect their application. Applicants are expected to provide all the information required to enable the University to fully assess their application upon first submission. Failure to do this may at best delay the decision, or at worst result in a rejection. It is also vital that applicants respond to information requests within deadlines set out in the application process. Failure to respond to critical deadlines (e.g. UCAS or DfE Apply) may result in an application to the University being declined by default.

5.3 Undergraduate requirements

5.3.1 Entry requirements are published on the University website and on the entry profiles section of the UCAS /DfE Apply websites and are updated annually. We suggest that potential applicants always refer to the online prospectus for the most up to date entry criteria rather than referring to any print materials which may become out of date.

5.3.2 The University makes both Grade offers and offers using the UCAS Tariff point scoring system.

5.3.2 Non-standard entry may be considered via an Alternative Entry Assessment for those applicants who do not meet the standard UCAS tariff requirement - for example, including, but not limited to entry onto Degree Apprenticeships, Micro-credentials, entry onto courses delivered by contracted Delivery Partner Institutions (DPIs) or for entry to the Foundation Year².

² For non-standard entry, applicants are required to undertake an Alternative Entry Assessment – please contact the Admissions Team for more information E: admission@hope.ac.uk or T: 0151 291 3899

5.3.2 In addition, some subjects stipulate specific grades or subject area knowledge in addition to a certain level of entry points.

5.3.3 Applicants must always be able to demonstrate acceptable levels of literacy and numeracy. Some courses require GCSE passes (grade C/4 or above) or equivalent in English, Mathematics and/or Science. Some professional courses may have literacy and/or numeracy requirements determined by the external professional body and will also have additional entry requirements related to the acceptability of the applicant to placement providers (e.g. criminal convictions clearance, health screening).

5.3.4 Some courses are competitive and satisfying the typical academic entry requirements will not guarantee an offer of a place.

5.3.5 In respect of the Network of Hope and other contractual partners delivering Hope degrees, the College with responsibility for the directly funded numbers is responsible for the admissions processes and guidance for the Network owned applicants. The University's oversight of this provides assurance that students are treated with parity during admissions processes.

5.4 Postgraduate Taught and Postgraduate Research

Please refer to the relevant entry requirements which can be found on our website - it is University policy to adhere to these entry requirements at all times.

- [Postgraduate Taught course pages](#)
- [Postgraduate Research course pages](#)

5.5 PGCE requirements

5.5.1 The academic entry requirements for PGCE programmes are listed below and must be achieved prior to commencement of the course. Please be aware that there are additional non-academic requirements relating to DBS (Criminal convictions clearance) and health clearance checks. Please see website for further information³.

- GCSE Grade C/4 or above in English and Mathematics (and Science for PGCE Primary) or their equivalent.
- have a minimum of a Second-Class undergraduate honours degree awarded by a UK university, or an equivalent higher education qualification.
- a Third may be considered for exceptional candidates in shortage subjects, with significant experience and subject to approval by the Executive Dean of Education and Social Sciences (or their nominee).

5.5.2 Any offer of a place is dependent upon successful interview. We suggest that potential applicants always refer to the University website for the most up to date entry criteria, rather than referring to any print materials which may become out of date.

³ PGCE Primary (3-7) <https://www.hope.ac.uk/postgraduate/postgraduatecourses/pgceprimary3-7/>
PGCE Primary (5-11) <https://www.hope.ac.uk/postgraduate/postgraduatecourses/pgceprimary5-11/>
PGCE Secondary - <https://www.hope.ac.uk/postgraduate/postgraduatecourses/pgcesecundary/>

5.6 International Applicants - English Language requirements

5.6.1 The UK Home Office requires that every student from outside the UK must show evidence that they have a level of English Language at B2 or above of the Common European Framework of Reference for Languages in order to be considered for a UK visa (Student route visa). Students who are nationals of a majority English speaking country, as defined in the Immigration Rules Appendix English Language, are exempt from this requirement.

5.6.2 The University accepts a wide range of qualifications offered by international applicants for both undergraduate and postgraduate programmes. The University is guided by [UK ENIC](#), the UK's National Information Centre for global qualifications and skills in terms of the equivalence given to international qualifications. Before making an application, applicants should check the finance and entry requirements which can be found by visiting their country-specific page on the University website.

5.6.3 All applicants to the University whose first language is not English are required to have a UK Visas and Immigration (UKVI) recognised English Language qualification such as IELTS or TOEFL, or an accepted equivalent as published on our website.

- Undergraduate: IELTS 6.0, including a minimum of 6 in reading and writing, and 5.5 in speaking and listening;
- Postgraduate Taught: IELTS 6.5, including a minimum of 6.0 in reading and writing, speaking and listening;
- Postgraduate Research: IELTS 6.5, including a minimum of 6.5 in reading and writing.

5.6.4 In addition to the requirements set out in 5.6.3, there may be subject specific International English Language requirements for certain courses that are accredited by Professional Statutory Regulatory Bodies (PSRBs) and these may require higher overall scores and sub-test scores as such, it is important to check the requirements **for each individual programme**. Please refer to the University's website for [English language requirements](#) and to the specific course pages.

5.6.5 Before making an application, applicants should check the entry requirements of individual Accrediting Bodies and also check the [country-specific entry requirements page](#) on the University website.

5.6.6 The International Recruitment team can offer advice on the acceptability of other English Language qualifications. For more information please visit the [English language requirements](#) section of our website.

5.7 Exceptions

Under very specific circumstances the University may approve an exception to the above requirements. Any such exceptions will be considered on an individual basis and approved by the Pro Vice-Chancellor Marketing, Recruitment & Admissions. This in no way allows an undermining of the full and proper completion of the constituent elements of the University's awards.

5.8 Verification of Qualifications

5.8.1 Standard University Applications

All academic offer conditions must be met and evidenced a minimum of two weeks prior to commencement of the programme of study, noting that for some courses this may be longer. The University requires all applicants to provide

evidence of the qualifications upon which their offer of a place is based. For the majority of undergraduate applicants, UCAS will supply the results directly to the University. Other applicants, including those undergraduate applicants who have achieved their qualifications in an earlier year, should expect to provide original certificates of their qualifications prior to enrolling with the University.

5.8.2 Online Post Graduate Certificates

All standard entry requirements, including IELTS/English Proficiency, will apply for entry onto the Online Post Graduate Certificates. Applicants should submit all documentation and evidence electronically to pld@hope.ac.uk, where the applications will be processed. Any certificates/evidence not in English must be translated by an accredited translation service. Liverpool Hope reserves the right to request a "[Statement of Comparability \(SoC\)](#)" via [UK ENIC](#); the cost of the SoC must be met by the applicant.

6. ADMISSIONS PROCESSES

6.1 Applications

- 6.1.1 Applications to full time undergraduate degree programmes should be made via Universities and Colleges Admissions Service (UCAS). The University abides by the rules and deadlines set by UCAS. Further information on the UCAS process and deadlines can be found on the [UCAS website](#).
- 6.1.2 Applications to Undergraduate and Postgraduate Teaching Programmes are made via DfE Apply. The University abides by the rules and deadlines set by the DfE.
- 6.1.3 Applications to part time Undergraduate and all Postgraduate Taught and Postgraduate Research programmes are made directly to the University. Details on how to submit your application can be found on the [University website](#).
- 6.1.4 For applications to Degree Apprenticeships courses, please see section 3.5.5 or visit the Apprenticeships section of the University website.

6.2 Acknowledgement of Applications

When we receive an application via a third party (e.g. UCAS or DfE Apply), we will send an email to confirm we have received it.

6.3 Initial Screening of Applications

When applications are received, we will check application forms to determine whether we need to request additional information or send additional forms to complete. This may happen if information is omitted that does not enable us to fully process the application or if for example, an applicant has declared a criminal conviction or indicated they are from overseas. In these instances, we may require applicants to provide supplementary information to that which they have provided on their application form.

6.4 Fraudulent Applications

The University reserves the right to withdraw or cancel an offer of a place made on the basis of an application that has been found to contain fraudulent information. Any relevant applicants suspected of containing fraudulent information will also be referred to UCAS or other relevant bodies.

6.5 Plagiarism in (UCAS) Personal Statements

As part of the UCAS application process, UCAS check all personal statements for potential plagiarism. Where the Similarity Detection Service detects potential plagiarism, UCAS notifies both the University and the applicant. The University reviews all cases notified to it on an individual basis and may contact an applicant for more information before a decision is taken. Please note that for applications to professional programmes such as Social Work and Teacher Training, applications that are found to have plagiarised

personal statements may be rejected.

6.6 Applicants declaring a disability

6.6.1 The University is committed to ensuring equality of educational opportunity for all applicants and welcomes applications from individuals with disabilities. All applications are considered on the grounds of the same academic criteria. In parallel with the academic application process, the University's Learning Support Team will contact applicants who have declared a disability on their application form to discuss any support requirements they may have in relation to the course applied for.

6.6.2 Before coming to Liverpool Hope, we would strongly encourage applicants with disabilities to contact the Learning Support Team in order to find out how the University might be able to meet any support or accommodation needs you may have. Please be advised that the University may be unable to provide unlimited physical or other adjustments to meet the needs of individual students.

6.6.3 Consequently, it may not be possible to implement all necessary adjustments in certain cases having explored all reasonable options. To ensure that you receive the appropriate information, advice and assistance in good time ahead of the start of your course, we recommend that you notify the University of your particular needs at the earliest possible opportunity prior to starting with us.

6.6.4 For further information, please refer to the University's policy on [Reasonable Adjustments](#).

6.7 Care Leavers

We aim to support Care Leavers throughout their time at University. We have a range of support services set up to help students make the transition into Higher Education. We also provide continuing support throughout the University experience, helping you to achieve success.

6.8 Health Declaration

Applicants to certain professional training programmes are required to complete a health declaration in line with the requirements of relevant professional bodies. Full details are provided during the application process where applicable and are also found on the on-line prospectus. Applicants to relevant programmes who accept their offer of a place will be sent the necessary documentation to complete. The University may refuse an application if a student's health declaration suggests they are not fit to practice and/or study.

6.9 Criminal Convictions

If applying to a programme which entails working with children or vulnerable adults, successful applicants will be required to undergo a formal Disclosure and Barring Service (DBS) check. More information can be found at [Disclosure and Barring Service](#). Students will not be allowed to commence placements until a satisfactory DBS is received. Electronic and hard copy prospectuses will indicate if a Disclosure and Barring Service check is required for a particular programme of study.

6.10 Offer of a place

6.10.1 The University is committed to making offers to those candidates who demonstrate they have an academic ability and personal motivation to succeed in their chosen programme of study. Admissions staff have the discretion to vary the weight they give each application, taking account of examination results, potential and other indicators of achievement. This means that applicants to the same course, or from the same school, may receive different levels or types of offer.

6.10.2 Applicants to full time undergraduate and PGCE programmes will be able to view confirmation of an offer, either conditional or unconditional, via UCAS Track or DfE Apply and will also receive notification of such a decision direct from the University. A conditional offer means that the University will offer an applicant a place provided certain conditions are met, usually (but not exclusively) the completion of outstanding qualifications. Applicants may receive an unconditional academic offer but may also be set non-academic conditions to the offer, such as criminal disclosure or health check. Any such conditions will be communicated to the applicant at the time the offer is made. Offer levels will be consistent with the published entry criteria for all programmes (please visit the website for most up to date information).

6.10.3 Applicants applying for programmes direct to the University will receive confirmation of their offer by email, together with supporting applicant information where relevant.

6.10.4 International students will receive an offer letter via email in line with UKVI requirements. Applicants will have to follow the application process for the Student Route visa, which may include using the Priority Route where available in some cases.

6.10.5 After applicants complete their biometrics appointment, they will need to submit their application materials to the British Consulate within a specified period of time. Because they will need to include documentation sent from the University, applicants should not begin an online application until they have received this information.

6.11 Offer of an alternative programme

In some instances, the University is not able to offer a place on the original programme to which the applicant has applied but is able to offer an alternative programme. In this situation, the University will give reasons why this alternative is deemed suitable, with the applicant under no obligation to accept.

6.12 Feedback to unsuccessful applicants

6.12.1 If the University deems that an application has been unsuccessful, we will communicate this decision to applicants in a timely manner therefore enabling them to pursue applications elsewhere. For applicants to Undergraduate and PGCE programmes, an unsuccessful code will be transmitted via UCAS or DfE Apply explaining the reasons why the application has been unsuccessful. For applicants to these programmes who have gone through the interview process, a feedback sheet will be provided detailing the reasons why the University has been unable to make an offer.

6.12.2 To all other programmes, the University aims to provide feedback on request to applicants who have not been offered a place. All requests for feedback should be made in writing, by email, to the relevant Admissions team. Requests for feedback should be made within four weeks of the unsuccessful decision being received by the applicant. The University will aim to respond to requests for feedback within ten working days of receipt. Please note this may not always be possible during busy admissions periods.

6.12.3 Due to the high volume of applications received, we are unable to enter into prolonged discussion as to how applicants might improve their application in the future but may refer applicants back to their school or college, where appropriate, for advice and guidance.

6.12.4 The University is unable to enter into discussions relating to individual applications with anyone other than the applicant themselves unless the applicant provides written permission for the University to discuss it with another person.

6.13 Appeals and Complaints

If an applicant has cause for concern about the way in which their applications has been handled the [Applicant Appeals and Complaints Procedure](#) can be followed to lodge an appeal against a decision or make a complaint.

6.14 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 either of these circumstances, applicants will be given the opportunity to accept an offer on an alternative programme or to withdraw their application.

6.15 Confirmation (Applicants applying via UCAS)

Confirmation is the process we undertake when we receive applicants' exam results, which enables the University to confirm the place of applicants who were holding conditional offers. In instances where applicants have met or exceeded the conditions of their offer, this process takes place very quickly and the decision will be visible via UCAS Track in addition to notification in writing from the University. For applicants who narrowly miss their offer conditions, in some instances, the University may be in a position to consider the applicant for the same, or similar, programme dependent upon places. In these instances, the University aims to make a decision as quickly as possible but this may be dependent upon receipt of qualification information from other applicants. Where an applicant has missed the offer conditions by a considerable distance, they will normally be rejected.

7. STAFF DEVELOPMENT AND TRAINING

The University is committed to ensuring that all those involved in admissions are competent to undertake their roles and responsibilities. All Student Recruitment and Admissions staff undertake training and development to ensure they are aware of relevant procedures, policy and practice and of national and international developments in relation to recruitment and admissions to higher education.

8. TRANSITION FROM APPLICANT TO STUDENT

The Student Support team, led by the Deputy Vice-Chancellor and Provost's office, is responsible for new student induction, the major aim of which is to ensure that all new students settle into the University as quickly and easily as possible. The team will ensure that applicants have all the necessary information and support necessary to make a successful and enjoyable transition from applicant to student.

9. MONITORING OF THE RECRUITMENT AND ADMISSIONS POLICY

This policy is monitored by the Pro Vice-Chancellor Marketing, Recruitment & Admissions and is reviewed and updated on an annual basis to ensure it continues to support the mission and strategic objectives of the University.