

ADMISSIONS FRAMEWORK: PRINCIPLES, POLICIES AND PROCEDURES

I Cardiff University Admissions Framework

- 1 It is Cardiff University's mission to pursue research, learning and teaching of international distinction and impact. All of the University's activities are directed to achieving the highest international standards in research, learning and teaching, pursued in a rich and varied research-led environment where all staff and students can achieve their full potential to the benefit of the wider community and society as a whole.
- 2 The Cardiff University Admissions Framework is a publicly available reference document which is intended to explain the University's admissions process for potential applicants, applicants and their representatives and to support the work of its admissions staff in achieving the University's mission. The specific aims of the document are to:
 - 2.1 Identify high level principles and a common approach for management of the admissions process, which is fit for purpose for all relevant applicant groups and is informed by good practice;
 - 2.2 Articulate the roles and responsibilities of each party involved in the admissions process, including applicants;
 - 2.3 Identify the training and support needs of University staff involved in the admissions process;
 - 2.4 Ensure the compliance of the University's Admissions process with the QAA UK Quality Code for Higher Education¹.
- 3 The good practice principles and ethos identified in the Framework apply equally to all categories of applicants who submit applications to study at the University, though the University recognises that, for particular study opportunities, some aspects of the detailed guidance may not be relevant to an individual application.
- 4 Responsibility for compliance with the Admissions Framework rests with admissions staff working in the University's Academic Schools, Admissions, Communications and International Relations and Student Recruitment and Web Divisions respectively.
- 5 The Admissions Framework is complemented by the University's prospectuses, web-based Course Finder and other recruitment materials, which provide detailed information about the University's range of programmes.

¹ 'UK Quality Code for Higher Education: Chapter B2 Recruitment, Selection and Admission to Higher Education', October 2013'.

II Principles

- 6 The University's admissions process is founded on the following principles:
- 6.1 Fairness;
 - 6.2 Transparency;
 - 6.3 Professionalism;
 - 6.4 Accessibility for applicants and their advisors;
 - 6.5 Consistent application of policy and procedure.
- 7 Cardiff University is committed to promoting equality and diversity in all of its practices and activities, including those relating to student recruitment, selection and admission.
- 7.1 The University aims to establish an inclusive culture which welcomes, and ensures equality of opportunity for, applicants of all ages, ethnicities, disabilities, family structures, genders, nationalities, sexual orientations, races, religious or philosophic beliefs, and socio-economic backgrounds.
 - 7.2 The University operates a Contextual Admissions Model for undergraduate UK applicants to identify those who have experienced barriers to participation in higher education. The model uses three indicators of socioeconomic disadvantage and adverse individual circumstance. Further details are available at:
<http://www.cardiff.ac.uk/study/undergraduate/applying/contextual-data>
- 8 It is the University's aim to recruit and admit students who have the potential to and who are most able to benefit from the University's learning, teaching and research environment, regardless of background.
- 9 The University supports a range of activities and initiatives aimed at widening access and fostering the University's inclusive culture, as identified in the University's Widening Access and Retention Strategy: <http://www.cardiff.ac.uk/about/our-profile/our-values/university-for-all/widening-access>.
- 10 The University is also committed to the highest standards of ethics and conduct in its administration, organisational policy and behaviour, and to open, effective and efficient communication. In so far as we are aware, the University's Admissions policies are compliant with consumer law.
- Communication in the medium of Welsh**
- 11 All communications with applicants will adhere to the University's Welsh Language Policy at: <http://www.cardiff.ac.uk/public-information/corporate-information/welsh-language-scheme>
- 12 If an applicant has not expressed a preference at the point of application but subsequently wishes to receive correspondence in Welsh, the University will amend the applicant's language preference upon request.

III Programmes offered at Cardiff University

- 13 The University offers a diverse portfolio of study opportunities, which include taught and research degree programmes leading to awards and continuing professional development (CPD) and continuing education programmes. Whilst the University will make all reasonable efforts to deliver Programmes and research opportunities leading to its awards as described in materials published by the University, the University reserves the right to make reasonable changes as outlined in Section 6.3 of the Academic Regulations Handbook at: <http://learning.cf.ac.uk/wp-content/uploads/2013/06/ARH-15-16-Complete-updated-250416.pdf>
- 14 14.1 At undergraduate level, the University offers preliminary and foundation year programmes, Bachelor degrees, extended undergraduate degrees (often designated 'Master's' degrees) and Diplomas of Higher Education. The majority of the University's undergraduate programmes are taught on a full-time basis, though a limited number of programmes are available on a part-time basis
- 14.2 Cardiff University also offers more than 200 postgraduate taught programmes, and postgraduate research opportunities are available in all of the University's academic Schools. Many of the University's postgraduate programmes can be pursued on a part-time basis.
- 15 Whilst the majority of programmes are located on campus. Some programmes are followed at locations external to the University, such as distance learning programmes, or programmes offered in collaboration with other partners.
- 16 16.1 In addition to its formal undergraduate and postgraduate programmes, which lead to awards, the University offers opportunities for occasional study, continuing professional development, continuing education and participates in a number of exchange programmes.
- 16.2 Many of the University's programmes present opportunities to partake in outward mobility programmes or undertake placements which may form part of an overall assessment. Further information is available in the University code of conduct at: http://www.cardiff.ac.uk/_data/assets/pdf_file/0018/516501/Code-of-practice-2015-16.pdf
- 17 Information about the University's portfolio of programmes of study is available on the University's website, in the University's undergraduate and postgraduate prospectuses and via the Universities and Colleges Admissions Service (UCAS) website and directory (undergraduate full-time programmes).
- 18 The University also provides applicants and prospective applicants with opportunities to learn more about its programmes and its facilities through a number of open days and visit days and overseas outreach programmes. Dates for these events and eligibility for attendance can be found on the University's web pages: <http://www.cardiff.ac.uk/study> and in Schools' recruitment materials.

IV Numbers of Places

Undergraduate Places- Non-quota Student Places

- 19 19.1 Targets for all Undergraduate and Postgraduate student places, both UK/EU and International, are agreed with Colleges through the Planning, Budgeting and Performance Review process each year, in accordance with the University's strategic aims.
- 19.2 Colleges agree the targets at School level in accordance with the University's strategic aims and the availability of teaching facilities and appropriate staff in each School.

Undergraduate Places-Medical, Dental and other Healthcare Places

- 20 Medical and Dental numbers are controlled by quota through the Higher Education Funding Council for Wales. Contracted numbers for other Healthcare courses are negotiated directly between the University and Welsh Government/NHS Wales.

Postgraduate Student Places

- 21 The University's postgraduate taught and research student places, both UK/EU and international , are determined at School level in accordance with the University's strategic aims and the availability of teaching facilities and appropriate staff in each School.

V Entrance Requirements

General Requirements

- 22 Applicants for entry to programmes of study or research must satisfy the University's General Entrance Requirements, which are published as a statement on the University's website at: <http://learning.cf.ac.uk/wp-content/uploads/2013/06/1.02-Awards-of-Cardiff-University-2.pdf>

- 23 The General Entrance Requirement is supplemented by the following additional provisions:

- 23.1 University English Language Policy

<http://www.cardiff.ac.uk/public-information/policies-and-procedures/english-language-policy>

- 23.2 University Welsh Language Policy

<http://learning.cf.ac.uk/wp-content/uploads/2013/06/1.02-Awards-of-Cardiff-University-2.pdf>

- 23.3 University Statement on Post-16 Qualifications:

<http://learning.cf.ac.uk/wp-content/uploads/2013/06/1.02-Awards-of-Cardiff-University-2.pdf>

- 23.4 An application is only deemed to be complete when a minimum of one reference has been submitted in support of the application; no offer will be issued until this requirement has been met.

Programme Specific Admissions Criteria

- 24 Admission to the University is based upon an assessment of an applicant's suitability and potential against the specific entry requirements, typically qualification-based or professional, statutory and regulatory body requirements, and selection criteria, involving a broader assessment of skills, attributes and suitability for the relevant programme of study.
- 25 Academic Schools have responsibility for determining the specific entry requirements and selection criteria for their programmes of study, within the constraints of the University's overarching Admissions Framework and General Entrance Requirements.
- 26 Cardiff University observes the Equality Challenge Unit (ECU) advice on AS and A-Level native language qualifications, that native language qualifications should be treated as equivalent to other AS or A-Level subjects. Where a School wishes to deviate from the policy and exclude native language qualifications, Schools will be required to submit a case to the University's Governance Team demonstrating how the exclusion satisfies the 'objective justification' test.
- 27 Schools' specific entry requirements and selection criteria for their programmes of study will be publicised in their Admissions Criteria, to enable applicants to determine their suitability for their chosen programme(s) of study.
- 28 Admissions criteria are reviewed annually to ensure their compliance with the University's Admissions Framework, equality and legal constraints, and to ensure the accuracy of the entry requirements therein.
- 29 The University's Academic Standards and Quality Committee has responsibility for oversight of Schools' admissions criteria.

Requirements of Professional, Statutory and Regulatory Bodies (PSRBs)

- 30 The University offers some programmes of study which are subject to the requirements of professional, statutory and regulatory bodies, either because of necessary contact with patients, vulnerable adults or children during placements, the requirements of placement providers or because of eligibility for registration with a professional body upon completion of the programme. These may include: fitness to practise assessments, health checks, criminal records checks which include the University's Criminal Records disclaimer, Disclosure and Barring Services and/or police checks and limitations upon age on entry. These additional, non-academic requirements will be communicated to applicants in the relevant published recruitment materials and the relevant Schools' admissions criteria.

- 31 In addition to the professional, statutory or regulatory body's requirements, the University also has a statutory duty to consider applicants' suitability to undertake programme-mandated placements, which typically involve regulated activity of a specified nature, in accordance with the University's Policy for Determining Applicants' Fitness to Practice and Eligibility to Pursue Regulated Programmes of Study at:
https://www.cardiff.ac.uk/_data/assets/pdf_file/0008/179909/Policy-for-determining-applicants-fitness-to-practice-Senate-approved-20-Feb-2013.pdf
- 32 Occasionally the requirements of professional, statutory and regulatory bodies may change at short notice to reflect government policy or changes in legislation. The University undertakes to notify all affected applicants promptly in writing of such changes.
- 33 Where an applicant is unable to satisfy the requirements of the relevant professional, statutory and regulatory bodies, or the University's Fitness to Practice Policy and Eligibility to Pursue Regulated Programmes of Study requirements, despite submitting an otherwise strong application, failure to meet the PSRB's requirements will provide legitimate grounds for the University to reject an application.

Transfers with credit from other higher education institutions

- 34 Applicants with credit accrued at other higher education institutions may be granted admission to a specified programme in accordance with the University's Senate Regulations and Guidelines on Programmes and their Assessment:
<http://learning.cf.ac.uk/quality/regis/archive/>
- 35 An offer of admission at an alternative entry point may be made where an applicant has demonstrated potential but the content of the prior programme is deemed to be incompatible with the programme offered by Cardiff University for entry at the requested point.
- 36 Schools' policies regarding transfers with credit from other institutions will be identified in their admissions criteria.

VI Applications and Decisions

Application Routes

- 37 There are two principal application routes through which applicants can apply for the University's programmes of study: direct application, and the Universities and Colleges Admissions Service (UCAS). Additionally, applications may be submitted via other agreed routes, including [Bar Student Application Service](#) (BarSAS) and the LPC Central Applications Board (CAB) for the postgraduate Bar Vocational and Legal Practice programmes.
- 38 Admission to all full-time undergraduate programmes is administered via UCAS. Applicants wishing to apply for full-time undergraduate programmes at the University must register with UCAS www.ucas.com, 0371 468 0 468 (UK) or +44 330 3330 230 (outside the UK) and submit their application via the UCAS service.

- 39 Admissions to all postgraduate taught and research programmes, part-time undergraduate programmes, occasional study and exchange programmes and a small number of full-time undergraduate nursing/midwifery programmes are administered as direct applications by the University, with the exception of initial applications for the Bar Vocational and Legal Practice programmes.
- 40 Some research opportunities at Cardiff University have a parallel application process for obtaining funding; the University will advise applicants of the appropriate mechanisms for making funding applications and the arrangements for their consideration. However, all funding applications must be supported by a separate application for admission to the University.
- 41 Applicants for the University's direct entry programmes must submit their applications directly to Admissions using either the appropriate paper application form, which is available from: <http://www.cardiff.ac.uk/study/postgraduate/applying/application-forms>, or the University's on-line direct application service.
- 42 Applications for the Bar Vocational programme must be submitted via BVC on-line (<https://www.barsas.com/>).
- 43 Applications for the Legal Practice programme must be submitted via the LPC Central Applications Board (<http://www.lawcabs.ac.uk/>).
- 44 Applications for the University's continuing education programmes offered in the School of Lifelong Learning are administered directly by the School. Application forms can be obtained from: <http://www.cardiff.ac.uk/learn/enrol/index.php> or +44(0)29 2087 0000.
- 45 A small number of Schools also receive direct applications for short courses and continuing professional development (CPD) opportunities in their respective disciplines. Further information about applying for these vocationally-oriented programmes can be accessed via the University's website: <http://www.cf.ac.uk/education/index.html>.
- 46 Where the University participates in international partnership arrangements with higher education institutions outside the UK, all aspects of provision, including admissions and applications, will be managed in accordance with the University's Collaborative Provision Framework: <http://learning.cf.ac.uk/quality/provisionothers/>

Application Deadlines

- 47 All applications received by the published and agreed deadlines will receive equal consideration.
- 48 Schools have responsibility for determining their own policies on the consideration of applications submitted after the published and agreed deadlines; these will be stipulated in the School's admissions criteria.
- 49 The University has set regulations stipulating the period within which an applicant must register for a chosen programme at its commencement. Where the University deems that this would not be feasible due to late submission of an application, the University

reserves the right to make an offer of deferred entry for an alternative commencement date.

Initial Receipt of Application

- 50 The University aims to acknowledge all applications promptly.
- 51 Applications will be acknowledged by the body to which they were initially submitted, either UCAS or the University.
- 52 The University does not use any of the sensitive personal data submitted on the Equality and Diversity Monitoring form with the application to inform its decision-making process. This information will only be used for monitoring purposes and in cases where an applicant has declared a disability, to allow Student Support and Well Being to contact an applicant to assess any support needs the applicant may have.

Selection Tests and Interviews

- 53 The University does not routinely use selection tests or interview applicants during selection. However, Schools may wish to use selection tests or to interview applicants for some of their programmes, including vocational and professional programmes.
- 54 Where a School requires completion of a selection test or attendance at interview as part of its selection process, this requirement will be identified in published recruitment materials and in the School's admissions criteria.
- 55 Selection of applicants to attend interview will be conducted in a fair and transparent manner, in accordance with the published selection criteria for the programme; any additional specific criteria for selection for interview will be included in the relevant Schools' published Admissions Criteria.
- 56 Any additional selection procedures - e.g. practical performance or a written test - which are conducted at the point of interview will be communicated to applicants in published recruitment materials and in the correspondence inviting the applicant to attend for interview.
- 57 Staff involved in undertaking selection interviews and activities, whether these are formal interviews or informal meetings with applicants, will receive training to ensure that these activities are conducted in compliance with legal requirements and the University's equality and diversity policy.
- 58 Applicants who have been invited to attend interview will be invited by Schools to disclose any disability prior to interview; where a disability is disclosed, Schools will make reasonable adjustments to accommodate an applicant's requirements at interview. If necessary adjustments cannot be made, the School will identify suitable alternative means by which the applicant can demonstrate his or her potential.

Examination Re-sits (Undergraduate Entry)

- 59 The acceptability for admissions purposes of examination grades achieved through re-sits is determined at School and/or programme level, should this be appropriate.

- 60 Where examination re-sits have been necessitated by extenuating or mitigating circumstances affecting an applicant's performance at first sitting, applicants and their referees should highlight these circumstances in the personal statement and applicant reference on their application.
- 61 Schools' policies regarding re-sits will be identified in their admissions criteria.

Decision-making

- 62 Schools consider all applications purely on academic grounds, taking into account attainment, potential, and motivation grounds, in accordance with the procedures and criteria specified in their published admissions criteria.
- 63 In assessing whether it is appropriate to consider an applicant's mitigating circumstances, the University has a duty to ensure that an examination board or awarding body has not already made reasonable adjustment to an applicant's results, where making further adjustment in the admissions process might lead to an applicant having an unfair advantage over other applicants. In seeking adjustment for the impact of mitigating circumstances on academic attainment, the University will require formal, written confirmation from the awarding body/institution or the relevant examinations officer at the applicant's previous education institution that **no** request for adjustment was made when the qualifications were awarded, or has been lodged with the awarding body in the case of pending qualifications.
- 64 Further information about the University's procedure for assessing the needs of a disabled applicant to whom it has made an offer is available at:
<http://www.cardiff.ac.uk/study/student-life/facilities-and-services>
- 65 Further information about the University's procedure for assessing the suitability for admission to the University of an applicant declaring relevant criminal conviction(s) and to whom the University wishes to make an offer is available at:
<http://www.cardiff.ac.uk/regis/ifs/handbooks/ugatguide/cricon/index.html>
- 66 Further information about the University's procedure for assessing the additional support needs and/or adjustments required to programmes of study for an applicant to who is aged under 18 on the date of admission will be made available on request.

Offers/Decisions

- 67 The University aims to make and communicate its decision to applicants promptly.
- 68 Decisions will be notified to the applicant by the body to which the application was initially submitted, either UCAS or the University, with the exception of Bar Student Application Service and LPC CAB applicants, who will be notified of the University's decision directly.
- 69 Offers of admission will be specific to the applicant, clearly expressed and the requirements of any conditional offer will be consistent with the qualifications offered and/or the applicant's non-academic profile.

- 70 Where the University is unable to make an offer for the applicant's original choice of programme, the University reserves the right to make an offer of admission for an alternative, related programme.
- 71 The University will only make an offer of admission for a research degree when it can provide appropriate supervision and/or supervision arrangements in the applicant's research area. For some research degree programmes, the availability of sufficient research funds may also be a consideration; where this is the case, this will be stated in the relevant School's admissions criteria.
- 72 Any offer of admission is made without prejudice to the right of the University to vary or withdraw it if information of a serious nature comes to the notice of the University (whether relating to events occurring before or after the date of the offer) which could reasonably have influenced the University's decision if known at the time the offer was made, including the submission of false or misleading information in support of an application or in circumstances where the University is unable to make adjustments to accommodate an applicants' specific needs or disabilities.

Deposits

- 73 If a deposit is required prior to admission to a programme, this requirement will be stipulated in published materials for the programme and in the University's offer letter.
- 74 In the event that an applicant does not take up a course or meet the specified criteria (specified by the School) applications for a refund should be directed to the School administrator.
- 75 Information on the payment of deposits is available at:
<http://www.cardiff.ac.uk/study/postgraduate/funding-and-fees/deposits-for-postgraduate-taught-programmes>

Deferred Entry

- 76 The acceptability of admission with deferred entry is determined at the discretion of the relevant School and may be determined at programme level, as appropriate.
- 77 The maximum period of deferral granted will be no more than 12 months. Applicants wishing to defer admission for a longer period will be required to reapply.
- 78 The policy mandated limit on the period of deferrals will only be set aside in exceptional circumstances. Where a School wishes to seek an extension to the deferral period for a specific applicant, a case must be made to the Pro Vice- Chancellor (Student Experience and Academic Standards).
- 79 Where a School has a preference about the type of activities undertaken during a 'gap year', principally as preparation for programmes with vocational aims, this will be stipulated in its published recruitment materials and selection criteria.
- 80 If an applicant has planned particular activities for their gap year which are relevant to their intended programme of study, the gap year activities should be highlighted in the applicant's personal statement.

Confirmation of student places

- 81 Where an applicant has been made an unconditional offer of entry, the University will request proof of the qualifications claimed for its own records. Confirmation of the place, however, is not contingent on the satisfaction of any further conditions.
- 82 Where an applicant has been made a conditional offer, the applicant must provide the University with evidence to demonstrate that they have satisfied the conditions of their offer promptly.
- 83 Upon receipt of this evidence, if an applicant has met or exceeded the conditions of their offer, the University Admissions will update the applicant's record and inform the applicant that their place has been confirmed. The confirmation decision will be notified to the applicant by the body to which the application was initially submitted, either UCAS or the University. For Bar Student Application Service and Legal Practice Course applicants, the University's decision will be communicated directly by the University.
- 84 Where an applicant has failed to achieve the conditions of their offer, the application will be referred to the relevant academic selector(s) for a decision about whether the offer can be confirmed on the basis of the qualifications achieved or attainment of non-academic conditions. In exercising their discretion, Schools will be guided by the availability of places in relation to their agreed student place targets. The final confirmation decision will be notified to the applicant by the body to which the application was initially submitted, either UCAS or the University.
- 85 Once an unconditional offer of a place of study has been accepted, the University will issue a Confirmation of Acceptance for Studies (CAS) to applicants who will require a tier 4 visa. The University's International Office offers support and guidance to international applicants relocating to Cardiff. Further information is available at:
<http://www.cardiff.ac.uk/for/prospective/international/coming-to-cardiff.html>

Significant changes to programmes

- 86 Exceptionally, the University may be required to make significant changes to a programme of study during the course of an application cycle, meaning that the programme will differ from that advertised in the University's prospectus and on its web pages. Such changes might include a programme suspension or discontinuation, alteration to the status of a programme (e.g. loss of professional accreditation), a change to the supervision arrangements for a postgraduate research programme, or a significant change to tuition costs and/or funding.
- 87 In the event of such a change, the University will write to any affected applicant(s) promptly to notify them of the change. This correspondence will provide applicant(s) with details of the courses of action available to them.
- 88 Where a programme is suspended or discontinued, the University may make an alternative offer for a similar or related programme. The applicant can choose whether to accept or decline this alternative offer.

Provision of feedback to unsuccessful applicants

- 89 The University is committed to providing unsuccessful applicants with the opportunity to receive appropriate feedback about their applications.
- 90 Applicants may request feedback about the initial selection decision communicated to them by the University.
- 91 Requests for feedback must be submitted by the applicant to Admissions in writing. Data protection legislation means that the University is unable to respond to requests for feedback submitted by third parties.
- 92 Requests for feedback must be submitted within 28 days of receipt of the University's decision, whether this is communicated by UCAS or the University directly.
- 93 In requesting feedback, applicants must provide their application reference number, their full name and the programme of study applied for in their written request.
- 94 The University will provide its feedback about the application in a single written response. The University regrets that it is unable to enter into a dialogue with applicants in the provision of feedback, given the large number of applications received each year.
- 95 Where a School is prepared to provide supplementary guidance to an applicant about making a future application, whether to Cardiff University or another institution, this will be signalled in the School's admissions criteria.

VII Fees, Bursaries and Scholarships

Fees and Study Costs

- 96 The University aims to provide clear, unambiguous guidance about the cost of studying at Cardiff University, and the range of financial support available, to enable applicants to make an informed decision in accepting any offer made by the University.
- 97 The University agrees its fees in the January prior to the commencement of the new academic session in September. These fees are published on the University's website for Undergraduates at: <http://www.cardiff.ac.uk/study/undergraduate/funding-and-fees/tuition-fees>

and for Postgraduates at:

<http://www.cardiff.ac.uk/study/postgraduate/funding-and-fees>.

- 98 The tuition fee for the programme applied for is stated in the University's offer letter. In the case of offers for deferred entry and those issued prior to the settlement date for new session fees, the offer will include the current tuition fee and a statement indicating that fees are normally expected to rise in line with inflation for the session in which the applicant intends to commence their studies. Details on additional fees, such as bench fees are available from admissions@cardiff.ac.uk.
- 99 Additional information on the tuition fee for international students can be found at: <http://www.cardiff.ac.uk/for/prospective/international/funding/tuition-fees.html> In addition to the tuition fee advice in the offer letter, international students are provided

with information about the anticipated level of living costs and expenses to assist them with financial planning for their period of study at Cardiff University.

Determination of fee status

- 100 Determination of fee status, when an applicant's eligibility to pay the UK/EU fee is uncertain, is undertaken by experienced, appropriately trained admissions staff.
- 101 Determination of fee status is only undertaken once an application has been received and an offer of a place made; the University does not determine fee status for prospective applicants.
- 102 The University assesses fee status strictly in accordance with government regulations^[1] and the guidance provided by the UK Council for International Student Affairs (UKCISA); the University has a documented procedure for resolving fee queries and appeals, which is available at: <http://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/fee-status>
- 103 If the fee status is queried when an offer is made, the University will issue an initial offer which is based upon the applicant paying the higher rate of tuition fee. If the applicant is subsequently able to satisfy the fee regulations and meets the criteria for the lower rate of tuition fee, the applicant will be notified of the change in fee status by email and their electronic record amended accordingly.

Bursaries and Scholarships

- 104 The University makes a range of undergraduate and postgraduate bursaries and scholarships available to new entrants and existing students and seeks to publicise all such opportunities to its applicants and students. The majority of the scholarship funds are awarded on merit, whilst bursaries are means-tested. Further information about bursaries and scholarships, including guidance about eligibility and/or qualifying criteria, is available Student Support and Well Being and on the University's website: <http://www.cardiff.ac.uk/study/campus-life/facilities-and-services/student-support>
- 105 In addition to the University's undergraduate and postgraduate bursaries, the Wales Assembly Government (WAG) provides non-means tested bursaries for some of the University's vocational healthcare programmes; eligibility criteria and related arrangements are identified in the relevant School or programme-specific admissions criteria.
- 106 The WAG provides financial support for a small number of the University's programmes via the National Leadership and Innovation Agency for Healthcare (NLAH). Students who are employed in accredited hospitals in Wales are eligible to pay reduced fees for these programmes, in recognition of the WAG's financial support for these programmes.

VIII Applicant Data

[1] The Education (Fees and Awards) (Wales) Regulations 2007 and The Student Fees (Qualifying Courses and Persons) (Wales) Regulations 2011.

- 107 The University collects a range of data from applicants during the application process:
- 107.1 Contact and personal information required in order to administer the application process;
 - 107.2 Information required to inform decision-making about the applicant's suitability for their chosen programme of study;
 - 107.3 Equality and diversity monitoring and contextual information to enable the University to monitor the impact of its admissions policies and procedures on particular groups.
- 108 The University will store application documents and data for a fixed period, as appropriate to the outcome of the application, in accordance with the University's Records Retention Schedule: <http://www.cardiff.ac.uk/public-information/policies-and-procedures/record-management-policy-and-retention-schedules>
- At the scheduled dates, redundant application data will be destroyed.
- 109 The University is bound by the requirements of the Data Protection Act 1998 in terms of safeguarding personal information. The University will not discuss the particulars of an application with any third party unless the applicant has provided their express written permission for the University to do so. Applicants can confirm in writing the details of a third party who is authorised to respond to the University's requests for information, submit correspondence and make decisions, for example accommodation preferences, on their behalf. This can be particularly useful if gap year travel is planned. All such details should be sent to the University Admissions.
- 110 Should an applicant wish to request a copy of their personal data held by the University, further information about the University's policies and procedures for access to personal information can be obtained at: <http://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection/request-access-to-your-data>
- 111 Information relating to relevant criminal convictions submitted by applicants in order to meet the requirements of professional, statutory and regulatory bodies and/or the University's Declaration of Criminal Convictions Panel's requirements, is managed in accordance with the University's policy statement on the secure storage, handling, use and retention and disposal of Disclosures and Disclosure information:
<http://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection/data-protection-information-for-applicants>

IX Complaints and Appeals Procedure

- 112 The University's applicant complaints and appeals procedure provides applicants who are dissatisfied with the conduct of the University's admissions process or its outcome with an opportunity to seek redress, subject to the scope of the procedure. Applicants wishing to submit an appeal or complaint should refer to the University's Applicant Complaints and Appeals procedure for Applicants:

<http://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/complaints-and-appeals>

X Roles and responsibilities

Applicants

- 113 It is applicants' role and responsibility to:
- 113.1 provide accurate information against all relevant data fields of their initial application, in order to assist the University in arriving at its decision;
 - 113.2 respond to any additional requests for information required to support the University in reaching its decision or assessing an applicant's fee status promptly and/or within any timescales indicated in the University's request(s);
 - 113.3 ensure that the University is informed of any changes to their contact details or personal circumstances, as relevant to their application (e.g. a change to immigration status or a relevant conviction);
 - 113.4 supply any evidence of qualifications certificated or the attainment of other conditions of offer promptly.

Admissions Tutors

- 114 The Admissions Tutor's role is to make selection decisions in accordance with the published admissions criteria for the programmes for which they are responsible, working within the required timescales.
- 115 Admissions Tutors' responsibilities include the timely provision of:
- 115.1 decisions about applications for admission to the University's programmes and, where relevant, supervision arrangements for postgraduate research students;
 - 115.2 information required for applicant feedback;
 - 115.3 relevant guidance and information, upon request, to applicants and admissions support staff regarding specific applications and/or School policies;
 - 115.4 information required during the investigation of a complaint or consideration of an appeal;
 - 115.5 information required by administrative divisions for the preparation of admissions publications and supportive recruitment materials;
 - 115.6 information required for the monitoring of intake, equality impact assessment and/or management information;

Heads of School

- 116 Heads of Schools' role is to ensure that his or her School can provide a prompt, efficient, professional and competent service to applicants.
- 117 Heads of Schools' responsibilities include:
- 117.1 the provision of School or programme-specific admissions criteria, as appropriate, and the annual review of these criteria to ensure accuracy and fitness for purpose at the commencement of each admissions cycle;
 - 117.2 The appointment of admissions tutor(s) to undertake the admissions role and make selection decisions within their School;
 - 117.3 The appointment of admissions support staff or identification of resource, as necessary, to provide administrative support to the School's admissions tutors;
 - 117.4 To give due consideration to workload adjustment for academic admissions staff to support them in undertaking their admissions roles and to facilitate attendance at relevant and necessary training events;
 - 117.5 To ensure that the School's Admissions Tutors and support staff undertake relevant and necessary training to enable them to provide a prompt, efficient, professional and competent service to applicants;
 - 117.6 To ensure that School Admissions Tutors and admissions support staff comply with good practice requirements, as specified by the University and/or external bodies.

Professional Services

- 118 It is the role of Admissions staff to facilitate the University's admissions process, providing expert guidance and support as required.
- 119 Admissions staff's responsibilities include:
- 119.1 The provision of prompt, professional expert guidance and information to applicants and School admissions tutors and support staff about the University's admissions procedures and policies, the progress of individual applications, external constraints upon the admissions process and other relevant topics, upon request;
 - 119.2 The timely processing of decisions received from admissions tutors and communication of these decisions to applicants;
 - 119.3 The timely provision of:
 - 119.3.1 applications for admission to the University's programmes and related information required to support selectors' decision-making to selectors;

- 119.3.2 supportive correspondence required by applicants, for visa application purposes for example;
- 119.3.3 information requests to admissions tutors for admissions publications and supportive recruitment materials;
- 119.3.4 information required to assist selectors in monitoring intake;
- 119.3.5 information required by the University's management structures to undertake monitoring of intake, equality impact assessment and/or management information;
- 119.4 To undertake fee status assessments where applicants' eligibility to pay the UK/EU fee is uncertain;
- 119.5 Compliance with good practice requirements, as specified by the University and/or external bodies;
- 119.6 The planning and provision of relevant and necessary training to enable admissions tutors and School-based staff to provide a prompt, efficient, professional and competent service to applicants.
- 119.7 Undertaking relevant and necessary training to enable Admissions staff to provide a prompt, efficient, professional and competent service to applicants.

XI Training and support of Admissions Staff

- 120 The University will provide the necessary training and support for its admissions staff to ensure that it provides a prompt, efficient, professional and competent service to applicants. This training will address the institutional context within which tutors are working and the legal and external constraints upon their work, including relevant equality and diversity legislation.
- 121 The University undertakes consultation periodically with admissions staff to identify emerging training needs and to ensure that the training and support programme continues to meet needs.
- 122 The University undertakes to ensure that Schools give due consideration to workload adjustment for academic admissions staff to support them in undertaking their admissions roles and to facilitate attendance at relevant and necessary training events.
- 123 The University will produce an annual training programme, which will give due consideration to each admissions role and the knowledge base and skills required to undertake duties.

XII Governance, Monitoring and Review

- 124 The Admissions Framework is subject to annual review by the Academic Standards and Quality Committee, which has overall responsibility for oversight of the Framework.

- 125 The Academic Standards and Quality Committee is responsible for equality impact assessment of the University's Admissions policies and procedures.
- 126 Academic Standards and Quality Committee has oversight for the satisfactory production of Schools' admissions criteria, providing guidance where amendments are required, and annual review of the criteria.
- 127 The Admissions Framework is also supported by an annual implementation plan which identifies and schedules the drafting or revision of additional procedures or policies required to underpin the Framework. Progress against the implementation plan and compliance with the Framework is monitored by the University's Academic Standards and Quality Committee.

Document History

Version	Date	Action/Changes	Author
1	6 February 2008	Approved by Senate	LD
2	11 March 2011	Amendments, approved by Admissions Sub-Committee	LD
3	22 June 2011	Amendments approved by ASQC	ME
4	8 th May 2015	Amendments approved by Admissions Sub-Committee	ME
5	21 July 2015	Amendments approved by ASQC	ME
6	01 June 2016	Minor amendments for approval.	ME