

## University Code of Practice Equal Opportunities: Admission of Students

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**Approved By:** University Learning, Teaching and Assessment Committee  
**Originator:** Admissions Service  
**Responsibilities:** Admissions Tutors – Disability Services  
 ULTAC  
**Application to collaborative provision:** **For information**  
**Contacts:** Admissions Service (01482 466100)  
**Applications for exemptions to:** ULTAC  
**Report Exemptions to:** ULTAC  
**Cross-reference:** Complaints Procedure for Student Admissions (QH: J5)

### Summary/ Description:

This document sets out the University's commitment to equality of opportunity in making admissions decisions.

**Version 3 07** (Jul 2014) adds note on need to apply a minimum age in order to fulfil duties in accordance with Home Office Tier 4 sponsor licence

**Version 3 06** (Aug 2013) updates the code to reflect recent legislative change regarding disclosure of certain criminal convictions

**Version 3 05** (Feb 12) updates the code to reflect the Equality Act 2010 and the University's Equality and Diversity Policy

**Version 3 04** (Feb 11) updates the code with reference to the new committee structure

**Version 3 03** (Oct 10) updates the code with reference to the new committee structure

**Version 3 02** (Jan 08) includes the amendments proposed by the Admissions and Equality Opportunities Working Group in Nov 07, relating to applicants with disabilities

**Version 3 01** (Sep 06) was updated to reflect age discrimination legislation with effect from 2006/7 applicant round for 2007 entry

This university Code has been written in accordance with the approach approved by QSC to enhance clarity (Quality Handbook section A2) involving the following terminology:  
**must** = mandatory                      **should** = advisable                      **may** = desirable.

Where these terms are used they are emphasised in bold.

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# **University Code of Practice**

## **Equal Opportunities: Admission of Students**

### **AUTHORITY**

1. The University Learning, Teaching and Assessment Committee is the final arbiter of the application and interpretation of this code of practice.

### **APPLICATION TO COLLABORATIVE PROVISION**

2. This code is provided to partner institutions for information.

### **INTRODUCTION**

3. The University is committed to ensuring equality of opportunity in every aspect of its provision and seeks to apply the principle of equality of opportunity in relation to all aspects of its admission process. It will make every effort to ensure that there is neither direct, indirect discrimination, harassment or victimisation against enquirers or applicants on the protected characteristic of age, disability, gender reassignment, pregnancy and maternity, race (ethnic or national origin, colour or nationality), religion or belief (includes non belief), sex, sexual orientation or any other matter not strictly relevant to the projected programme of study.
4. All University publications concerned with admission of students should include a statement of the University's General Equal Opportunities Policy. The Equality and Diversity Policy states: The University aims to ensure that individuals are treated fairly with dignity and respect regardless of their age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, trade union affiliation, social/economic background, position in the organisation or other inappropriate distinction.

### **DATA COLLECTION**

5. The University collects data about the nationalities, ethnic origins and disabilities of its students, both for its own use in monitoring the effectiveness of its policies and other things and because it is required to supply such data to the Higher Educational Statistical Agency and other similar bodies. Students are encouraged but not required to comply with any such request. Disabled students should, however, bear in mind that the University will need to know about the full extent and nature of their disability if it is to discharge its additional duties towards them.

### **CRITERIA FOR ADMISSION OF STUDENTS TO UNIVERSITY PROGRAMMES**

6. As a general rule, the only relevant criteria to be applied in assessing an application will be the applicant's academic ability and determination to benefit from the chosen programme of study. In relation to programmes leading to professional qualifications, however, questions of fitness for the particular profession may also have to be taken into account, though where appropriate, the University will offer disabled applicants the opportunity to demonstrate their ability to make use of alternative means of meeting programme requirements.
7. In making judgements about academic ability, those areas responsible for the programme/s applied for will ensure that criteria and procedures used for selecting students are relevant to the requirements of the programme, including any professional requirements, and do not unjustifiably disadvantage or debar any class of applicant.

### **Applicants with disabilities**

8. Applicants should be aware that the information provided on their application will be retained on the University's records and made available to all involved in the admissions process and those concerned with student welfare in order for the University to discharge its duties. The University will try to ensure that applicants who have declared a disability will have full information about the support available to them so that they may make an informed choice regarding the best place for their studies. Those with impaired mobility are advised to visit the locations where their studies are going to take place in order to assess the suitability of the premises and their surroundings.
9. The application by those applicants who have declared a disability will be referred to the Disabilities Officer and those responsible for considering the applications are asked to contact that office for advice before recommending an offer. Such applicants are consulted about their needs and given advice as to how the University might meet those needs. Upon admission, students will be afforded an opportunity to provide additional information about their needs.
10. Those students being admitted to nursing, midwifery or allied health professions or to teacher training will be required to undergo a medical check to assess their professional suitability.
11. The Disabilities Officer can advise students on making an application for Disabled Students' Allowance (DSA) (where eligible) or accessing other opportunities for appropriate support.

### **Age on admission**

12. There is no restriction on age for any programme other than for certain healthcare programmes that require all new students to be at least 18 years of age on entry due to restrictions within integral professional training placements.
13. The University has a certain duty of care towards younger students and will expect to have direct contact with and full support from the designated guardian in order to discharge those duties.
14. The University may apply a minimum age for sponsorship for a Tier 4 visa and hence student admission in order to ensure it is able to fulfil the duties of the University's Home Office sponsor licence.

### **Applicants with criminal convictions**

15. All those who apply for admission are required to declare whether they have any relevant criminal convictions that are deemed not spent under the Rehabilitation of Offenders Act 1974 and are not also not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013/1198)<sup>1</sup>. For admission to certain professional training programmes that are exempted under the Rehabilitation of Offenders Act applicants will be asked for further information about all convictions, bindovers and cautions. In addition applicants are advised to make their own checks as to whether a previous conviction (whether or not deemed to be spent) may have an effect on future study or professional career progression, for example, the ability to undertake a period of study overseas or to join a professional body.
16. In order to ensure that all applicants are treated in an equitable and fair manner, while paying due regard to the interests of others in the University community, the

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<sup>1</sup> ([http://legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf))

University reserves the right to request further information from any applicant. Applicants who make a relevant declaration will have their case considered in the first instance by a Risk Assessment Panel led by the Director of Student Recruitment. That group will determine whether the applicant may proceed to an academic decision. If not, or if further information is required, or in the event of an adverse/unfavourable decision the applicant will be advised accordingly and will be given the opportunity to present his/her case to a panel of at least two persons.

17. For programmes of professional training the academic area concerned will undertake any additional checks required by the professional body(ies) concerned and, where appropriate, partner agencies will be involved in the consideration of individual cases to meet the demands of professional regulation. Applicants will be informed when this is the case.

## **MONITORING**

18. Any decision to reject an application will be scrutinised by the University Admissions Officer and/or Faculty Admission Tutor (or equivalent) to ensure adherence to this Code.
19. University Learning, Teaching and Assessment Committee has a responsibility to monitor the pattern of applications, offers and admissions. As far as full-time undergraduates are concerned, this includes a report, based on data provided via the UCAS application, of the overall ethnic mix of each incoming contingent and on the number of applicants who declared a disability within their application.

## **COMPLAINTS**

20. Under the Complaints Procedure for Student Admissions an applicant who believes that the University has failed to follow its Equal Opportunities Policy should write to the Head of the Admissions Service stating the ground/s on which the complaint is made.
21. Any complaint relating to a decision made in connection with a declaration of a criminal conviction should be made in writing to the University Registrar and Secretary.

## **FOR FURTHER INFORMATION**

22. Contact:

Head of Admissions Service  
Telephone 01482 466100  
Email admissions@hull.ac.uk

Disability Officer  
Telephone 01482 466833  
Email disability-services@hull.ac.uk

23. Applicants for the Hull York Medical School should refer to the Equal Opportunities Policy for the School.