UNIVERSITY OF PLYMOUTH

ADMISSIONS POLICY

Version number	Status (draft/final)	Owning Directorate / Faculty
1.4	Final	Plymouth Global

Summary of any amendments: None – policy rolled over pending OFS C6 Overview

Document objectives:
This policy provides an overarching framework for the recruitment, selection and admission to all programmes delivered by the University.

Intended Recipients:
This policy applies to the admission of all categories of students to accredited programmes of under and postgraduate study at the University of Plymouth.

Approving Body and Date Approved	Student Recruitment Committee
Date of Issue	13th October 2026
Review Date:	Annually. Next due October 2026
Contact for review:	Head of Enquiries and Admissions

Version	Date	Author(s)	Replaces	Comment
1.0	October 2022	T. Vallance, D. Strickland, E. Corry.	N/A	New policy.
1.1	September 2023		1.0	Section 9 – amendment made to 'Selection' to allow for missing documentary evidence beyond applicants control.
1.2	May 2024		1.1	Annual review, minor amendments made to titles and wording within policy and link to new Deposit and Refund Policy added. Updated links to relevant webpages. Addition of reference to the AQF.
1.3	August 2025	Jayne Hines	1.2	Annual Review, minor amendment replaced SNPC with SRC, updated Fees Policy Admissions Manager replaced with HOD & GCSE & equivalents added to entry requirements/admissions tests.
1.4	October 2026	Jayne Hines	1.3	Annual Review.

1. Introduction

The University ('we'/'us'/'our') is committed to equality in education and we are committed to fair, transparent and consistent admissions practices. Students are selected based on their individual merits, abilities and aptitudes. We welcome applications from candidates regardless of their background and aim to eliminate discrimination on the grounds of gender, race, nationality, ethnic or national origin, sexual orientation, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, parental/carer status, spent criminal convictions, age, or any other inappropriate ground.

We aim to offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications, and potential.

2. Terms and conditions of our Student Contract

Our published terms and conditions apply to all applications for undergraduate and postgraduate study. We will draw these to the attention of anyone who receives an offer of a place to study with us. The terms and conditions are fair and transparent and form a contract between us and each student when an offer is accepted. Terms and conditions are reconfirmed at enrolment each year.

3. Roles and responsibilities

The University's Student Recruitment Committee is responsible for approving admissions policies and practices.

The University's Head of Enquiries and Admissions Service is responsible for ensuring that policies and procedures regarding student recruitment and admissions are operated fairly and consistently, and in line with our strategic aims and objectives and relevant legislation.

Faculties and Schools are responsible for setting entry requirements for all courses. An undergraduate degree or equivalent will be the minimum entry requirement for research degree programmes. Admissions teams will apply such requirements when assessing applications and making decisions on behalf of the University. Schools are responsible for conducting and assessing candidates at interview and at audition, where these form part of the admissions process.

4. Relevant legislation

This policy incorporates and complies with relevant legislation and associated University policies, including but not limited to: Equality policy and legislation; Home Office UK Visa and Immigration (UKVI) regulations and legislation for international students; Fee Assessment Regulations; the Data Protection legislation; Rehabilitation of Offenders Act and Disclosure and Barring Service (DBS) regulations and legislation.

4.1 Data Protection

(i) In addition to the provisions of the Data Protection Act, 2018 and the General Data Protection Regulation, we will process personal data relating to applicants in line with our Student Contract, the Data Protection Policy, and Privacy Notice for Applicants. We will not disclose to a third party any details regarding an individual's application without the applicant's permission to do so. This policy of non-disclosure includes family members of the applicant.

(ii) However, the legislation requires us to release certain information to UK authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information upon receipt of an appropriate request from UK authorities such as (but limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions.

(iii) We may use anonymised data collected as part of an individual's application for the purpose of fulfilling statistical and reporting requirements.

4.2 Applicants requiring a student visa to study in the United Kingdom (UK)

(i) In compliance with UKVI regulations and legislation, should an applicant not be deemed credible, or is unable to evidence that they meet, and will continue to meet, all UK visa requirements for the anticipated full duration of their programme of study, we reserve the right to refuse admission.

(ii) Failure to take up an accepted offer of a place, withdrawal from the programme prior to the stated completion date of that programme, or another change of circumstance, is likely to impact an applicant's permission to come to or remain in the UK. We are required to notify the immigration authorities, where relevant, of any non- or late arrival, or failure to enrol or complete the right to study check by an applicant and of any subsequent changes to a student's enrolment status.

(iii) Where applicable, all applicants requiring a student visa to study must have a good immigration history in the UK and must not currently be, nor have ever previously been, in the UK for any purpose without valid immigration permissions. If, during the process of admitting a student, we are informed that the student is (or has previously been) in the UK without such valid permissions, we may be required to inform the immigration authorities and/or withdraw the offer of a place.

4.3 Applicants requiring Foreign and Commonwealth Office (FCO) Academic Technology Approval Scheme (ATAS) clearance

(i) The FCO manages ATAS clearance. The Scheme applies to all international students (apart from exempt nationalities) who are subject to UK immigration control and are intending to study or research at postgraduate level in certain sensitive subjects. The UK government website provides information to find out if you need an ATAS certificate.

(ii) We will inform applicants made an offer for programmes covered by ATAS of the need to apply for clearance and will provide guidance on how to make an application to the FCO.

(iii) Where ATAS clearance is required, the applicant must provide us a copy of their clearance certificate as soon as it is obtained, which must be before an unconditional offer will be made and before they apply for the relevant visa to enter the UK.

4.4 Admission of minors

(i) Successful applicants who will be aged under 18 years at the point of first enrolment should be aware that they are applying to study in an adult environment. As such, we may be required to apply some limitations to their activities at the University until they reach their 18th birthday.

(ii) Early clinical contact in a range of our programmes means that applicants who are not 18 years of age at the commencement date of the programme cannot be admitted because they would be unable to participate fully. Applicants to these programmes, who would not be 18 years of age at the commencement of the programme, will be advised to defer entry or reapply as appropriate.

(iii) We do not act in *loco parentis* and therefore the applicant will need to provide details of their legal guardian. This also applies to applicants requiring a Student Visa who are under the age of 18 at point of admission, whose parent(s) or legal guardian(s) must complete the Under 18 consent letter prior to their CAS being issued. Applicants requiring a Student Visa are also required to provide details of a legal guardian in the UK. If the applicant has no one they can ask to do this, we will expect them to use the services of the Association of Educational Guardians for International students (AEGIS) to appoint a guardian for them. This will incur a cost to the applicant.

The University's Safeguarding policy (including Prevent) (Appendix 6) provides more information regarding the admission of minors.

4.5 Use of agents

The University is committed to ensuring our agents adhere to industry best practice and have signed up to the UK Agent Quality Framework Pledge.

4.6 Changes to legislative and regulatory frameworks

In the interests of fairness and transparency, we aim to eliminate making changes to our admissions policy and procedures mid-cycle. However, it may be the case that external agencies (including those of the UK government) amend or update their own regulations or guidance. Where it is required to do so, we will comply with such changes and we reserve the right to vary our admissions policy and/or procedures accordingly. In such cases, we will explain the change we are making, the context of the change, and how the change is likely to affect applicants.

5. Entry requirements and information for applicants

We are committed to providing applicants with appropriate and timely information to support their decision making and application, including the entry requirements, on an annual basis. This information is presented online for all undergraduate and postgraduate taught programmes at www.plymouth.ac.uk/courses.

Entry requirements are published on our website, the Universities and Colleges Admissions Service (UCAS) website and in our prospectus. The entry requirements published on our website will be the most up-to-date and will, at all times, take precedence over that contained in hard copy publications and/or third-party websites.

We support the online UCAS entry profiles and provide additional information through this medium. We also support several third-party websites and provide information for this facility.

Additional applicant information may be provided via various methods including face-to-face at Open Days and outreach events, in paper-based communications such as the prospectus or course literature, and through virtual means such as email.

Typical academic admissions criteria represent the usual level of academic attainment an applicant is expected to achieve prior to being admitted to that programme. These criteria are not intended to provide a guarantee that all applicants who satisfy the criteria may be offered a place, nor that all applicants to be made an offer will receive an identical offer to

one another.

6. Assessment of tuition fees and financial deposits

We will assess all applicants as eligible to pay either Home or Overseas tuition fees. Applicants will be required to self-assess their residential category as part of the application process. The applicant may be asked to provide further information if the fee status is unclear. Inaccurate information may make an applicant's offer void. We reserve the right to identify an applicant as eligible to pay overseas tuition fees at any point during the admissions process, up to and including the point of enrolment.

The UK Council for International Student Affairs (UKCISA) provide information and guidance to applicants seeking to check their Overseas fee status.

Only in exceptional circumstances will a student's fee status change once their course has started. Further information on these exceptional circumstances can be found on the following page refugees-and-family-before-aug-23-public-eng-35.pdf of the UKCISA website.

Any requests for reassessment of fees should be made in writing to the Head of Enquiries and Admissions service admissions@plymouth.ac.uk. Change in fee status is not automatic.

The University may require you to pay a deposit in advance of enrolment, details of which will be included in course and pre-enrolment information. Further information is also available in the Fees Policy 2026-27

7. Undergraduate admissions

Applications to full-time undergraduate degrees should normally be made via UCAS. All applications received prior to the relevant UCAS deadline will be given full and equal consideration. No preference will be given to applications submitted early. Late applications to programmes with an early UCAS deadline of 15th October, including Medicine and Dentistry, will not be considered.

Applications for other forms of undergraduate study should be made as follows:

- For all degree apprenticeship programmes (including those at Level 7), the potential apprentice must complete an Initial Needs Assessment (INA) with the support of their employer. The employer can request the INA via apprenticeships@plymouth.ac.uk.
- For part-time undergraduate study, applications are made directly to the University.
- For visiting and exchange programmes, further information about how to apply is available on study abroad page on our website.

Applications for deferred entry will be considered on a case-by-case basis.

8. Postgraduate admissions

Applications for postgraduate taught and research programmes should be submitted directly to us via our applicant portal except for the following:

- Applications for modules and programmes delivered by the Professional Development Unit (PDU) in the Faculty of Health are made direct via the PDU application webpage.
- Commissioned applications to the Professional Doctorate in Clinical Psychology (DClinPsy) programme should be made via the Clearing House. Applications to the

Professional Doctorate in Business Administration (DBA) should be made directly to the relevant partner institution.
- Applications to the following Professional Doctorates: Doctorate in Business Administration (delivered in Hong Kong University SPACE, HKUSPACE) and Professional Doctorate in Education (delivered in Hong Kong University SPACE, HKUSPACE).

Applicants to postgraduate degree programmes are normally expected to hold an undergraduate degree in a discipline relevant to the subject or nature of the programme to which they are applying, or to be in the final year of such an undergraduate degree programme. Additionally, applicants to some postgraduate research programmes will be expected to hold a Masters degree (or equivalent Level 7 qualification) in a discipline relevant to their proposed studies. Applicants to postgraduate research degrees will need to submit a satisfactory research proposal, except for those applying to the Professional Doctorate in Clinical Psychology course (DClinPsy) or for Professional Doctorates, where the research proposal will be formalised prior to beginning the research phase of the programmes.

In some cases, relevant work experience may be accepted in lieu of formal academic qualifications.

Offers to postgraduate research programmes will only be made when we can offer satisfactory research supervision in the area of the applicant's intended research.

9. Selection

All admissions decisions will be made against detailed criteria which will specify typical academic entry requirements and relevant experience and/or other qualities. Depending on the specific course in question, the selection process may consider any of the following:

- Achieved and pending academic qualifications.
- The academic context in which qualifications have been achieved.
- An applicant's stated interest, commitment, and motivation for study.
- An applicant's English language proficiency.
- An applicant's performance in an admissions test including UCAT and GAMSAT, or in GSCE equivalency tests in Maths and English for applicants who do not hold a GCSE or accepted equivalency.
- Academic and/or professional references.
- Work or other non-academic experience.
- An applicant's personal statement.
- DBS clearance.
- An applicant's CV.
- An applicant's performance at interview.
- An applicant's portfolio or sample of written work.
- An applicant's research proposal.
- An applicant's performance at an audition.

There may be occasions where we require further information to make an informed decision. We therefore reserve the right to implement additional elements to the selection process, for example, an interview where this is not normally a course specific requirement, to reach a decision.

Full details of the selection process for specific courses can be found on the relevant course webpage. Additional requirements may exist for research degree applicants responding to a studentship advertisement; these will be outlined in the advertisement.

Very occasionally, an applicant's ability to submit the necessary documentary evidence to meet the academic conditions of our offer may be impacted by circumstances beyond their control, for example, by disruption caused by industrial action or pandemic. In such circumstances, the University may choose to accept alternative evidence on a temporary basis, deferring the deadline for the required documents to what it considers to be a reasonable timeframe after the point of enrolment. The University may support enrolment without receipt of all necessary entry requirements such as academic transcripts or clearance checks. Any applicants permitted to enrol exceptionally in such circumstances, must comply with any further deadlines set by the University. Failure to comply will lead to enrolment being withdrawn, and with students liable for tuition as set out in the relevant Fees Policy 2026-27

Applicants should note that we will not tolerate inappropriate language or behaviour towards our employees or members of our wider community during the admissions process. Where this does occur, we will normally warn an applicant that their behaviour or language is inappropriate, and that action is being considered. However, where the behaviour or language is particularly inappropriate, no warning may be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application. Conduct which constitutes a criminal offence will be referred to the relevant authorities.

10. English language proficiency requirements

All programmes at the University are delivered in English, so we require successful applicants to demonstrate that their English language proficiency is sufficient for them to achieve the full benefit from studying with us.

Applicants are advised to check carefully the entry requirements for each course as the minimum English language proficiency criteria may vary between courses. Applicants who require a Student Visa to study in the UK must meet UKVI minimum requirements for English Language in addition to our entry requirements, which may differ. The criteria published on the course webpages will be the most up-to-date and will, at all times, take precedence over that contained in hard copy publications and/or third-party websites.

11. Consideration of occupational health assessments

Entry requirements for each course will clearly state if a satisfactory occupational health assessment is a condition of entry or ability to fulfil an integral part of the programme. We take seriously our responsibility to the general public and to individuals, to admit only those applicants for such programmes who supply a satisfactory occupational health assessment. We, therefore, reserve the right to deny admission to applicants who are unable to do so.

Where such an applicant is deemed unsuitable for entry as a result of an occupational health assessment, feedback will be provided to the candidate to this effect. All information provided by an applicant relating to their occupational health assessment remains confidential between the applicant and the designated occupational health assessor.

12. Applicants with a disability and/or additional support needs

We welcome applications from prospective students with disabilities or additional support needs. Such applicants will be considered against the same admissions criteria as all other applicants.

We make some adjustments in anticipation of the support requirements of students with disabilities. To ensure that we can provide any individual support required, some applicants may be invited to attend an information meeting, in collaboration with Disability Inclusion Services (DIS).

Where the needs of the applicant are complex, we may issue an offer based on academic and other eligibility criteria, which remains subject to investigation as to whether suitable reasonable adjustments can be implemented. Notwithstanding any offer made based on academic and other eligibility criteria, in the unlikely event that we decide that the adjustments required to support the applicant could not reasonably be made, we reserve the right not to make such adjustments. In such a case, we will contact the applicant directly to confirm this decision and the offer will be withdrawn.

Prospective students are encouraged to disclose any disability and other relevant information at an early stage in the application process. This is to ensure that there is adequate time for us to consider reasonable adjustments, including accommodation requirements, early in the application process. Late or non-disclosure may result in our inability to implement the necessary reasonable adjustments required for individual cases and where this occurs, we reserve the right to withdraw any offer.

Prospective students can contact the Disability Inclusion Services team on +44 (1752) 587676 or email: studentservices@plymouth.ac.uk

13. Relevant criminal offences

Being convicted of a relevant criminal offence does not prevent an individual from applying to study with us. For most programmes, applicants will not be required to declare this information. However, this information will have to be declared by applicants to subjects such as health and related areas, social work, teaching or working with children, which are exempt from the Rehabilitation of Offenders Act (1974) or where the applicant will require a Student Visa to study in the UK.

We will follow the procedures outlined by the Independent Safeguarding Authority (ISA) and the Disclosure and Barring service (DBS) in respect of the application. Further information can be found in our Applicant Privacy Policy.

14. Fraudulent and misleading information

We expect that applicants will have provided full, honest, and accurate information on their application form and in all subsequent communications with us.

We use the UCAS similarity detection system to identify any instances of fraudulent applications. If this is suspected, we will take action in keeping with UCAS guidelines on fraudulent applications. For non-UCAS and international applications, application documents submitted including research proposals are scrutinised, and qualifications are verified with awarding bodies wherever necessary.

Offers of a place are conditional upon the information supplied to us. False statements or omissions of relevant information may lead to the withdrawal of an offer or a place.

15. Feedback and complaints

We are committed to providing applicants with appropriate feedback, within resource constraints, upon written request. Each admissions decision will have been documented appropriately on each application and we will respond to requests for feedback in that context. Requests for feedback must be submitted by the applicant. Requests for feedback from third parties on the behalf an applicant are not permitted without written consent from the applicant.

We are committed to ensuring that we provide a high quality and fair admissions procedure. There may, however, be occasions when applicants will feel that they have cause for complaint. Our Complaints from applicants procedure

sets out how applicants may seek to have complaints addressed.

16. Other relevant policies and procedures

https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations

Applicant Privacy Policy
Complaints from Applicants Procedure
Contextual Admissions Policy
Criminal Convictions policy
Fees Policy
Recognition of Prior Learning Policy
Terms and conditions of the Student Contract