



Global Recruitment, Marketing and Admissions

# Recruitment, Selection and Admissions Policy

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## Scope of policy

This Recruitment, Selection and Admissions Policy (“policy”) applies to all applications for undergraduate, postgraduate, York Online, International Partnership agreements (including articulations and progression agreements), Degree Apprenticeships and pre-sessional courses at the University of York (“the University”), the Hull York Medical School (“HYMS”), and other professional training courses run in collaboration with contracted third parties. The policy is intended to give guidance to staff and prospective students on the University’s procedures for recruiting, selecting and admitting undergraduate, postgraduate, and visiting students to all campus-based, blended-learning, and online courses.

Admissions to the Foundation Certificate, Pre-Masters courses and International Year One at the University’s International Pathway College (“IPC”) are handled by Kaplan International Pathways (“KIP”) and are not covered by this policy. Any issues relating to these admissions will be dealt with in accordance with the admissions policies of KIP. This includes the management of complaints concerning admissions to the IPC.

This policy is a public document and all applicants are strongly recommended to read it.

## The University’s recruitment and admissions aims

The University aims to select students who:

- have the potential and motivation to benefit from the academic opportunities offered;
- will contribute to the research-led environment of the University; and
- will fully engage with and contribute to University life.

This policy is underpinned by the University Strategy 2030. As a University for public good, widening participation alongside equality, diversity and inclusion is integral to our strategic aims. Further information about the University Strategy 2030 can be viewed at:

[Vision for York](#)

The University’s Access and Participation Plan sets out how the University will sustain and improve equality of opportunity for underrepresented student groups to access, succeed in and progress from higher education. Our latest plan can be viewed at:

[Our Access and Participation Plan](#)

Through all our recruitment and admissions activities, we are committed to ensuring that no prospective or existing student is treated less favourably on the grounds of age, race, colour, nationality, ethnic origin, faith, disability, sexual orientation, gender, gender-reassignment, marital or parental status, political belief or social or economic class, as outlined in our Equality, Diversity and Inclusion policy, our Policy can be viewed at:

[Equality, Diversity and Inclusion Policy](#)

## Legislation and regulation

**National Legislation:** This policy adheres to all relevant legislation related to the admission of students to the University. These legal duties can change if the legislation changes. This policy is therefore subject to these laws and any changes to these laws or other laws that the Government brings into effect. This includes compliance with any sanctions regime imposed by the UK Government.

**Regulatory Obligations:** The University is subject to and must comply with the regulatory requirements of the Office for Students (“OfS”). This policy adheres to the OfS’s expectations on the admission of students and our conditions of registration with the OfS.

**National Guidelines:** We are committed to providing a fair, effective and professional admissions service which is consistent with good practice as defined in the Quality Assurance Agency’s (“QAA”) UK Quality Code for Higher Education - Admissions, Recruitment and Widening Access. Details of the QAA code are available at:

[UK Quality Code for Higher Education](#)

We are also committed to ensuring that admissions practices are fair, transparent, and deliver admissions in the interest of applicants as outlined in the Universities UK (“UUK”) Fair admissions code of practice. Details of the Fair admissions code of practice are available at:

[Fair Admissions Code of Practice](#)

Where the University partners with third-party agents, we are committed to ensuring practices including those relevant to student admissions comply with sector guidelines including the BUILA UK Agent Quality Framework.

**Institutional Regulation:** This policy is approved by the University Senate and reviewed by the University Education Committee. The policy observes the University’s policies on data protection, equality and diversity, freedom of speech, students with disabilities, safeguarding, and widening participation. The policy also ensures that the University meets its obligations under the UK Visas and Immigration (“UKVI”) Student Visa arrangements for international students.

This policy also references the following:

[Ordinances and Regulations](#)

Policy on Research Degrees (including Distance Learning options) available at:

[Policy on research degrees](#)

[Code of Practice on PGR Recruitment, Selection and Admission](#)

[Distance PGRs](#)

HYMS Regulations, Policies and Codes of Practice available at:

[HYMS Regulations, Policies and Codes of Practice](#)

## Academic Freedom and Freedom of Speech

The University’s Code of Practice on academic freedom and freedom of speech sets out the University’s expectations in relation to upholding freedom of speech and academic freedom within the law, the procedures to be followed in organising events on University-controlled premises and the expected conduct at such events. The Code of Practice can be found at:

[Academic Freedom and Freedom of Speech](#)

## Tackling harassment and sexual misconduct

The University’s policies relating to harassment and sexual misconduct sets out the procedures for reporting and dealing with allegations of harassment and sexual misconduct against members of staff and students. The policies can be found at:

## Responsibilities

### Responsibility for recruitment and admissions activities

Global Recruitment, Marketing and Admissions works closely with academic departments, schools, support services across the University and external third-party providers to ensure the delivery of a fair, effective and professional recruitment and admissions service.

Global Recruitment, Marketing and Admissions:

- ensures the effective implementation of this policy and associated procedures;
- promotes the University and its courses through a range of marketing and recruitment activities and materials;
- provides information, advice and guidance to academic departments, schools, support services, enquirers, applicants and their supporters and advisors;
- assesses applications to determine an applicant's tuition fee status, and makes or authorises decisions to offer or reject;
- informs the University planning process surrounding the delivery of student intakes;
- works with academic faculties to inform the setting of entry requirements for on-campus taught courses. Entry requirements are approved by the University Executive Board;
- works with external third parties, Faculties and employers to inform the setting of entry requirements for York Online and Apprenticeships. Entry requirements for York Online are approved by the York-HEP Monitoring Board;
- works with KIP to inform the setting of entry requirements for the International Pathways College ("IPC"). Entry requirements for IPC are approved by the Marketing, Student Services and Recruitment Group;
- develops, delivers and maintains appropriate admissions systems; and
- provides training sessions and information events for all staff involved in recruitment and admissions activities.

**Academic departments:**

- provide timely course and selection information to inform the development of publications and to enable accurate and informative responses to enquiries;
- participate fully in enquirer and applicant engagement and recruitment activities, such as open days and visit days;
- work with Global Recruitment, Marketing and Admissions ("GRMA") to determine the selection criteria to be used in the assessment of applications in order to ensure the recruitment of students who are able to succeed on their chosen course; and
- assess applications, conduct interviews where applicable, and recommend decisions.

## Information for enquirers, applicants and their advisors

The University selects and recruits students by:

- working with schools and colleges, teachers, agents, employers and advisers to provide information and advice for learners that will help them to make the best and most informed choices for their future;
- encouraging applications from the widest range of educational, social and cultural backgrounds and delivering programmes of support that widen access to higher education and the University;
- providing clear and transparent admissions information to prospective applicants and offer holders;
- operating a fair and effective admissions process; and
- ensuring the consistent application of this policy across the University.

The University participates in activities to promote the University and its courses, including open days, higher education fairs and education liaison events.

Information on undergraduate and postgraduate courses is available at:

[UCAS](#)

Information on Postgraduate Teacher Training (“PGCE”) courses is available at:

[Find postgraduate teacher training courses](#)

Applicants must always refer to our webpages for the most up-to-date information.

## Entry requirements and typical offers

The University’s typical academic entry requirements for each course are published via the course search on the University website at:

[University of York](#)

For undergraduate courses the academic entry requirements can also be found on the UCAS website ([UCAS](#)). For teacher training courses further information can be found on the Department for Education (DfE) website ([Get Into Teaching](#)).

Applications are considered individually and holistically, and meeting typical entry requirements does not therefore automatically guarantee an offer of admission. The University reserves the right to reject otherwise suitably qualified applicants when courses are oversubscribed.

### Academic requirements

The University considers a wide range of UK and international qualifications for entry and applicants can be assured of flexible and individual consideration of their qualifications profile.

### Undergraduate courses:

Details of general entry requirements can be found at:

[Undergraduate entry requirements](#)

Please see the ‘Contextual information and offer making’ section of this policy for further details concerning the University’s approach to contextual offer making.

### **Postgraduate taught courses:**

Applicants should normally possess at least a lower second class (2ii) honours degree (or equivalent alternative or international qualification). However, some courses require higher academic or additional entry requirements so applicants must always refer to the respective individual course requirements.

### **Postgraduate research courses:**

For admission to MD, MPhil or PhD research courses, applicants will be expected to have a first degree, normally an upper second class (2i) honours degree (or equivalent alternative or international qualification) in a relevant subject, or a relevant postgraduate master's qualification (or equivalent).

For admission to MA or MSc courses by research, applicants should normally possess at least a lower second class (2ii) honours degree (or equivalent alternative or international qualification). Some courses require higher academic or additional entry requirements so applicants must always refer to the respective individual course requirements.

### **Exceptions (academic waivers) for postgraduate courses:**

Exceptions to academic requirements may be made, for example for applicants applying to take courses as mid-career continuing professional development or those with extensive relevant work experience. Such exceptions will require the support of the Head of Department or Chair of Graduate School and approval of the Pro-Vice Chancellor for Teaching, Learning and Students (or their delegates) for taught courses, or the Dean of the York Graduate Research School (or their delegate) for research courses.

## **English language requirements**

All applicants to the University whose first language is not English are required to show evidence of the level of their proficiency in the English language. English language test scores will normally only be considered valid if achieved within two years of the start date of the proposed course and if they are still within the verification period of the test provider at the point of assessing the application.

Where more than one piece of evidence of English language proficiency is provided in support of an application we reserve the right to consider only the most recent evidence. Further details of the English language requirements for each course are available on the respective course pages below.

### **Undergraduate courses:**

[Search undergraduate courses](#)

### **Postgraduate Taught courses:**

[Search postgraduate courses](#)

### **Postgraduate Research courses:**

[Search postgraduate courses](#)

### **Alternative evidence of English Language ability**

Postgraduate applicants for whom English is not their first language but who have successfully followed or are currently following a full-time university degree-level course of a minimum of one year's duration in the UK or other majority English speaking country may be exempt from the English language requirement. The previous study must normally have been completed within seven years of the proposed course's start date or two years of the proposed course's start date for postgraduate HYMS courses.

Where appropriate the University may allow an undergraduate or postgraduate applicant who does not meet the English language requirement to undertake an English language pre-sessional course. In such a case, successful completion of the pre-sessional course will be used as evidence to satisfy the English language requirement.

Where appropriate the University may consider other evidence of English language ability which it deems to indicate a level of ability equal to the minimum requirements as set out above and which meets the standards as set out in our English Language Code of Practice.

Further details of the Code of Practice are available at:

[English Language Code of Practice](#)

## References

Applicants to undergraduate courses are required to submit one academic reference as part of their UCAS application. In some circumstances, a second reference may be required e.g. if we receive a character reference and require additional information.

PGCE applicants who are made an offer are required to submit two satisfactory references post-offer. The references must be: (i) academic; (ii) professional..The PGCE offer will be conditional upon meeting the satisfactory references requirement.

Applicants to postgraduate taught courses who graduated from a degree-level course within the previous five years may be asked to provide one academic reference as part of their application. Academic references will be required for courses where there is a statutory or third-party requirement, where there are mitigating circumstances to be considered, where in borderline cases they could be deemed beneficial, or where there is a requirement to demonstrate previous work in a particular field or to demonstrate extent of experience. For applicants who graduated from their degree-level course more than five years ago, alternative professional references will be considered (e.g. from employers or a senior member of a voluntary organisation etc.).

Applicants to postgraduate research courses are normally required to submit two academic references as part of their application.

Further information concerning the content and format of postgraduate references is available at:

[Postgraduate taught supporting documents](#)

[Postgraduate research supporting documents](#)

## Non-academic requirements

There are additional non-academic requirements for applicants to subjects allied to medicine (which includes nursing and midwifery), social work and teaching courses. Disclosure and Barring Service (DBS) checks are managed by our partner company Atlantic Data. Additional information on how this data is used can be viewed at:

[Privacy notice - student applicants](#)

Further details including Disclosure and Barring Service requirements, Overseas Police Checks, safeguarding expectations and Fitness to Practise requirements are available from individual academic departments. Any such requirements are signalled on respective course pages.

## How applications are assessed

### Selection principles

The University is committed to fair admissions and considers applications on a case-by-case basis, assessing both ability and suitability for the course that has been applied to. The University considers past and predicted academic achievements as well as other evidence of ability, skills, interests, motivation and potential. The University's processes are designed to lead to the selection of students who can be expected to complete their studies successfully. Formal decisions are made by trained University staff (and associate staff) in both academic departments and GRMA. In order to ensure fairness and consistency in decision making, all decisions are reviewed and authorised by GRMA.

## Assessing applications

All applications are assessed individually and holistically. In assessing the ability and suitability of applicants, the following information as provided in the application form and supporting documentation may be considered:

- achievement in awarded or partially complete qualifications;
- predicted achievement in qualifications yet to be awarded;
- personal statement/statement in support of the application/CV;
- evidence of relevant work experience (selected courses only);
- references (selected courses only);
- UCAT score for undergraduate medicine applicants to HYMS;
- sample of written work, portfolio submission, or evidence of professional experience (selected courses only);
- research proposal (for postgraduate research courses);
- contextual information (as referenced in the contextual information and offer making section below).

In addition, some undergraduate and postgraduate taught courses may require applicants to participate in an interview, audition or other assessment as part of the selection process. Guidance on the conduct of interviews is available to academic departments which include an interview in their selection procedures.

Applications for research courses will only be considered where an appropriate supervisor(s) and resources are expected to be available for the duration of the normal period of study. A decision to admit a student will be based on an interview and normally involve at least two members of academic staff, normally including the departmental Graduate Chair (or delegate) and the prospective supervisor. Information about departmental selection procedures is available on course webpages. PGR applicants should not use generative AI to write any aspect of their application: any such use may invalidate their application and lead to the withdrawal of an offer.. Further information can be found at:

[Guidance on the use of generative Artificial Intelligence in PGR programmes](#)

## Applicants who have mitigating circumstances

If any applicant feels that any disability, long-term health condition, other personal circumstance (e.g. bereavement, or other difficult home or family circumstances) or any other event may have affected their previous education, or grades received in past examinations, then they are encouraged to complete the mitigating circumstances form. We take into account whether mitigating circumstances have already been considered by the appropriate examination board, and may not consider mitigating circumstances that have already been taken into account. All formal notifications of mitigating circumstances which are supported by a full declaration about the nature of the circumstances will be considered as part of the admissions process, and may be taken into account when making an offer where the University considers it appropriate to do so. Where it is not possible to make an adjusted offer, we will consider circumstances further at the point we receive results if an applicant fails to achieve the academic requirements of our original offer.

### **Undergraduate applicants:**

Further advice and guidance for undergraduate applicants is available at:

[Undergraduate mitigating circumstances](#)

### **Postgraduate applicants:**

Further advice and guidance for postgraduate applicants is available at:

[Postgraduate taught mitigating circumstances](#)

[Postgraduate research mitigating circumstances](#)

## Contextual information and offer making

To gain a full understanding of a UK undergraduate applicant's achievements and ability, the University considers the context of an applicant's socio-economic and educational experiences. Consideration of contextual data allows us to look at more than exam results in the application process and to gauge whether applicants have the potential to succeed on the course.

We receive a range of contextual data for undergraduate applications submitted through UCAS. This information includes school or college type and performance, socioeconomic information relating to home postcode area and an indication of experience of local authority care.

This information is used to consider the potential of our applicant pool and helps to determine whether an offer will be made and if an applicant is eligible for a contextual offer. Contextual offers are one or two grades below our typical entry requirements and are available to undergraduate applicants who:

- live in the United Kingdom AND
- attend a state school or special school AND
- live in a specific postcode area, assessed using Indices of Multiple Deprivation data or ACORN data OR
- hold a residential status of 'refugee' or 'humanitarian protection'

Eligible applicants who meet the above criteria and receive a conditional offer will also receive a contextual offer. Please note that this process only applies where the UCAS application provides the required information. Please also bear in mind that applicants who meet this criteria are not guaranteed to receive a conditional offer and will be considered as detailed above under 'Assessing Applications'. Contextual offers may still detail subject specific requirements.

In addition to our automated contextual offer making policy, we seek to support applicants who have experience of local authority care in the UK (such as foster or residential care as defined by the Office for Students) or who are estranged, through our Additional Information Form at:

### Contextual offers and admissions

Applicants should submit the Additional Information Form to support their consideration for further support. Ideally, applicants will submit this form at the same time as their UCAS application.

Eligible applicants may receive a contextual offer one or two grades below our typical entry requirements. Any applicant who indicated they have spent time in local authority care on their UCAS form using the tick box will be contacted by our Dedicated Point of Contact in the Access and Outreach team to support them through the applicant journey through to joining us at the University.

Please note that eligibility for the Additional Information Form does not guarantee applicants an offer to study at the University. Contextual offers may still detail subject specific requirements.

### **Contextual decision-making during confirmation**

We may also use contextual data to give additional consideration to applicants at confirmation of exam results or grades or upon receipt of final qualifications. This includes criteria outlined above for automatic contextual offers and the Additional Information Form and the information provided below for Widening Participation programmes. In addition, we utilise the additional contextual data we provide from UCAS through the MCDS service.

Further details about our approach to UK undergraduate contextual offer making are available at:

### Undergraduate contextual offers

## Commuter Student Guaranteed Interview or Offer scheme

The York Commuter Student Guaranteed Interview or Offer scheme offers undergraduate applicants within commuting distance ( as outlined below ) a guaranteed offer or interview depending on the selection process for the course applied for. Where a course is oversubscribed we may be unable to make an offer because the:

- application is received after the UCAS deadline and the chosen course is full/closed
- applicant does not meet essential subject requirements for the course
- applicant does not meet the expected predicted grades/selection criteria for the course

In this event the University will endeavour to make an offer for an alternative associated course or where possible make a deferred offer for the chosen course.

Applicants who meet the following criteria will be eligible for the University's Guaranteed Offer or Interview scheme, subject to the conditions below. To be eligible, applicants must meet the following criteria:

- be applying from a home address within Yorkshire, Humber & Tees Valley region and
- be eligible for Home fee status

This scheme does not apply to HYMS.

Applicants who meet eligibility will be guaranteed an interview or offer from the university of York, as outlined above in some cases this may be for an associated course.

Ordinarily eligibility will be verified via the UCAS form. Where additional information is requested applicants must provide this by the deadlines included in email communications. In the event the University cannot offer a place on the course applied for, due to subjects taken or predicted grades, an alternative course will be offered

To be considered for the Guaranteed Offer or Interview Scheme, applicants must:

- a) Submit their application by the relevant UCAS deadline, or while the course is still accepting applications through UCAS. Applications made in Clearing will not be considered for the scheme
- b) Ensure the application form is fully completed.
- c) Be studying towards, or have already achieved qualifications that would enable them to meet the full conditions of the offer, including any English language and GCSE requirements and any subject prerequisites.

Further details on our Commuter Student Guaranteed Interview and Offer scheme can be found at:

### [Undergraduate commuters](#)

## Widening Participation Programmes and Offer Making

Applicants who successfully complete one of the University's widening access programmes for post-16 learners (including Aspire Together, Black Access, Next Step York and Realising Opportunities) and subsequently apply to study at the University of York receive a range of additional support. Depending on the programme they complete, applicants could receive:

- consideration for a guaranteed offer or invitation to interview (depending on the course applied to)
- an offer up to three grades below our typical offer. (Applicants would receive two offers, the typical offer and an alternative offer conditional upon completion of all elements of their widening access programme including the YorJourney module. Alternative offers may still include subject specific grades for essential subjects.)

Eligibility for alternative offers requires applicants to successfully apply to, be eligible for and take part in our widening access programmes run through the Access and Outreach team. These programmes take place over a period of time (e.g. through sixth form or college) and are an important part of our Access and Participation Plan commitments.

To support the team in identifying relevant applicants, applicants should:

- indicate which programme they took part in on their UCAS application form where the dropdown box allows
- participants must also contact their Access and Outreach programme team by email and provide their UCAS ID. It is recommended that this should be completed at the same time as the UCAS submission.

HYMS MB BS Medicine applicants should:

- complete the [MB BS Medicine](#) form to confirm participation in a recognised widening participation programme.

HYMS MB BS Medicine with a Gateway Year applicants should:

- complete the [MB BS Medicine with a Gateway Year](#) form to confirm participation in the recognised widening participation programme.

For further details of the support provided and for details of the alternative offer provided to specific widening access programmes are on our dedicated widening access web pages available at:

[Widening Access](#)

## Postgraduate contextual data

Contextual data is also collected at postgraduate level through the University online application forms. This data is not used in the assessment of individual postgraduate applications but is used to monitor participation rates and outcomes.

## Keeping applicants informed

### Communicating with applicants

The University recognises the importance of keeping applicants informed throughout the application process. Key updates are provided throughout the admissions cycle and may be communicated either directly by the University, or through UCAS or DfE Apply. Communications include, but are not limited to:

- acknowledgement of application receipt;
- confirmation that a decision has been made;
- invitation to an interview (where applicable) or visit day;
- confirmation of any conditions required for admission if an offer has been made;
- confirmation of reasons for rejection if an application has been unsuccessful;
- confirmation of admission where all conditions have been satisfied;

- information relating to applying for accommodation;
- information relating to student visas, Confirmation of Acceptance for Studies (“CAS”), credibility assessment and ATAS requirements (where applicable) for international students; and
- welcome and enrolment information.

Where applicants have previously agreed to receive additional information, we may also provide information about events, activities and opportunities at the University which we think might be of interest and value to them.

## You@York

Undergraduate offer holders and postgraduate applicants are provided with access to an applicant portal, You@York, to enable them to engage with their application. Through You@York applicants are able to:

- view their application;
- view their offer and other related correspondence;
- upload supporting documents (e.g. transcripts, certificates, etc.);
- accept their offer (postgraduate applicants);
- apply for a CAS to support their visa application, if applicable;
- book visits to the University, if appropriate; and
- apply for pre-sessional courses, if applicable.

## Applying

### How and when to apply

#### **Undergraduate courses:**

Applications to undergraduate degree courses at the University are made through UCAS. The University observes the rules and procedures laid down by UCAS.

More information about applying through UCAS and application deadlines can be found at:

[UCAS Undergraduate](#)

#### **Postgraduate courses:**

Applications to postgraduate courses are normally made directly to the University via ‘Select’, our online application service. Applicants who are unable to use the online application service may apply using a paper application form which is available at:

[Postgraduate taught making a paper application](#)

More information about applying and any relevant recruitment rounds is available at:

[Postgraduate applications](#)

Some oversubscribed courses operate application deadlines, and these will be advertised via the relevant course information within the Course Finder.

Applications to York Online can be made at:

[Online York](#)

Please note that York Online is not able to consider applications from applicants resident in sanctioned countries due to our obligations to comply with international sanctions imposed by the UK Government, sanctions imposed by other jurisdictions (notably the EU and USA) and to comply with restrictions on the use of some technologies all or any of which can affect or prevent the delivery of online courses in sanctioned countries and the receipt of payments from such countries.

## **English Language Pre-sessional Courses:**

Undergraduate and postgraduate offer holders with an English language condition can apply for an English language pre-sessional course to enable them to meet their language condition via 'You@York'.

## **Other application routes**

### **Teacher Training courses:**

Applications to PGCE courses at the University are made through DfE Apply.

More information about applying through DfE Apply and relevant application deadlines can be found at:

[Find postgraduate teacher training courses](#)

Applications can be made at:

[Apply for teacher training](#)

### **MA in Social Work and MSc in Nursing:**

Applications to these courses are made through UCAS.

More information about applying through UCAS and application deadlines can be found at:

[www.ucas.com](http://www.ucas.com)

### **Higher and Degree Apprenticeship Programmes**

Further information on the apprenticeship programmes offered, eligibility criteria and how to apply can be found at:

[Apprenticeships](#)

Applications to apprenticeship programmes are normally made directly to the University via 'Select', our online application service.

## **Time taken to consider an application**

The University aims to consider applications and make decisions as quickly as possible.

### **Undergraduate including select Postgraduate courses (MA in Social Work and MSc in Nursing courses):**

The University respects the UCAS application deadline for guaranteed equal consideration. For highly subscribed courses, in order to ensure fairness in decision-making, decisions may not be made until after the equal consideration deadline has passed.

### **Postgraduate courses:**

The University aims to respond to complete applications within three weeks of submission, though for some courses (e.g. those operating recruitment and selection rounds) and at peak times, or if additional information is required, applicants may have to wait longer for a response. A response could constitute an offer or invitation to interview.

## **Our decisions**

### **Offers of entry for successful applicants**

Successful applicants will receive an offer of admission to the University. The offer of admission will either be *conditional* on the basis of qualifications or other requirements yet to be completed or met, or *unconditional* meaning that all necessary requirements for admission have been met.

All successful applicants will be issued with a formal offer of admission to the University detailing:

- name and intended award of course of study being offered;
- year of entry;
- duration;
- tuition fee status and tuition fee information;
- details of how to respond to the offer;
- details of how to apply for a CAS to support a student visa application, and payment of a deposit (if applicable); and
- University terms and conditions.

**Undergraduate applicants including select Postgraduate courses (MA in Social Work and MSc in Nursing applicants):**

Offer conditions and response deadlines will be confirmed via UCAS Hub.

**PGCE / Lead Partner applicants:**

Offer conditions and response deadlines will be confirmed via DfE Apply.

**Postgraduate applicants:**

Offer conditions and response deadlines (if applicable) will be confirmed in the offer letter via You@York.

## Alternative course offers

The University may decide that it is unable to offer admission to the original course to which an applicant has applied, but is able to make an offer for an alternative course either at the point of offer or upon receipt of final results. In this situation, the University will normally contact the applicant to confirm that they wish to be made the offer for the alternative course, or may make the offer to the alternative course directly.

## Feedback for unsuccessful applicants

The University is committed to providing feedback to applicants who have not been offered a place. All unsuccessful applicants are given feedback via UCAS Hub (undergraduate applicants including MA in Social Work and MSc in Nursing courses) or via You@York (postgraduate applicants). Applicants wishing to request additional feedback may contact the respective admissions team in writing by email. Applicants are able to request feedback at any time during the admissions year in which they are applying. The University aims to respond to requests for feedback within twenty working days of receipt of a request. Feedback for PGCE applicants is offered at the interview stage only.

## Applicant responses

### Responding to offers and response deadlines

**Undergraduate applicants including select Postgraduate courses (MA in Social Work and MSc in Nursing applicants):**

Undergraduate applicants should respond to their offers via UCAS Hub. Response deadlines will be notified via UCAS Hub.

**PGCE / Lead Partner applicants:**

PGCE and Lead Partner applicants should respond to their offers via DfE Apply. Response deadlines will be notified via DfE Apply.

**Postgraduate applicants:**

Postgraduate applicants should respond to their offers via You@York. Where response deadlines apply, these will be confirmed within the offer letter.

## Confirmation of a place

### Meeting conditions

If an applicant who has received a conditional offer fulfils the conditions of the offer as specified, or if the University exercises its discretion to accept an applicant in a case where conditions have not been met, then the applicant's place will be confirmed. Confirmation will be provided either via UCAS Hub (undergraduates including MA in Social Work and MSc Nursing), via DfE Apply (PGCE / Lead Partner), or by email and You@York (postgraduates).

## Deadlines for satisfying offer conditions

### **Undergraduate applicants including select Postgraduate courses (MA in Social Work and MSc in Nursing applicants):**

Conditions of offer must normally be met by 31 August of the application cycle in which the application has been submitted, including applications for deferred entry.

Where results are received after 31 August, we may be able to confirm places depending on availability; however, this is not always possible. Applicants should ensure that we receive all the results upon which their offer is based by 31 August to ensure that we are able to process them and, if appropriate, confirm the applicant's place.

This also applies to applicants to the MA in Social Work and MSc Nursing which (as above) are managed through UCAS.

### **Postgraduate applicants:**

There are normally no fixed deadlines by which conditions of offer have to be met for postgraduate applicants. Where a decision deadline does apply this will be clearly communicated. York Online degree programmes and PGCE programmes have specific deadlines which are communicated to applicants during the application process. However, all conditions must be met before a postgraduate applicant will be able to enrol as a student of the University. The last date of enrolment is advertised each year at:

#### Enrolment

### **Applicants who require a student visa:**

Applicants must have fulfilled all of the conditions of their offer and must have applied for a CAS and met any additional CAS requirements by the advertised CAS request deadline. PGCE applicants are required to apply for their CAS earlier due to enhanced DBS deadlines. PGCE applicants will be notified of this deadline. Further information relating to the CAS request deadline can be found at:

#### Confirmation of Acceptance for Studies (CAS)

## Disabled applicants

The University provides support for disabled students in order that they can access the full range of academic and social activities the University offers. Disability awareness training is mandatory for all staff. The University will take all reasonable steps to meet both the general need for access and the specific needs of disabled individuals.

Applicants are encouraged to declare their disability or long-term health condition when they apply, but this disclosure is not taken into account by the staff assessing their application. If an offer is progressed information relating to an applicant's disability will subsequently be shared with assessors to enable them to engage in further discussion with the applicant and identify reasonable adjustments where applicable in order to ensure that the applicant is supported

effectively on the course. Applicants who choose not to disclose their disability or long-term health condition at the point of application or to assessors will be provided with other opportunities to disclose such information later in the process. Any disability disclosure will be dealt with confidentially and sensitively.

Some courses, for example nursing, midwifery, medicine, social work and teaching, might have restrictions set by the professional statutory regulatory body which may limit entry onto some of these courses for individuals with specific disabilities or long-term health conditions. Further information relating to disability services can be found at:

### [Disability Services](#)

## **Occupational health assessments**

Offers made to subjects allied to medicine (which include nursing and midwifery), social work and teaching courses are conditional on completion of a satisfactory occupational health assessment before the commencement of studies. Applicants will be advised if this or any other conditions apply when they are made an offer of a place.

Further information relating to occupational health assessment for the relevant subjects is available at:

- Medicine  
[HYMS applying to study medicine](#)
- Nursing, Midwifery and Nursing Associates  
[Health Sciences Occupational Health](#)
- Social Work  
[MA Social Work](#)  
[MSocW Social Work](#)
- Teaching  
[Initial teacher training \(ITT\): criteria and supporting advice](#)

## **Student immigration**

### **Student visas**

Students from outside the UK may need to apply for a visa in order to study in the UK. Students requiring a visa must comply with the requirements of UKVI under which the University acts as a sponsor. Students requiring a visa to study in the UK will need a Confirmation of Acceptance for Studies (CAS) issued by the University to support their visa application.

Students may be required to undertake a credibility assessment prior to a CAS being issued. Students who are required by the University to undertake a credibility assessment (with our third party provider) will be contacted with further details, via email. In addition, UKVI often conducts credibility interviews for student visa applicants before granting a student visa. The purpose of the UKVI credibility interview is to ensure that an applicant has a genuine intention to study in the UK.

The latest deadline by which to request a CAS is normally 10 working days before the course start date. Note that the CAS request deadline for PGCE students is different and will be communicated during the offer stage.

It is important to note that the UKVI are responsible for issuing student visas, and as such the University is not able to control or influence the process through which individual visas are assessed and issued by the UKVI. The University aims to issue CAS to allow sufficient time for the visa application process to take place in accordance with normal UKVI timeframes, but applicants should be aware that it is possible that a visa may not be issued before a course starts.

The University is committed to meeting our requirements as a sponsor of applicants requiring a student visa. In the event of changes to immigration legislation, or if information becomes available

that might impact our ability to sponsor a student, the University reserves the right to amend or withdraw an offer of admission.

Further information relating to UKVI processes is available at:

[Study in the UK on a Student visa](#)

The University also provides additional information and support which is available at:

[Visas and immigration](#)

**SANCTIONED COUNTRIES:** enrolled students will not be able to access University IT systems including Gmail, eVision and Blackboard in a country subject to sanctions imposed by the UK (or by other jurisdictions like the USA and EU).

## Academic Technology Approval Scheme (ATAS)

Students applying for certain subjects as defined by the Foreign and Commonwealth Office may need to apply for an ATAS certificate before applying for a visa, entry clearance or extension of stay. Where this applies, evidence of the ATAS certificate is required prior to the University issuing a CAS. Further information is available at:

[Academic Technology Approval Scheme \(ATAS\)](#)

## Applicants with criminal convictions

The University takes the view that having a criminal record does not necessarily preclude an individual from studying at the University. Information concerning criminal convictions does not form part of the academic assessment of an application. This information is not routinely shared with assessors with the exception of some professional practice courses where declarations of criminal convictions form part of an assessment of fitness to practise.

The University requires applicants to disclose any unspent relevant criminal convictions, so it can assess whether admission can be granted or whether it may only be granted with possible conditions/restrictions in order to manage risk, including risk of harm to others, or of being unable to achieve all the learning outcomes of the course as a result of the conviction. Further information on the requirement to disclose unspent relevant criminal convictions is set out in the University terms and conditions.

Please note that for some courses related to regulated professions, spent criminal convictions must also be declared. If an offer is received from the University, applicants will be required to make such a disclosure at the point of accepting the offer of admission.

If a student later receives a criminal conviction, they are required to declare this to the Conduct and Respect Office via [conductandrespect@york.ac.uk](mailto:conductandrespect@york.ac.uk), providing full details.

The University's policy in relation to applicants with criminal convictions is kept under review and may be changed in the light of legislation and/or practice by admissions partners (e.g. UCAS). Further information is available at:

[How we use criminal conviction information](#)

## Age on entry

The University admits students on individual merit and does not discriminate on the grounds of age. Some courses of study are bound by external professional or placement requirements concerning age. The University is also bound by Home Office rules regarding student visas; this means that the University is unable to sponsor (for visa purposes) students under the age of 16 years.

Applications for study from applicants who will be under the age of 18 at the point of entry will be considered in accordance with University Regulation 6.1:

#### Regulation 6.1 entry requirements

Where the age of an applicant would raise issues of safety, child protection, visa-sponsorship, personal support or care, the applicant will need to satisfy the University that they have the ability to live independently in the University community, and will not be admitted without the express permission of the Academic Registrar (or their nominee) and the written authorisation of an appropriate adult, normally their parent or guardian.

Prospective students aged 16 and 17 will be admitted only where they can demonstrate the ability to live independently in the University community. If assessments of this ability are inconclusive, admission may be offered at a later entry point.

In order to support applicants under the age of 18 the University may provide transition information and guidance to further support the applicant and their parents/carers/guardians.

For entry onto HYMS undergraduate courses (e.g. medicine) prospective students must be aged 18 or over due to placement requirements.

Further information relating the University's Safeguarding Framework is available at:

#### Safeguarding of young people under 18 and vulnerable adults

## **Applications for advanced entry**

The University will consider applicants for advanced entry (e.g. to year 2 of a course) on an individual basis or as part of a pre agreed teaching partnership. The University considers applications for advanced entry on the basis of Recognition of Prior Learning and includes certificated or experiential learning.

The University recommends that all applicants requesting advanced entry contact the academic department concerned to discuss the opportunities prior to application. The department will be able to advise on its policy on advanced entry and provide specific advice for the applicant's circumstances. Note that there may be scenarios where advanced entry is not possible e.g. due to professional body requirements. The relevant academic department will provide information to applicants if this is applicable. Offers for advanced entry will be made in accordance with the Credit Transfer and Recognition of Prior Learning - Principles and Policy.

### **Undergraduate applicants:**

Further advice and guidance for undergraduate applicants is available at:

#### Undergraduate credit transfer and recognition of prior learning

### **Postgraduate applicants**

Further advice and guidance for postgraduate applicants is available at:

#### Postgraduate taught credit transfer and recognition of prior learning

## **Re-applications**

The University will consider re-applications on an individual basis and reserves the right to use information from a previous application in assessing a re-application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement. Such applicants should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

## Re-admission

Applications for study from applicants who wish to be readmitted to the University on taught courses will be considered in accordance with University Regulation 6.8:

### 6.8 Re-admission

Applications for study from applicants who wish to be readmitted to the University on research course will be considered in accordance with the Code of Practice on PGR Recruitment, Selection and Admission which is available at:

#### Code of Practice on PGR Recruitment, Selection and Admission

Applicants meeting the following criteria can only be re-admitted with the approval of the University's Special Cases Team. A department which wishes to readmit such a student must seek the approval of the Special Cases Team before an offer of admission is made.

- Students who have previously been excluded from the University including those who have previously withdrawn for non compliance with UKVI student visa regulations;
- Students who owe money (for example for unpaid tuition fees) to the University;
- Undergraduate students who have previously failed a University course or have withdrawn from the University and are seeking admission to the subject, or any of the subjects, previously studied;
- Undergraduate students who have previously twice studied the first year of a course at the University regardless of whether or not the subject(s) studied previously are the same;
- Postgraduate students who have previously studied at the University on a postgraduate course and failed to complete it, whether or not the subject(s) studied previously are the same.

## Applications for deferred entry

The University welcomes applications for deferred entry. Applicants who have not initially applied for deferred entry, but who decide that they wish to defer their application prior to enrolment, will be considered on an individual basis. These requests must be made in writing by email or the You@York portal to GRMA (see contact points below) and normally no later than the relevant enrolment deadline. In these instances deferral is not guaranteed. Note that PGCE deferrals can not be guaranteed due to DfE restrictions.

Applicants must normally have satisfied all conditions of entry in order to defer their place. The normal maximum length of deferral that will be considered is one year; after this period an applicant would be required to re-apply.

Applicants will be issued with an updated offer letter and the relevant terms and conditions applying to the revised entry year. If a CAS has been issued prior to a deferral, the CAS will be withdrawn and a new CAS request relevant to the new entry year will need to be submitted. Applicants should also be aware that deferring may impact on their tuition fees, as the tuition fees payable will be those applicable to the year of entry and may therefore be higher.

## Fraud, plagiarism and omission

The University will check qualifications, personal statements, references, written work, financial sponsorship evidence and research proposals provided as part of an application for potential fraud, plagiarism, collusion or other indications that the application submitted is not wholly the work of the applicant. The University will also want to ensure that applicants have provided complete information (e.g. concerning details of previous periods of study or employment) and may seek additional information to resolve any uncertainties in the application.

The University reserves the right to reject an application and any subsequent applications on the basis of lack of integrity in an application or supporting documents, and to withdraw any offer or CAS made on the basis of an application that has been found to contain fraudulent or plagiarised information, or where it believes material information may have been withheld. Any student found

to have been admitted on the basis of fraudulent, plagiarised or withheld information may have their studies and contract with the University terminated.

Substantial use of Generative AI could mean that assessors may not be able to find robust evidence of an applicant's suitability, and thus it may be to an applicant's disadvantage

### **PGCE applicants**

DfE advises that any applicant who uses AI for their DfE Apply application or interview may be rejected. Further information can be found at:

[Initial teacher training \(ITT\): criteria and supporting advice](#)

### **Undergraduate applicants including select Postgraduate courses (MA in Social Work and MSc in Nursing applicants):**

The University abides by UCAS rules and procedures concerning fraudulent applications. Any application suspected by the University to contain fraudulent information will be referred to UCAS.

As part of the UCAS application process all personal statements are checked for potential plagiarism via the UCAS Similarity Detection Service. UCAS will notify both the University and the applicant if they feel that there are reasonable grounds to suspect potential plagiarism. The University reviews all cases of potential plagiarism individually and may contact an applicant for more information about the situation before making a decision. The University reserves the right to reject an application on the basis of plagiarism in a personal statement or to withdraw an offer of admission should evidence of plagiarism come to light after an offer has been made.

## **Re-marks, appeals, and re-takes**

Applicants who have applied for a re-mark or appeal with an awarding body should notify the University immediately. Whilst we will make every effort to reconsider applicants whose grades are amended as the result of a successful re-mark, it may not always be possible to hold an offer open pending the outcome of an appeal. In the event that a re-mark is successful and the course applied to is full, an applicant may be offered an alternative course or entry year.

We welcome applications from applicants who are determined to succeed and will consider applicants who are re-taking a qualification on a single occasion for the majority of our courses. Additional re-takes (i.e. where an applicant has re-taken a qualification on more than one occasion previously) will only be considered in exceptional circumstances. Where extenuating or mitigating circumstances are thought to have affected an applicant's performance in examinations, applicants are encouraged to utilise the Mitigating Circumstances procedure (see the section above on Applicants who have mitigating circumstances).

## **Financial information**

### **Tuition fees**

Information relating to tuition fees is available as follows:

#### **Undergraduate applicants:**

[Undergraduate fees and funding](#)

#### **Postgraduate taught applicants:**

[Tuition fees and expenses: postgraduate taught](#)

[Tuition fee deposits for international postgraduate taught students](#)

#### **Postgraduate research applicants:**

[Tuition fees and expenses: research degrees](#)

## **Assessment of tuition fee status**

The offer of admission will set out the information on the tuition fees to be charged based on the course of study and the applicant's fee status. Applicants are assessed by GRMA as eligible to pay

either home tuition fees or international tuition fees. Tuition fee status is assessed for each new application and is not carried over from previous fee status assessments, for example for undergraduate students applying for a postgraduate course at the University. The decision is based on the information provided within the application form regarding nationality and residence, and in the case of undergraduate applicants, the residential category selected via UCAS. The University is guided by information issued by the UK Council for International Student Affairs (UKCISA) in relation to fee assessment issues. Further information about UKCISA guidance is available at:

#### [UKCISA](#)

If the University considers an applicant's fee status to be unclear from the information provided in their application, GRMA will contact the applicant to ask for further information. This process will normally take place at the point of offer.

By accepting our offer of admission, applicants are accepting the University's decision in relation to their fee status. This decision is made on the basis of the available evidence at the time. Once applicants have enrolled with the University, decisions will normally only be changed where it can be shown that the University's initial fee assessment (based on the available evidence) was incorrect or in certain cases where a student's circumstances have changed. A change in fee status post enrolment is not guaranteed, and will be considered by the Academic Registrar (or their nominee). Where applicants consider that our decision is incorrect, they should make every effort to query this prior to enrolment. Requests to reconsider a student's fee status will not be considered by the University if the request is made after a student has graduated or if the student is no longer enrolled at the University.

## **Tuition fee deposits**

The University receives a large number of applications for taught study each year from applicants requiring sponsorship for a student visa. In order to effectively manage the allocation of the University's CAS for student visa purposes, some applicants will be required to pay a tuition fee deposit in order to progress a CAS request.

Further information relating to the postgraduate taught Tuition Fee Deposit Policy is available at:

#### [Tuition fee deposits for international postgraduate taught students](#)

Further information relating to the undergraduate tuition fee deposit policy is available at:

#### [Undergraduate Tuition Fee Deposit Policy](#)

## **Enrolment and induction**

Applicants who have firmly accepted an unconditional offer will be invited to enrol online. Applicants for entry in September will be invited to enrol normally from August. Applicants starting at different times throughout the year will normally be invited to enrol from approximately one month prior to the course start date.

Right to study checks are required for all students and must be completed for students to become fully enrolled. Further information can be found at:

#### [Right to study: providing your evidence](#)

In accordance with University Regulations, students enrolled for a research, postgraduate or undergraduate degree may not usually be enrolled at the same time for any other degree or qualification at the University or another institution, unless such enrolment forms part of an approved course of study involving another institution or institutions.

## Interactions between the University and the applicant

The University is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner, and it expects the same commitment from all applicants or their representatives. The expected standards of behaviour include all interactions and communications, including social media.

The University expects applicants and prospective students to adhere to its 'Together York' community declaration which is built on values of respect, fairness, and compassion as follows:

- to show respect to others and yourself;
- to be willing to have your preconceptions and stereotypes challenged; and
- to actively challenge disrespectful speech and unfair behaviour and to seek support from the University if your experience is adversely affected by disrespect or unfairness from students or staff in a way you are unable to resolve independently.

Based on these values, applicants and prospective students are expected:

- to be considerate, tolerant and respectful of fellow prospective students, students and staff of the University;
- to comply with reasonable requests or instructions from members of University staff;
- to conduct themselves appropriately in all forms of communication, including personal social media and when using official University social media groups; and
- not to make false claims against other prospective or current members of the University community in order to actively discredit an individual.

Any unacceptable behaviour will not be tolerated and may prejudice an application.

In exceptional cases, where the seriousness of the behaviour has breached the University's expectations, further action may be taken including, but not limited to, withdrawing an application or offer. For prospective students applying through UCAS, where inappropriate behaviour leads to the withdrawal of any offer, the University will report its actions to UCAS. The University may also report its findings to other authorities e.g. law enforcement or government organisations.

## Appeals and complaints

The University will consider all applications fairly and effectively in line with this policy.

### Appeals:

Applicants do not have a right of appeal against a decision as to whether or not they should be offered a place at the University. However, the University will normally review admissions decisions where a complaint has been received about the application process and/or its outcome, or if new information about an application comes to light. New information submitted will not necessarily guarantee a change of decision.

### Complaints:

The University's Policy and Procedure for Dealing with Complaints from Students, Student Applicants and Student Placement Providers is available at:

#### [Complaints procedure](#)

Applicants who experience a problem with any service provided by the University or its associated partners acting on its behalf, or anything else within the control of the University, should follow the above procedure

Applicants can submit complaints to: The Director of Marketing, Recruitment, Admissions and Outreach, University of York, Heslington, York YO10 5DD, or email: [SRA-Director@york.ac.uk](mailto:SRA-Director@york.ac.uk)

## Applicant data

Information on how the University uses your data and your rights under the UK General Data Protection Regulation and Data Protection Act 2018 can be viewed at:

[Privacy notice - student applicants](#)

[Privacy notice - students](#)

## Training

The University is committed to ensuring that all admissions staff are fully trained in admissions procedures and legislation compliance and are kept aware of any changes in policy made nationally or at an institutional level. Admissions training is the responsibility of GRMA and when appropriate is sourced from external organisations.

GRMA runs annual training sessions for all new admissions tutors and refresher training for more experienced staff. This training offers guidance in key areas and highlights the role of departmental admissions staff.

At key points in the admissions cycle, GRMA hosts a number of information and briefing sessions for all staff involved in recruitment and admissions. These meetings are intended to inform departmental staff of any changes in admissions practice and to share good practice in admissions.

GRMA also provides admissions system-specific training sessions for admissions staff.

Ad hoc working groups may be convened to develop policy, process or practice in relation to a particular admissions area or issue. Conferences may also be attended as required to discuss specific admissions issues at the local, national and international level.

## Equal Opportunities monitoring

The University values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive, and where everyone is treated with dignity and respect. We encourage applicants with varied experiences and different backgrounds, and are committed to ensuring that no applicant with potential is deterred from applying.

The University is committed to a policy of equal opportunities. To enable the University to monitor the effectiveness of this policy, applicants are asked to complete a series of equal opportunities monitoring questions either through UCAS or Select.

Information provided is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure (i.e. this information is not forwarded to assessors). All information will be handled in confidence and in accordance with the applicable privacy notice.

Further information concerning the University's Equality and Diversity policy for students is available at:

[Equality, Diversity and Inclusion - information for students](#)

## Responsibility and monitoring of policies and procedures

**Recruitment, Selection and Admissions policy:** This policy is the responsibility of the Head of Admissions and Applicant Experience and is reviewed and updated annually and approved by University Teaching Committee.

**Recruitment procedures:** The recruitment of prospective students to the University and HYMS is managed by Global Recruitment, Marketing and Admissions.

**Admissions procedures:** The admission of students to the University and to HYMS is managed by GRMA. The Head of Admissions and Applicant Experience is responsible for the delivery of the overall admissions service. The respective Deputy Heads of Admissions for Undergraduate and Postgraduate Admissions monitor admissions procedures within GRMA. Admissions procedures are regularly reviewed and updated where necessary.

Departmental admissions procedures are monitored by departmental admissions tutors or boards of studies with advice from the Head of Admissions.

## Contact details

For further information regarding this policy or admissions at the University please contact:

Address: Global Recruitment, Marketing and Admissions  
University of York  
Heslington  
York, UK  
YO10 5DD

E-mail: [ug-admissions@york.ac.uk](mailto:ug-admissions@york.ac.uk) or [pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk)

Tel: +44 (0)1904 324 000

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