

Admissions Policy

Version 1

Policies superseded by this version

This document replaces the 'University Admissions Policy' (legacy City) and 'Admissions Policy' (legacy St George's), with effect from July 2026 for the 2027 admissions cycle.

Summary of changes to previous version

The policy has been re-written following a review prompted by the need to update and harmonise admissions policies across City St George's following the merger of the two legacy institutions.

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1 Introduction

- 1.1 City St George's, University of London's (the University) Admissions Policy aims to ensure a fair, consistent and transparent approach, prioritising the interests of applicants in the delivery of admissions. This policy takes note of the best practice within the sector and reflects the [Universities UK Fair Admissions Code of Practice](#). Applications will only be considered based on whether the applicant meets, or is likely to meet, the requirements of the programme.

2 Freedom of Speech and Academic Freedom

- 2.1 The University regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law:
<https://www.citystgeorges.ac.uk/about/governance/policies/code-of-practice-on-freedom-of-speech>.

- 2.2 Nothing in this policy should be interpreted in any way that would be inconsistent with the code of practice and – in the event of any inconsistency – the provisions of the code will prevail.

3 Equality, Diversity and Inclusion

- 3.1 The University works to advance equity, diversity and inclusion in its activities, processes, and culture, for the whole University community, including staff, students and visitors.
- 3.2 The University will meet its obligations under the Equality Act 2010 in its policies and seek to eliminate discrimination on the basis of age, disability, neurodiversity, sex, gender reassignment, gender identity, marital status, pregnancy, caring responsibilities, sexual orientation, race, nationality, ethnic origin, religion and belief and socio-economic background.

4 Definitions

- 4.1 **Applicant:** Any individuals who have submitted an application to study to the University. It covers the application and pre-registration period up to completion of registration at the start of the individuals University course.
- 4.2 **Clearing:** the process that allows students to find and secure university places that are still available after the main application cycle.
- 4.3 **CRM:** Customer Relationship Management system.
- 4.4 **NQF/RQF Level:** this refers to the National Qualifications Framework or Regulated Qualifications Framework.
- 4.5 **UCAS:** the [Universities and Colleges Admissions Service](#).
- 4.6 **School(s):** the University has six academic units called Schools, each of which oversees specific subject areas and is responsible for the management of admissions, curriculum, and student administration for programmes within its discipline.

5 Policy

- 5.1 **Purpose**
- 5.1.1 This policy outlines the admissions process and practice across undergraduate and postgraduate taught programmes at the Clerkenwell, Moorgate and Tooting campuses of City St George's, University of London (the University).
- 5.1.2 The University aims to admit students of the highest calibre, who have the academic potential and the personal motivation to succeed on our rigorous courses. The University encourages applications from applicants from all backgrounds and evaluates the potential of each applicant individually and on their own merits.

5.2 Scope

- 5.2.1 This policy is applicable to all the admissions activity across undergraduate and postgraduate taught programmes at the Clerkenwell, Moorgate and Tooting campuses. For postgraduate research, please see [Doctoral Researcher policies](#).

5.3 Principles

- 5.3.1 The Admissions policy includes all the details applicants need to know about the University's admissions processes and outlines how the University's admissions activity demonstrates the following principles:
- We are committed to providing a fair, effective, and professional admissions service.
 - We will provide clear, accurate, and useful information on our entry requirements and admissions processes.
 - We will review and update our information and processes on an annual basis.
 - We will operate admissions procedures that are fair, transparent and consistently applied, and that comply with relevant legislation, regulatory requirements and sector standards, including those relating to equality, data protection and consumer protection.
 - We will strive to admit only suitably qualified applicants who have the ability to complete their programme of study successfully.
 - We are committed to Widening Participation and fair access, encouraging applicants from all social and cultural backgrounds to apply. We use contextual information to assess attainment and potential that allows us to make flexible offers to applicants who are underrepresented in higher education (see section 6.4.6).
 - We will provide an admissions function that seeks to serve the best interests of our applicants and assists the University in meeting its strategic aims.
- 5.3.2 The University is proud to be a diverse, inclusive, and global community; committed to providing a fair admissions service that reflects this. This means the University will provide equal opportunity for all individuals, regardless of background, to gain admission to a course suited to their motivation and potential.
- 5.3.3 The University will ensure that the entry requirements are appropriate for the academic demands of the programmes and set in consideration of the academic profiles of the students the University seeks to attract.
- 5.3.4 The University is committed to the continuous monitoring, review and development of its processes and their understanding and application by staff to ensure that it continues to provide equality of opportunity for all students.
- 5.3.5 The University is committed to maintaining an admissions policy that is fair and transparent.
- 5.3.6 The University is committed to learning from and implementing recommendations for best practice in Admissions policy from the Office for Students, Universities UK, and other future reviews of University admissions.

- 5.3.7 The University has a number of approved partners. All students who join the University directly from these partners will be required to comply with this Admissions Policy.
- 5.3.8 The University currently has agents in regions throughout the world to assist students in making an application to the University. The University carefully selects agents through a rigorous set of checks to ensure that they comply with all relevant legislation and provide a good service to students. The University has signed up to the [Agent Quality Framework](#) to ensure our international recruitment practices are fair and transparent.
- 5.3.9 This policy has been shared with agents across our network, and these agents are encouraged to ensure their clients act in full knowledge of the policies and processes outlined in this document.
- 5.3.10 The Admissions team cannot discuss the details of any application with an agent without the permission of the applicant. Where an applicant would like to give permission for the University to liaise directly with the designated agent, this must be detailed in the application or communicated separately to the University in writing.

5.4 Roles and responsibilities

- 5.4.1 The professional lead for admissions at the University is the Director of Admissions, under the guidance of the Chief External Relations Officer.
- 5.4.2 The University maintains a Recruitment and Admissions Committee for both undergraduate and postgraduate taught programmes, chaired by the Vice-President (Education). The committee is comprised of staff from: Admissions, Student Recruitment, Planning, Finance, and School-based colleagues to oversee the admissions strategy, develop admissions policies and practices, monitor recruitment performance, and receive recommendations and updates from its sub-groups and other strategic groups.
- 5.4.3 Each programme has an academic lead. This is typically a member of the course team that takes on the role of Admissions Tutor, although these responsibilities are sometimes undertaken by the Programme Director directly. Admissions Tutors work closely with Admissions staff to ensure that entry requirements are appropriate for the demands of the course, provide academic judgement for applications that do not directly meet the published entry requirements, and act as a link between Admissions and the wider course team.
- 5.4.4 Decisions on applications are made by fully trained, experienced Admissions Officers using clear criteria set out by Admissions Tutors in each of the six Schools. If the Admissions Officer is unable to reach a decision based on the information provided, the application may be escalated to the Senior Admissions Officer or Admissions Manager.
- 5.4.5 Where an application requires the judgement of the course team, for example, in the case of an applicant with relevant work experience in lieu of academic

qualifications, Admissions staff will work with the relevant Admissions Tutor or Programme Director to determine eligibility.

- 5.4.6 We will ensure all staff in admissions roles are customer-focused and regularly trained to understand our commitments to our applicants, and to be compliant with relevant procedures and processes.

5.5 Related policies and procedures

5.5.1 Fraudulent applications

- 5.5.1.1 The University is not prepared to admit applicants on the strength of information considered to be either fraudulent or plagiarised and reserves the right to reject or cancel an application under these circumstances.

- 5.5.1.2 The University reserves the right to:

- request additional information to verify an application.
- put the application process on hold whilst investigating the alleged/suspected fraudulent application and/or plagiarism.
- reject an application if it is proven, or if the University has reasonable grounds that the information provided within the application is false, or if the applicant refuses to provide the requested information.
- terminate a student's registration if they are found, after registration, to have submitted a fraudulent application to the University.

- 5.5.1.3 Please refer to the University Fraudulent Applications Policy for more information.

5.5.2 Fee status

- 5.5.2.1 The full details on the University's fee status assessment can be found in the Fee Assessment Policy.

5.5.3 Applicants under the age of 18

- 5.5.3.1 The University encourages applications from suitable students, irrespective of age. There is no formal stage in the application process where age will be a factor in the academic assessment.

- 5.5.3.2 The Under 18 Admissions policy outlines the regulations on the admission and treatment of students who will be considered minors when they commence their studies.

- 5.5.3.3 Outside of the application process itself, there are age-related limitations to a student's fitness to study and practise. These limitations are particularly in relation to the minimum age a student must be to undertake mandatory assessments or placements outside of the university environment.

- 5.5.3.4 The University Admissions Office is responsible for sharing the details of applicants under the age of 18 with all relevant parties, to ensure effective safeguarding.

- 5.5.3.5 Applicants under the age of 18 should also familiarise themselves with the [University's Safeguarding Policy](#).

5.5.4 Criminal convictions

- 5.5.4.1 The University wishes to ensure that higher education is available to all who will benefit from it. In this context, having a criminal record will not necessarily mean that an applicant cannot be admitted to their chosen course. Overall, however, the University must also balance its responsibilities to provide a safe and secure environment and community for its staff, students, visitors, and others. In addition, the University also has to take into account the demands of various professional bodies and requirements under the law to protect special categories of people, e.g., children or vulnerable adults.
- 5.5.4.2 Courses taught by our School of Health and Medical Sciences may have particular requirements in the admissions process relating to the disclosure of warnings, reprimands, cautions and criminal convictions which are dealt with on a specific course basis and require applicants to agree to submit to criminal record checks by the Disclosure and Barring Service (DBS). Further information on this is available [DBS webpage](#).
- 5.5.4.3 The University operates a separate Criminal Convictions Policy for applications from students with a criminal conviction which should be read together with this policy.

6 Procedure

6.1 Deadlines

- 6.1.1 Across the University there are differing deadlines, depending on the course, start date, and date of application. Applicants and advisors are encouraged to view the most up-to-date information by consulting the relevant course page on the University website. Applying earlier on in the application cycle is always encouraged.
- 6.1.2 The University may include a deadline within offer communications, usually email, by which the applicant must respond. All deadlines provided within the offer are at the University's discretion and failure to meet the deadline may result in the offer being declined by default.
- 6.1.3 The University also complies with all the deadlines stipulated for undergraduate applicants through UCAS which can be viewed on the [UCAS website](#).

6.2 Application assessment timelines

- 6.2.1 The University is committed to making sure applicants have all the details they need to make an informed decision on where to study. As such, the University will endeavour to provide applicants with useful, timely and helpful communication specific to their course of interest and the wider university. This is typically communicated via email.
- 6.2.2 Across the University there are differing timelines for assessment, depending on the course and the start date. Where applications are submitted with all the requisite detail to make an informed decision, the University will aim to provide decisions on these applications swiftly, typically within 10 working days. The

University does not make guarantees on the speed in which applicants can expect a decision on their application.

- 6.2.3 For some of the most competitive courses, there are some 'gathered field' processes in place. To do this, the University will wait for an application deadline to pass, or for a larger group of applications to be received over a period of time before beginning assessment and communicating decisions. In these instances, the University typically aims to provide decisions within 12 weeks of the application deadline.
- 6.2.4 It is in the applicant's interest to ensure that any application submitted contains the fullest possible information, thereby minimising delay in assessment. Where there is insufficient or incomplete detail, an applicant may be asked to supply further information before the application can be fully assessed. Where applications require further information or assessment, the time it takes to provide applicants with a decision will be extended.

6.3 Assessment of Applications

6.3.1 Submission

- 6.3.1.1 Typically, undergraduate applications must be submitted via UCAS and postgraduate applications are made directly to the University using our online application systems. Exceptions will be clearly stated on the relevant course page on the University website.

6.3.2 Assessment methods

- 6.3.2.1 Some practices for assessment vary across schools and departments of the University so applicants should consult the relevant course page on the University website for the latest information on entry requirements and selection processes.
- 6.3.2.2 The University uses a range of assessment methods in the decision-making process such as interviews, auditions and selection days for some courses.
- 6.3.2.3 Assessment methods will be detailed on the relevant course page on the University's website and applicants will be informed of this in writing during the application stage.
- 6.3.2.4 Some assessments will take place via an online platform. Applicants will be contacted to provide them with information and instruction on how to participate in such assessments, as appropriate to the application.
- 6.3.2.5 Applicants who attend an assessment will be declaring themselves well enough to be assessed. Ill health or extenuating circumstances that may affect performance should be discussed with Admissions prior to taking the assessment. The Admissions team will work with the applicant to reschedule and/or provide additional support where possible.

6.3.3 Entry requirements

- 6.3.3.1 To enter an undergraduate degree course at the University, applicants must satisfy the University's general minimum requirement of passes in two subjects at GCE A Level, or at a level deemed to be equivalent by the University.

6.3.3.2 Typically, applicants must also have achieved a minimum of grade 4 in English Language and Mathematics at GCSE. However, applicants from different education systems will be considered individually.

6.3.3.3 Applicants to postgraduate taught courses must satisfy the course requirements as stated on the course webpage which could be a mix of academic achievement and professional work experience.

6.3.3.4 Undergraduate and postgraduate taught applicants must also meet any specific academic and/or non-academic requirements of the course they wish to study. These requirements differ between courses and details are published on the course pages on the University's website to reflect the most current academic demands for that particular programme.

6.3.3.5 Where possible, the University will seek to verify any qualifications that are submitted as part of an application and an applicant may be contacted to request more information to enable this.

6.3.3.6 The University encourages all applicants to view the latest entry requirements for our courses using the relevant course page on the University website.

6.3.3.7 An applicant having met (or been predicted to meet) the published entry requirement does not guarantee admission to the University.

6.3.3.8 The University reserves the right to amend entry requirements within the admissions cycle if necessary.

6.3.4 **Use of tariff (undergraduate only)**

6.3.4.1 All decisions the University makes will be communicated to applicants in writing. For undergraduate entry, there are three main forms an offer may take:

- The offer may be based on specific qualifications (A Level, International Baccalaureate, BTEC or similar), which may specify certain grades in certain subjects or
- the offer may be based on UCAS tariff points when an applicant may be taking a number of different qualifications or
- a combination of the above.

6.3.4.2 Applicants who receive an offer must read the conditions carefully to ensure they understand the specific requirements they need to achieve; some offers may exclude certain subjects or state specific grades. Applicants should contact Admissions if clarification is required.

6.3.5 **English language requirements**

6.3.5.1 All applicants (both UK and overseas) are required to demonstrate that their ability to understand and express themselves in written and spoken English is sufficient for them to be able to benefit from and participate fully in their degree course.

6.3.5.2 Applicants should visit the [English language requirements](#) webpage for the most current and comprehensive list of English language requirements. Some courses

will ask for more than the minimum requirement, so please check the relevant course on our website.

6.3.6 Personal statements

6.3.6.1 It is mandatory for all applicants to provide a personal statement for undergraduate degrees at the University via UCAS. The UCAS application form will only allow students to submit one personal statement, irrespective of the breadth of their course choices.

6.3.6.2 Where the applicant's personal statement does not support their chosen subject, they may be required to provide another. We will contact all relevant applicants in this instance.

6.3.6.3 When submitting a personal statement to the University, it should be written solely by the applicant. Information copied from elsewhere or asking someone else to write your statement, including Artificial Intelligence (AI), such as ChatGPT, could be considered as fraudulent and may result in a reject decision.

6.3.6.4 The University receives [similarity detection alerts](#) from UCAS summarising levels of plagiarism detected in the personal statements of our applicants. Plagiarism within the personal statement is strongly discouraged. Where the level of plagiarism is judged to be unacceptable by the University the applicant may either be asked to provide a further personal statement or be rejected at the discretion of the Admissions Tutor and/or Director of Admissions.

6.3.6.5 Most applicants applying to the University through a pathway route will need to provide a personal statement on entry, although there are exceptions to this, please check with the Admissions Office.

6.3.6.6 Some postgraduate taught courses may require a personal statement. Applicants are encouraged to review the advice on the relevant course page and the application form to comply with these requirements.

6.3.7 Deposit payments and refunds

6.3.7.1 Deposit payments are required by some applicants to the University. If a deposit payment is required, details of how much and when an applicant needs to pay will be displayed in the offer letter. The required amounts may vary according to School requirements. Applicants should be aware that the deposit payment is nonrefundable, except for cases outlined in [Refund Terms and Conditions](#).

6.3.7.2 You can view further details on how to pay and requesting a refund on our [Fees and Funding](#) webpages.

6.3.8 Admission with credit (entry via UCAS)

6.3.8.1 The University considers admission with credit from prior learning for a number of undergraduate courses.

6.3.8.2 The University policy for this can be found here: [Student Transfer Policy](#).

- 6.3.8.3 Applicants will typically need to have met the original entry requirements for the programme and have studied very similar material to our own syllabus at their current institution.
- 6.3.8.4 If an applicant would like to be considered for admission with credit, they should send their achieved qualifications, a copy of the syllabus of their current degree programme, and a transcript of their current study to the relevant Admissions Officer, before then submitting an application via UCAS. The Admissions Officer will then work with colleagues in the relevant School to assess the applicant's suitability for advanced entry.
- 6.3.8.5 The Admissions Officer will then inform the applicant before any application via UCAS is encouraged.
- 6.3.8.6 At the time of writing, it is not possible to apply for second year entry to Bayes Business School, most courses with the School of Health and Medical Sciences and the Department of Computer Science. (Outside of existing university 2+2 agreements). For further guidance please contact the relevant Admissions team.
- 6.3.8.7 Applicants cannot apply to study on Year 2 during the first year of recruitment for any new courses the University may add to its portfolio.
- 6.3.9 **Re-sitting school leaving exams (undergraduate only)**
- 6.3.9.1 In most instances, the University will consider applications from students who are resitting their school leaving examinations, for whatever reason. If an applicant is unsure about the details and how they comply with the requirements set out on the University course pages, please contact the relevant Admissions Officer.
- 6.3.9.2 Applicants to Medicine are expected to complete and achieve the required entry qualifications within the standard duration of the qualification (typically two years for school leavers, or three years for graduates applying to an undergraduate programme). Exceptions to this requirement may be made following a successful Extenuating Circumstances application.
- 6.3.10 **Deferring entry**
- 6.3.10.1 Deferred entry is when an applicant is permitted to postpone the start of their studies to a later, specified intake (usually the following academic year), subject to approval by the University. This is usually requested as part of the initial application process but may be requested but the applicant at a later date too.
- 6.3.10.2 Applications for deferred entry are typically looked upon favourably; but this is confirmed on a case-by-case basis.
- 6.3.10.3 Applicants who wish to be considered for deferred entry from the outset of their application can disclose this using the application form.
- 6.3.10.4 Should the applicant want to defer their application, having not previously applied to do so, this should be submitted in writing to the relevant Admissions Officer.
- 6.3.10.5 Applicants can typically defer entry for one academic year.

6.3.10.6 Applicants through Clearing cannot be guaranteed that they will be allowed to defer their place. Any requests will need to be put in writing to the relevant Admissions Officer.

6.3.10.7 Once an application or offer has been deferred, the University cannot guarantee that any subsequent requests to return to original entry date can be accommodated.

6.3.11 Extenuating circumstances

6.3.11.1 The University will consider all relevant extenuating circumstances. Applicants should share this information for consideration via the relevant application platform and this information will be taken into account when considering an application.

6.3.11.2 Applicants taking formal national examinations will be expected to have told the relevant awarding body of their extenuating circumstances.

6.3.11.3 If the evidence for extenuating circumstances arises after the application has been submitted, applicants and advisers are requested to do this by writing directly to the relevant Admissions Officer.

6.3.11.4 Extenuating circumstances that affect entry to Medicine are considered separately. A successful extenuating circumstances application will not result in the acceptance of lower entry requirements. Instead, applicants who have re-taken or extended the length of their qualifications (or to whom we advise doing so) will be permitted to apply for their chosen course.

6.3.12 Significant prior exposure to languages

6.3.12.1 It is common for applicants to have taken school leaving qualifications which include a language to which they have had significant exposure prior to applying. In this instance, the University will judge the merits of the individual's qualifications on a case-by-case basis. Where the University decides that the language is to be excluded from any subsequent offer, the University will confirm this in the offer text.

6.3.12.2 The University has full autonomy over whether to accept languages as suitable evidence for academic potential, as it has across all other qualification choices.

6.3.13 Prior study within a higher education institution

6.3.13.1 Applicants who have been excluded from a programme at higher education institution on academic grounds may not reapply for entry to that programme but may apply, in competition, for other programmes.

6.3.13.2 Applicants who have left previous higher education study due to fitness to practise issues cannot reapply for the same or a similar programme at the University.

6.3.13.3 Applicants who have previously withdrawn from a University programme by choice or who have been withdrawn by the University and subsequently wish to

reapply for the same (or similar) programme cannot re-enrol as a continuing student. They must apply in the usual way and their application will be considered with reference to their reasons for withdrawing from the course.

- 6.3.13.4 Applicants who have undertaken previous higher education study and not completed a qualification (or received an exit award) will be expected to disclose this and provide academic (and fitness to practise if relevant) references as part of their application. These references will be considered as part of the admission decision.

6.3.14 Mature Applicants

- 6.3.14.1 The University values and encourages applications from mature applicants. There is no upper age limit for any of our courses.

- 6.3.14.2 We welcome applications from mature students who may qualify for a programme through non-academic achievements. These applications will be considered on a case-by-case basis in conjunction with the Course Team.

- 6.3.14.3 For clinical programmes older applicants should consider the implications of changing profession at a later stage in life, especially for medicine programmes where qualification, foundation and specialist training will take many years to complete. To be admitted, applicants will need to show evidence of the commitment and contribution they can offer in switching vocation at a later stage in their career, which may include recent engagement in education.

6.3.15 Application Outcome

- 6.3.15.1 When all the above checks have been made by the relevant member of the admissions team, the applicant will receive one of the following responses:

- an offer
- an invitation to take part in further assessment activities
- a request for further information to support their application
- an unsuccessful outcome.

- 6.3.15.2 In all these instances, the University will aim to communicate the status of the application to the applicant clearly and promptly. Applicants can view further information on what happens to their application at:

<http://www.citystgeorges.ac.uk/apply>

- 6.3.15.3 Dissatisfaction with the outcome of an application does not constitute grounds to submit a complaint. Decisions on the admission of applicants by the authorised Admissions Officers are final.

6.4 University Offers

- 6.4.1 The University reserves the right to make independent decisions on its applicants. Where an applicant is judged to meet the academic potential to perform on our programmes, the offer will either be conditional or unconditional.

- 6.4.2 The University retains the right to cancel an offer of a place if incorrect or misleading information is provided or if an identifiable error has been made by the University.

6.4.3 Conditions of offer

6.4.3.1 The conditions of the offer will be outlined to all applicants in writing. At undergraduate level this will be communicated to all applicants via UCAS and from the University via email. At postgraduate taught level this will also be received in writing and visible on the relevant online application portal.

6.4.3.2 If an applicant is able to demonstrate that they meet the conditions of our offer by the deadlines detailed in the offer, they will be accepted. If the applicant does not meet the conditions outlined in their offer, there is no guarantee they will be accepted.

6.4.4 Unconditional offers

6.4.4.1 A small proportion of the University's offers may be unconditional. These will typically be offers made to students who have already achieved the qualifications or results required for entry and have been verified by the University.

6.4.5 Change of course offers and other variations to offers

6.4.5.1 The University values the effort and commitment made in applying to City St George's, University of London. In the event where the application is unsuccessful, the University may offer the opportunity for applicants to be reconsidered for another course at the University.

6.4.5.2 At undergraduate level, this will be reflected as a change of course offer to applicants communicated via email and shown on UCAS. This alternative course will be linked in similarity to the course for which the applicant originally submitted an application. The alternative course will typically have a lower entry threshold.

6.4.5.3 At postgraduate taught level, there are two ways in which the Change of Course scheme works.

- Applicants may be able to select a first, second and third choice of interest when submitting their application via the postgraduate application system. In this instance, if an applicant is unsuccessful for either their first or second choice course, the University will consider their application for the course of subsequent interest.
- In some instances, the University will also make the applicant an alternative course offer, even if this is not specified on their application form. This alternative course offer will only happen should an applicant be unsuccessful in their original application but still meet the entry requirements for a related course. In this instance, applicants will be offered a change of course offer in writing.

6.4.5.4 In some instances we may issue an offer with a change made to other aspects of the application such as entry year or campus location.

6.4.5.5 In all the above instances, applicants are under no obligation to accept the offer.

6.4.6 Contextual admissions (undergraduate only)

6.4.6.1 The University is committed to ensuring that it offers a route to high-quality education for students from a range of backgrounds, irrespective of age, location, wealth, or any other factor. The University is proud to have one of the most diverse student bodies in the country. This forms a crucial part of what makes us a

world leading institution, and this is something our Access and Participation Plan sets out in our formal commitments to students from an array of diverse backgrounds and contexts.

6.4.6.2 The University is committed to widening participation and we develop our work within this area with purpose and clarity. Furthermore, the University is investing great efforts into improving the success and progression of our students once they join the University.

6.4.6.3 The University's Contextual Admissions Schemes are available to students who apply with a pre-defined set of characteristics that have historically been found to disadvantage students during their secondary and post-secondary education.

6.4.6.4 Our contextual admissions schemes are specific to campuses. The Contextual Admissions Policy can be found on our website at [Contextual Admissions](#).

6.4.6.5 The University will continue to assess the Contextual Admissions Scheme and, should this change, the University will ensure that the details of any such scheme are communicated on the website and in writing to all prospective students.

6.5 Feedback to applicants

6.5.1 Feedback will not be provided to successful applicants.

6.5.2 A reason for unsuccessful decisions will be provided via UCAS (for UCAS applications) and by email (for direct applications) to all unsuccessful applicants. The reasons must relate to the programme's admissions criteria.

6.5.3 The University does not routinely provide additional or personalised feedback to unsuccessful applicants.

6.5.4 In some instances, additional feedback may be provided to applicants upon written request and to clarify the reason for the unsuccessful decision, but not to provide additional information. The Admissions team is unable to use feedback requests as a way of recommending improvements needed to an application.

6.5.5 Requests for additional feedback will not be considered as an appeal against the original decision on the application. When such a request is received, this will not prompt a review of the application nor will providing feedback to an applicant imply that an application has been reconsidered. The University will not consider any new information or documentation that is submitted as a result of any feedback received. Applicants who wish to be re-considered are required to reapply the following year and to be considered in competition with all other applicants.

6.5.6 Under the data protection legislation, the University cannot respond to requests from schools, parents/guardians or advisors for feedback on applications unless it is accompanied by a written statement from the applicant giving consent to the discussion of their application with the named third party.

6.6 Registration

6.6.1 When applicants have met the full conditions of their offer they will be invited to register. This typically takes place within a month of their study start date.

- 6.6.2 Applicants must complete registration which includes online registration, ID verification, IT Account activation and obtaining a University ID card.
- 6.6.3 Admission to the University, attendance on a programme, and right to enjoy any of the privileges of membership of the institution, including access to services and facilities, is subject to the applicant complying with the terms of the Contract and registering with the institution.
- 6.6.4 By applying to the University applicants agree to provide the University with accurate and complete information and inform the Admissions team of any changes that occur beyond the initial application. Failure to do so may result in registration being terminated, or the application being withdrawn.

6.7 Student visa requirements

- 6.7.1 The University is a Student Visa Sponsor who can support international students requiring a Student Visa to study in the UK. As a Sponsor, the University can support non-UK students on a Student Visa as part of the Points Based System. These students must be on a full-time course lasting more than six months. The University can also sponsor students on part-time courses at NQF/RQF Level 7 or above.
- 6.7.2 A Confirmation of Acceptance for Studies (CAS) can be issued to a student if they meet the requirements of the Student Visa immigration category and comply with the conditions of their permission to stay in the UK.
- 6.7.3 A CAS can be assigned to a student only if the University is satisfied that the student both intends and is able to follow the course of study concerned and where the University expects the student to successfully complete their course on the date specified on the CAS.
- 6.7.4 The University's nominated staff check students' documents to ensure that they meet the academic, maintenance and other requirements set out in the Immigration Rules and by the University. A CAS is only assigned once a student has demonstrated that their documents fully meet the requirements.
- 6.7.5 ATAS Certificates – the University operates some courses that require an ATAS certificate to study. A valid ATAS certificate must be provided to the University before a CAS can be issued. Further guidance on [ATAS certificates](#) is available.
- 6.7.6 Applicants are not entitled to sponsorship on the basis they have met the entry requirements for their course and hold an offer to study. They must also demonstrate to the University that they meet the requirements for Student Visa sponsorship. The University reserves the right to refuse a request for sponsorship, cancel a CAS or withdraw sponsorship at its discretion.
- 6.7.7 As part of the Student Visa sponsorship assessment, applicants are asked to declare any previous criminal convictions. This is because the Immigration Rules include a provision to refuse the application of someone with certain criminal convictions, under the general grounds for refusal.

6.7.8 CAS sponsorship can only be assigned within three months of the course start date. For further information please check our [Visa and Immigration advice](#) webpage.

6.7.9 In the event that your application for a Student Visa is refused, the University will not issue a CAS for future Student Visa applications.

6.8 Occupational Health

6.8.1 The University has an obligation to provide a safe environment for patients, staff, and students. Applicants to clinical courses taught by our School of Health and Medical Sciences may require applicants to undertake further requirements for entry in conjunction with the University's designated Occupational Health providers. More details on these requirements are available online for [Clerkenwell courses](#) and [Tooting courses](#).

6.9 Asylum seekers and refugees

6.9.1 All applicants have an opportunity to identify as an asylum seeker. An applicant's immigration status has no impact on the outcome of their application.

6.9.2 The University has a specific Sanctuary Scholarship for anyone identifying as an Asylum Seeker. Details for this and other funding opportunities are found in our [funding options webpages](#). To support this, the University Admissions Office will share this information with the relevant colleagues to contact applicants about this possibility.

6.9.3 The University will then assess the applicant's fee status and at that point may require further information on the individual's immigration history.

6.9.4 In the event that a student is classified as a refugee, should their immigration status change, they may request a change in fee status from the University by contacting the Admissions Office. All changes of this kind will only be updated on the 1st of September of the following academic year as per section 5.5.2.

6.10 Disability and additional support

6.10.1 The University is committed to providing an inclusive learning environment and therefore welcomes applications from applicants with a disability/specific learning difference or those who require additional support. Such applicants will be considered against the same criteria as all others.

6.10.2 A number of different sources of student support are available at the University including disability support, neurodiversity support, academic learning support teams, these can be accessed via our [student wellbeing webpages](#).

6.10.3 Applicants are encouraged to disclose information on any disability or other additional support needs that would help the University proactively identify and provide help with support needs throughout their studies. If an applicant discloses a disability or specific learning difference, this information will be shared with the relevant support teams who will contact the applicant directly. An applicant will then be able to discuss potential strategies and reasonable adjustments which will enhance their learning experience.

6.10.4 At no stage does an applicant's disability, additional support needs or fitness to study impact on the academic decision processed on their application.

6.11 Death of an applicant

6.11.1 In the unfortunate circumstance of the death of an applicant, the University will act swiftly to cancel an application we have received from that applicant. Details will be removed from any CRM's or downward systems to ensure that any emails or contact shall cease as soon as possible. To inform the University of such an event, please contact the Admissions Services [via the contact form](#) and mark for the attention of the Director of Admissions.

7 Advice and guidance

7.1 Commitment to this area

7.1.1 The University is committed to helping applicants make informed decisions: and helping to increase the understanding of those who advise students in schools, colleges, charities, and organisations. This relationship is managed in a number of areas and this section of the policy outlines these.

7.2 Enquiries

7.2.1 The University has a [main enquiries form](#) and aims to respond to all enquiries within ten working days.

7.3 Applicant visits

7.3.1 Undergraduate applicants will have an opportunity to visit the University either as part of additional assessments as in section 6.3.2 or be invited to an offer holder event. This gives the applicant an opportunity to hear more about the course, see the campus and meet staff and students. Applicants will be invited to these events via email with details of how to book.

7.3.2 Postgraduate Applicants can visit the University by registering for a Campus Tour or attending one of the Postgraduate information sessions.

7.3.3 Events may be held across all campuses. Applicants are advised to check locations of specific events.

7.3.4 More details on opportunities to visit the University can be found on our [open events and fairs](#) webpage.

7.4 Accuracy of information

7.4.1 The University will provide information to prospective students through a number of different sources: face-to-face, via partners, email, website, and printed publications.

7.4.2 The University will aim to ensure all the relevant channels we use are providing information that is accurate. In some instances, such as in printed prospectuses, some of the information published may be subsequently updated.

7.4.3 The University encourages all applicants and advisors to use our website for the most up-to-date information.

7.5 Communication of changes

- 7.5.1 In line with [Competition and Markets Authority](#) regulations, the University has a duty to inform all prospective students of any material changes to the information they may have viewed throughout their research process.
- 7.5.2 The University will use all reasonable endeavours to ensure that changes are kept to a minimum, but if the University is required to make any material changes to the terms of the contract or programme (as described in the Offer and/or prospectus) before the applicant registers at the University, the University shall bring these to the attention of the applicant as soon as possible.

7.6 Website

- 7.6.1 The University website is the definitive source of information for prospective students.
- 7.6.2 The University will ensure that the information available to prospective students on the website is accurate, timely and helpful and material changes will be communicated either in writing via email or on the website.

8 Failure to comply

- 8.1 The University, applicants and students must comply with this policy. The University reserves the right to deny admission to applicants who fail to comply with this policy. Applicants and students who believe that the University has failed to adhere to this policy can submit a complaint via the [Admissions Complaints and Appeals Procedure](#).

9 Review

- 9.1 The policy is reviewed by the Director of Admissions, supported by the Admissions team, and is approved by the University Senate, chaired by the President of the University. The policy is reviewed on an annual basis.

Policy information

Should you require further information regarding this policy or access to the policy in an alternative format, then please contact the Admissions team via the [online contact form](#).

Policy Title:	Admissions Policy
Policy Version:	Version 1
Primary Author:	Jilly Crosby and Sarah de Gatacre
Related Policies:	The University Terms & Conditions Admissions Appeals and Complaints Policy Criminal Convictions Policy Fee Status Assessment Policy Fraudulent Applications Policy Under 18 Applicants

Accountable Authority:	Director of Admissions
Approving Authority:	University Senate
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