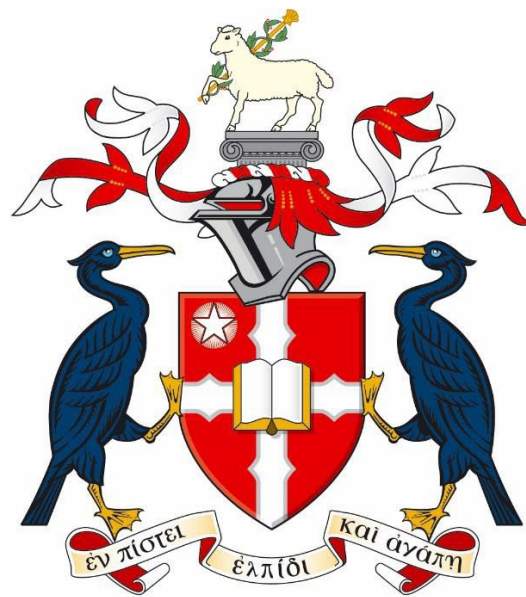


Liverpool Hope University



Recruitment and Admissions Policy (QH13)

Version Control

Approved by Rectorate Team	June 2014
Approved by Senate	December 2014 v1.0
Minor modification	November 2015 v1.1
Minor modifications	November 2016 v1.2
Rectorate Team	February 2017 to take account of changes to PGCE/PGDE and PGR regulations and other minor changes
Recommended for approval by Senate	15 th March 2017
Approved by University Council	25 th April 2017
Minor modifications	June 2018 v1.3
Approved by Senate	June 2018 v1.3
Minor modifications	November 2018 v1.4
Approved by Rectorate Team	December 2018 v1.4
Approved by Senate	March 2019
Minor modifications	May 2019 v1.5
Approved by Rectorate Team	May 2019 v1.5
Approved by University Senior Executive Team	15 th June 2020 to take account of the introduction of Online PGCerts
Approved by Senate	24 th June 2020
Minor modifications	26 th January 2021
Modifications approved by Chair of Senate	September 2021 v1.6 <ul style="list-style-type: none"> - to reiterate PSRB English Language requirements for International Applicants - Updates to reflect the change from Faculties to Schools/Departments - Removal of PGDE entry requirements (course no longer offered) - Removal of level 6 Tellal, i-Professional Graduate Certificate award (course no longer offered) - Formatting changes
Recommended for approval by Senate Feb 2022	February 2022 v1.7 Addition of CASE Accreditation IELTS requirement.
Recommended for approval by Senate 22 nd March 2023	March 2023 v1.8 <ul style="list-style-type: none"> - Addition of an alternative assessment as an entry requirement for Level 4, 30-Credit Micro-Credentials. - Updates to changes in external regulatory requirements - General formatting and editing.
Minor modifications	May 2023 v1.9 <ul style="list-style-type: none"> - Amendment to PGCE/School Direct entry requirements

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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 undergraduate, postgraduate, home and international students. It recognises that for some programmes the process is also 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 Advice and Guidance on [Admissions, Recruitment and Widening Access](#) (Nov 2018). The policy encapsulates the main principles identified in the UK Quality Code and is underpinned by the 'principle of fair admissions' which are:
 - be transparent;
 - enable higher education providers to select students who are able to complete the programme as judged by their achievements and their potential;
 - strive to use 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 FUTURES

3.1 Responsibility for Student Recruitment Activities

The following is an extract from the Student Recruitment Strategy document.

- 3.2 'A key facet of the Student recruitment endeavour at Hope is the responsibility of the whole University for the recruitment of new students and the retention of those on course. The Student Futures team, Schools and Departments work together to ensure the highest possible number of good quality applicants and ultimately registrations. However, it is the undergraduate and postgraduate courses offered by the Schools and Departments and the quality of their research which will enhance the University's reputation and provide the corporate communications and recruitment teams with the information to promote to prospective students, schools, colleges and dioceses, in the media and on-line'.
- 3.3 The corporate communications team ensure the University's profile and reputation is projected professionally through all appropriate means and the student recruitment teams visit schools, colleges, recruitment fairs and the like. However, it is the Schools and

Departments and the academic staff within them who are responsible for attracting students to their particular subjects at the University.

- 3.4 Each School/Department has a named member of academic staff who is responsible for liaising with the student recruitment team and with corporate communications (this could be two different members of staff) but it is the Head of School/Department's responsibility to ensure that they have a range of activities and initiatives to attract students of the highest quality to the Schools and Department's programmes.

3.5 Student Futures

The Student Futures and Global Student & Partnership Centre 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 Student Recruitment:

- Identification and attendance at an appropriate range of home recruitment events activities and to optimise the numbers of students applying to the University.
- Continuous monitoring of student recruitment in the context of widening participation, diversity and special needs.
- 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, Student Enrolment and Administration, Student Development and Well Being, Student Finance, Accommodation and other key areas of the University.
- Development of outreach activities and programmes of study that meet the needs of a diverse range of minority communities in Merseyside and the North West.
- Delivery of an integrated approach to all student recruitment ensuring all activities are delivered on time and on budget making the most effective use of available resources.

3.5.2 Global Student & Partnership Centre

- Development of an integrated approach to International and Study Abroad, Exchange and Maymester recruitment and endeavour to ensure that all activities are delivered on time and on budget, 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 increasingly volatile marketplace.
- Ensuring International and Study Abroad, Exchange and Maymester recruitment activity targets high quality students while ensuring a broad geographical reach.
- Increasing numbers of on-campus international students that share the University's mission and values.
- Continuing to identify and develop opportunities to promote Liverpool Hope within key international markets and look towards new, emerging market opportunities at a country and product level.

3.5.3 Schools and Departments

- Meet regularly with Student Futures to maintain and develop common goals for recruitment to those subjects within their School / Department
- Monitor and act upon numbers of applications to awards within the School / Department
- Provide information for marketing publications associated with subjects within the School / Department (e.g. prospectus, leaflets, webpages etc.)
- Undertake visits to schools or other institutions both in the UK and abroad to

- promote subjects from their own and other Schools / Departments
- Run classes and conferences at the University for prospective students
- Represent their subjects at Open and Applicant Days
- Maximise all conversion activities

3.5.4 Students' Union

- Provide input to Open Days, Applicant Days 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.

4. SELECTION PRINCIPLES

4.1 Assessment of Applications

4.1.1 Applications are welcomed from students with excellent academic potential whose academic profile indicates that they will achieve the academic requirements of their chosen course. The admissions decision will rest primarily on the qualifications and also on 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 In order 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. Selectors will take into account the evidence provided on the application form against the criteria for that particular course. Admissions decisions are made by trained staff within the central Admissions teams¹ and also 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.

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 giving detailed instruction on any preparatory work required in advance. A standard scoring system will be used by the interviewers for applicants applying for the same programme.

¹ For applications to Professional Learning & Development courses, decisions are made by trained staff within the PLD department.

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 our decision or at worst, result in a rejected decision. It is also vital that applicants respond to information requests and respond within deadlines set 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 in the undergraduate prospectus, on the University website and on the entry profiles section of the UCAS website and are updated annually. As the prospectus is designed for print far in advance of the opening of the application cycle, we suggest that potential applicants always refer to the online prospectus for the most up to date entry criteria.

5.3.2 The University makes both Grade offers and offers using the UCAS Tariff point scoring system. For Micro-Credentials, entry may be considered via Alternative Assessment for those applicants who do not meet the standard UCAS tariff. In addition, some subjects stipulate specific grades 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 (e.g. teacher training and social work) 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 clearance, health screening).

5.3.4 Many courses are highly 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, 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 Academic Regulations which can be found on our website at <https://www.hope.ac.uk/gateway/students/studentadministration/understandingyourdegree/programmesofstudy/> - it is University policy to adhere to these regulations at all times.

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 clearance) and health clearance checks. Please see website for further information.

- 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 subject, with significant experience and subject to approval by the Dean of School Education (or nominee).

5.5.2 Any offer of a place would be dependent upon successful interview. We suggest that potential applicants always refer to the online prospectus for the most up to date entry criteria.

5.6 School Direct requirements

5.6.1 The academic entry requirements for Liverpool Hope University are listed below and must be achieved prior to commencement of the course. Please be aware that some of our partner schools may ask for higher qualifications. Applicants should check with the lead school of their choice before submitting an application. Applicants should also be aware that there are additional non-academic requirements relating to DBS (Criminal clearance) and health clearance checks.

- 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 subject, with significant experience and subject to approval by the Dean of School Education (or nominee).

5.6.2 Any offer of a place would be dependent upon successful interview. We suggest that potential applicants always refer to the online prospectus for the most up to date entry criteria. For individual school direct alliances please refer to their individual DfE page. A full list of providers can be found [here](#)

5.7 International Applicants - English Language requirements

5.7.1 The UK's Home Office requires that every student from outside the UK and the European Union (EU) 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.

5.7.2 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.

5.7.3 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.

- 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.

5.7.4 Subject Specific International English Language Requirements

A number of Professional Statutory Regulatory Bodies (PSRBs) have specific English language entry requirements for International Applicants, including:

- Social Work England: English language requirement - IELTS 7 (or equivalent) for both Undergraduate and Postgraduate courses.
- Association for Nutrition: English language requirement - IELTS 6.5 (or equivalent) which must not be less than 6.5 IELTS (or equivalent), with no individual section less than 6.0.
- The Consortium for the Accreditation of Sonographic Education: IELTS 7 (or equivalent) with no score lower than 6.5 for each component

5.7.5 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](#).

5.7.6 The University's Recruitment team can offer advice on the acceptability of other English Language qualifications. For more information please visit our website².

5.8 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 Deputy Vice-Chancellor and Provost. This in no way allows an undermining of the full and proper completion of the constituent elements of the University's awards.

5.9 Verification of Qualifications

5.9.1 Standard University Applications

All academic offer conditions must be met and evidenced a minimum of four weeks prior to commencement of the programme of study. 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.

5.9.2 Online Post Graduate Certificates

All standard entry requirements, including IELTS/English Proficiency, will apply for entry onto the Online Post Graduate Certificates. Applicants 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 will be met by the applicant.

² <https://www.hope.ac.uk/englishlanguage/requirements/>

6. ADMISSIONS PROCESSES

6.1 Applications

6.1.1 Applications to full time undergraduate degree programmes should be made via the 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.³

6.1.2 Applications to Postgraduate Teaching Programmes (PGCE) and School Direct are made via DfE Apply. The University abides by the rules and deadlines set by the DfE.

6.1.3 Applications to Online Post Graduate Certificates and other Professional Development Programmes are made via the University's PLD Department. Further information can be found by contacting PLD at pld@hope.ac.uk.

6.1.4 Applications to Post Graduate Taught and Post Graduate Research are made directly to the University. Details on how to submit your application can be found on the University website.

6.2 Acknowledgement of Applications

When we receive an application via a third party (e.g. UCAS or DfE), 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 would 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.

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. 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

³ <https://wwwucas.com/>.

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 you 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 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 prospectus and programme booklets 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 (see 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 letter together with supporting applicant information where relevant.

6.10.4 International students will receive an offer letter in line with UKVI requirements. Applicants will have to follow the application process for the Student Route Visa which requires them to:

- Complete an online application for entry clearance
- Undergo a biometrics appointment
- Mail their complete Visa application, including materials that will be sent from Liverpool Hope University, to a British Consulate.

6.10.5 After applicants complete their biometrics appointment, they will need to submit all of 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 in a position 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 letter or email, to the relevant Admissions team. Requests for feedback should be made within 4 weeks of the unsuccessful decision being received by the applicant. The University will aim to respond to requests for feedback within 10 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, unfortunately they will 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 Recruitment and Admissions staff undertake training and development to ensure they are aware of all 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 and Wellbeing team, led by the Deputy Vice-Chancellor and Provost, 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 Director of Student Enrolment and Administration and is reviewed and updated on an annual basis to ensure it continues to support the mission and strategic objectives of the University.