

Admissions Policy

Responsibility for Policy:	Registrar and Deputy Chief Executive
Relevant to:	PVCs, Deans, Directors, Academics, Heads of Operations, Faculty Admissions staff, Student Recruitment and Admissions staff and external stakeholders
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RELEVANT DOCUMENTS

QAA UK Quality Code for Higher Education
UCAS Admissions Guide

RELATED POLICIES & DOCUMENTS

LJMU Code of Practice for Admissions

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1. Institutional context

1.1 Strategic aims

Liverpool John Moores University (LJMU) is a modern, forward-thinking civic University with a strong academic history and a sense of social responsibility that is driven by its heritage and values in the city of Liverpool. The Admissions Policy underpins the strategic aims of LJMU. The University recognises that its success depends on an ability to attract a wide range of students and to respond to a variety of educational backgrounds and life experiences. It strives to ensure that students experience high quality teaching and learning and gain a sound and relevant academic qualification that maximises employment prospects and prepares them for the world of work.

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

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

1.2 Scope of policy

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

The policy has been informed and is compliant with relevant equality, diversity, data protection and Human Rights legislation. It also takes into account the sector guidelines within the QAA UK Quality Code for Higher Education; the principles included within the Schwartz review of higher education admissions and the work of SPA (Supporting Professionalism in Admissions) to support and develop fair and professional admissions. It is intended to be easily understood by applicants, to be fair and transparent for all stakeholders and to be based on principles that are consistently applied across the University.

The Admissions Policy covers the overarching general principles adopted by the University. It also provides, where appropriate, links to further information on specific aspects of the policy such as criminal convictions and the Child Protection Code of Practice. To support all academic and administrative members of staff that are responsible for an element of the admissions process, the University also produces an admissions handbook known as the *LJMU Code of Practice for admissions*. The

handbook provides the detailed process and procedural guidelines that must be followed and ensures accurate implementation of the Admissions Policy and a transparent and consistent admissions service for all candidates.

2. Admissions governance and structure

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

2.1 Admissions Policy and governance

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

- **Recruitment Policy Panel**, chaired by the Pro Vice-Chancellor (Education) and including Faculty representation and relevant professional service departments. This Panel has strategic oversight and governance responsibilities for student recruitment and admissions. The Admissions Policy and processes are approved by this Panel which reports to the University's Education Committee.
- **Recruitment and Admissions Working Group**, chaired by the Director of Student Recruitment & Admissions and attended by the Admissions Leads from all Faculties and staff within Student Recruitment & Admissions and other professional service teams. This group is responsible for the development, implementation and review of the University's recruitment and admissions strategy and reports to the Recruitment Policy Panel. The group also inputs into the annual monitoring and review of LJMU's Admissions Policy and Code of Practice for Admissions.
- **Faculty Management team meetings**, which include both home and international recruitment and admissions matters and are attended by the Faculty Admissions Lead and Marketing Manager where appropriate. Additional recruitment and admissions meetings also take place to address specific matters such as international or subject areas.
- **Admissions and Information Officers' meetings**, attended by administrative admissions staff from all Faculties and representatives from Student Recruitment & Admissions. These meetings address common operational issues and ensure the effective implementation of processes and activities.

2.2 Admissions structure

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

2.3 Faculty admissions

The University operates a devolved admissions structure for home students. Each Faculty has an admissions hub that is responsible for:

- Processing applications for all types of programmes offered by the Faculty in accordance with the University's Admissions Policy and Code of Practice for Admissions
- Monitoring the level of applications and acceptances
- Communicating with applicants throughout the process
- Assessing applications against agreed criteria and making offers to applicants, where able to do so

Academic staff are responsible for:

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

2.4 International admissions

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

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

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

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

2.5 Postgraduate research admissions

The Graduate School is responsible for providing specialist knowledge and input to the admissions process for both home and international research applicants.

2.6 Collaborative partners

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

2.7 Admissions staff development and training

The successful implementation of the Admissions Policy is reliant on ensuring that those involved in admissions are fully competent to undertake their roles and responsibilities. LJMU is committed to ensuring that staff have the required knowledge and skills to carry out their jobs effectively.

All academic and administrative staff that are involved in admissions are required to undertake the University's mandatory staff development programme for admissions. This programme, which is led and co-ordinated by the Head of Admissions and Faculty Heads of Operations, provides training and guidance on the University's policy and processes as well as specific aspects such as undertaking interviews with applicants or curriculum changes. Annual updates are held at the start of each recruitment cycle. The University also operates a Personal Development and Performance Review (PDPR) process which provides an opportunity to identify the development needs of individual members of staff.

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

3. Recruitment

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

3.1 Course information

All course information is reviewed annually by the Faculty to ensure that it is relevant and up to date. Information on the range and content of courses is promoted in University recruitment literature and course Factfiles which can also be accessed via the University's website www.ljmu.ac.uk/courses. In addition, for LJMU's undergraduate full-time programmes Entry Profiles are available on the UCAS website www.ucas.com, LJMU postgraduate course information is available on the Prospects graduate careers website www.prospects.ac.uk and www.ucas.com. The University's prospectus is available in different formats on request.

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

The University's Academic Planning Panel approves new programmes, title changes and programme closures. Validation and review of programmes are approved by University Standing Panel and changes to programmes outside of the validation and review cycle are approved by Faculty Quality Enhancement Committees.

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

3.2 Outreach activity

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

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

www.ljmu.ac.uk/International/

4. Admissions requirements

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

4.1 Responsibility

Faculties are responsible for setting the admissions criteria for each of their programmes and for establishing reliable assessment processes such as interviews, auditions and admissions tests. The University's Recruitment Policy Panel approves all entry requirements for admission to LJMU's programmes. Entry criteria can be both academic and non-academic and are reviewed on an annual basis.

4.2 Undergraduate qualifications

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

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

Most entry requirements are detailed using the UCAS Tariff which was updated for courses starting from September 2017 onwards. The UCAS Tariff is a points system used to report achievement for entry to higher education in a numerical format and provides comparisons between applicants with different types and volumes of achievement. All tariffs are currently expressed as a single score. If a band is used, the difference between the upper and lower score will be no greater than 16 points.

Unit grades at A level will not be included in offers to applicants. Unit grades may be specified in offers to applicants studying BTEC and OCR Nationals where a level of achievement in a specific area is required as part of the course entry requirements.

4.3 Postgraduate qualifications

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

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

4.4 International qualifications

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

4.5 English language requirements

All applicants to the University whose first language is not English are required to have one of the following:

- A Secure English Language Test, such as IELTS or Trinity College London. A minimum score in each of the four components; reading, writing, speaking, and listening is required and vary according to the programme of study.
- An LJMU approved English test.
- With the approval of the Head of Admissions, an assessment of their English language level utilising LJMU's B2 English test.
- Completed an English degree in the UK or from a majority English speaking country.

4.6 Academic progression

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

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

LJMU is committed to facilitating student progression by credit transfer, provided it is clear that an applicant with credit from other programmes delivered within LJMU or in another UK institution has fulfilled the progression requirements of the new programme of study. Prior certified learning such as professional development awards, employment-based awards or study at a non-UK Higher Education Provider which are at higher education level but which have not led to the award of UK credits or UK qualifications will also be considered. External applicants requesting entry to a

later part of a programme should initially contact the Faculty concerned in order to discuss their application but will need to apply via UCAS. It may not be possible to offer credit transfer or prior certified learning in any specific year, due to limitations on recruitment.

Mature candidates may use their prior experiential learning (informal uncertified learning) to replace or reinforce their qualifications to gain admission to the start of a programme. Where this is the case the criteria used to judge the suitability of the prior experience is clearly stated as part of the admissions process. Prior experiential learning may also be used to gain admission to a later part of the programme of study.

The programme leader and team is responsible for assessing candidates for the credit volume and level of their prior learning, and the match of their learning with that required on the programme. The Faculty Recognition Group is responsible for the approval of the assessment.

4.8 Verification of qualifications

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

5. Selection

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

5.1 Decision-making

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

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

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

5.2 Interviews, portfolio reviews and auditions

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

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

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

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

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

5.3 Postgraduate research programmes

Applicants that have satisfied the entry requirements for a postgraduate research programme will be selected by a minimum of two members of the University staff each of whom are appropriately qualified and experienced and have received instruction, advice and guidance in respect of selection and admissions procedures.

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

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

5.4 Recognition agreements

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

5.5 Articulated progression

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

5.6 Foundation programmes

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

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

5.7 Mature applicants

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

6. Admissions process

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

6.1 Applications

Applications to undergraduate full-time degree programmes are made via the UCAS (Universities and Colleges Admissions Service). LJMU abides by the rules and procedures set by UCAS. Further information on the UCAS process and application deadlines are available at www.ucas.com.

Applications to postgraduate teaching programmes are made via UCAS Teacher Training. LJMU abides by the rules and procedures set by UCAS Teacher Training. Further information on the postgraduate teacher training process and application deadlines are available at www.ucas.com.

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

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

6.2 International Agents

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

6.3 Fraudulent applications

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

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

6.4 Plagiarism

As part of the UCAS process personal statements are compared to a library of personal statements and a variety of websites. Where the Similarity Detection Services finds a similarity level of 60% or more LJMU will write to the applicant

informing them that this is the case and reminding applicants of the University's procedures relating to plagiarism.

6.5 Deferred entry

For the majority of programmes the University welcomes initial applications from students who wish to defer entry for a year (a gap year). For programmes where this is not the case the information is detailed in the course Factfile.

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

6.6 Reapplication

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

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

6.7 Offer of a place

For undergraduate full-time programmes applicants receive confirmation of an offer, either conditional or unconditional, via UCAS and can also view this decision using UCAS Track. A conditional offer means that the University will offer an applicant a place provided certain conditions are met, usually the completion of outstanding qualifications. If other conditions also need to be met, such as a criminal conviction check or health check, these will be communicated to the applicant at the time the offer is made. Conditional offers will normally be expressed as a Tariff score and will be consistent with the published entry criteria for programmes.

All applicants are sent a communication from the Faculty they have applied to confirming that they have been offered a place and inviting them to attend an Applicant Day. In addition, an Applicant Guide, containing information on fees and funding, scholarships and bursaries, student accommodation and a range of welfare services is sent to all applicants that have been made an offer. All policy information relating to admissions can be accessed via the LJMU Applicant web pages and this includes LJMU's Terms and Conditions of the Offer:

<https://www.ljmu.ac.uk/applicant-login/important-information>

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

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

6.8 Alternative programmes

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

6.9 Feedback to unsuccessful applicants

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

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

6.10 Care leavers

LJMU is committed to helping increase the number of care leavers that go on to study at university.

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

<https://www.ljmu.ac.uk/discover/fees-and-finance>

6.11 Applicants declaring a disability

The University is committed to providing an inclusive and accessible environment and strives to make reasonable adjustments to accommodate individual needs in accordance with its Disability Policy (Students) – Provision of Support

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

to ensure that disabled applicants are not disadvantaged. Decisions regarding whether to offer a place to a disabled student are made, as with other students, on the basis of academic attainment and potential to benefit from the programme they

have applied to. This is separate from any consideration of the applicant's disability-related support requirements.

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

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

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

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

6.12 Exceptional circumstances

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

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

Having a prior criminal record will not necessarily prevent an applicant from being offered a place at LJMU. However, the University does require students to disclose criminal convictions and failure to do so is considered a serious matter and may result in a place being withdrawn or a student being asked to leave LJMU prior to completion of their programme of study.

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

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

<https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/189.pdf?la=en>

<https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints>

6.14 The Academic Technology Approval Scheme (ATAS)

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

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

Students must apply for ATAS via <http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/apply-online/>

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

6.15 Child protection

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

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

LJMU will only allow international students to study at LJMU with a Tier 4 student visa which can be applied for at the age of 17. It is not possible for an international student to study at LJMU with a Tier 4 child visa.

6.16 Assessment of tuition fees

The International Admissions team is responsible for the assessment of fee status and reserves the right to identify an applicant as eligible to pay overseas tuition fees at any point in the admissions process up to enrolment. If the fee status of an applicant is unclear, additional information will be requested.

6.17 Changes to a programme

The University will inform applicants at the earliest opportunity of any significant change to a programme made between the offer of a place and enrolment or where a programme is required to be withdrawn. In cases where it is necessary to withdraw a programme an alternative programme will be offered wherever possible. Where a programme is advertised “subject to validation” this will be clearly stated on the Factfile and offer holders will be informed once the programme has been validated.

6.18 Confirmation of a place

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

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

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

6.19 Adjustment period

UCAS operates an adjustment period for full-time undergraduate students. This gives applicants that receive higher grades than the offer they are holding from their first choice institution, the option to search for a place at another institution for a period of five days. During this time the applicant's place at their original choice is still reserved.

Should places still be available on LJMU programmes, the University will consider new applications from students that are eligible to find a place at another institution during the adjustment period.

6.20 Appeals and complaints

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

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

<https://www.ljmu.ac.uk/applicant-login/important-information>

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

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

<https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/14.pdf?la=en>

7. Monitoring and evaluation

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

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

8. Applicants' personal data

Information about applicants to LJMU is confidential between designated parties.

LJMU is registered as a Data Controller with the Office of the Information Commissioner as required under the Data Protection Act 1998. The University only processes prospective student data in accordance with the Data Protection Act and for the purposes notified to the Information Commissioner.

All admissions staff are aware of the confidential nature of applicant information and carry out their duties in accordance with the LJMU Data Protection Policy and the University's computing regulations.

If applicants have concerns with regard to the processing of their personal data they should contact the Secretariat: Secretariat@ljmu.ac.uk.

9. Contact details

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

Address: Student Recruitment & Admissions
Liverpool John Moores University
Kingsway House
Hatton Garden
Liverpool
L3 2AJ

Telephone: 0151 231 5090

Email: courses@ljmu.ac.uk

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

International applicants should contact:

Address: International Admissions
Liverpool John Moores University
Kingsway House
Hatton Garden
Liverpool
L3 2AJ

Tel: +44 (0)151 904 6499

Email: int-admissions@ljmu.ac.uk

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

Postgraduate research students should contact:

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

Telephone: +44 (0) 151 904 6464

Web: <https://www.ljmu.ac.uk/research/graduate-school>