Student Admissions Policy 2023/24

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1. Introduction and purpose

This policy details the University's aims, principles and processes for the recruitment, selection and admission of students to all degrees offered by the University, including at franchised centres and partner organisations.

2. Ownership, responsibility and monitoring arrangements for the Policy

2.1 This policy is the responsibility of the Director of Marketing and UG Recruitment & Admissions, the Provost and the Assistant Vice-Chancellor for Postgraduate Developments and is reviewed annually to take into account changes in legislation. The policy has been written to take account of the QAA Quality Code of Practice, Baseline Regulatory Requirements and current relevant legislation including, without limitation, the Data Protection Act 2018 and the UK General Data Protection Regulations, Equality Act 2010, Freedom of Information Act 2000 and Human Rights Act 1998.

2.2 The policy is approved by Senate with major revisions submitted for approval as and when necessary.

2.3 The web addresses included within this document are correct as of 12 July 2021.

3. Aims and Principles

3.1 The policies, principles and practices of the University's recruitment and admissions activities aim to support the strategic plan of the University. The University's strategy may be found at www.bolton.ac.uk/more/strategy-and-vision/.

3.2 Our goal is to provide high-quality, student focussed programmes which attract applications from all over the world and offer an exciting and challenging student experience with high levels of proactive student support and excellent facilities. This will be achieved by building an enriched community of staff, students and collaborators from a wide and diverse range of social and cultural backgrounds.

3.3 We therefore welcome applications from students regardless of their personal background who are able to demonstrate the talent and/or potential to benefit from one of our programmes. As such we are able to offer a range of traditional and alternative routes onto our programmes.

3.4 In order to achieve our strategic goals the University is committed to the following principles of recruitment and admissions:

a) Transparent in procedures and process: ensuring that students are able to make informed decisions by providing clear, complete, accurate, up-to-date, transparent and accessible information about our courses, the student experience, the application process, and fees and costs
b) Manage clearly, fairly, responsively and professionally: deliver a professional, efficient and effective admissions process which is fair and transparent
c) Consistent in application and operation: all staff dealing with admissions shall be consistent and clear in giving detailed information about the admissions process to applicants. Applications will be assessed consistently, in accordance with this policy and the published entry requirements for the course and the University as a whole.
d) Accountable to all stakeholders: ensuring clear, consistent and accessible information and guidance is available to all stakeholders in the admissions process e.g. Applicants, parents, advisers and all University staff in the admissions process.
e) Applications are encouraged from the widest range of educational, social and cultural backgrounds.

3.5 Admission to the University is solely at the discretion of the University.

4. Management of Admissions Policies and Processes

4.1 The Admissions Teams within the following divisions are responsible for the effective and efficient delivery of the Admissions service.

- Home undergraduate applications: Division of Marketing and UG Recruitment and Admissions
- Home postgraduate applications and international applications: Division of International & Postgraduate (Taught) Development
- Postgraduate Research applications: Research and Graduate School

4.2 The Admissions Teams work in partnership with the Academic Faculties and Schools, University Professional Support Services and external partners and agencies to deliver this service.

4.3 The Admissions Teams are responsible for the development and delivery of policies, procedures, processes and systems to support the admission of students to the University. As a centralised admissions function, the team are responsible for assessing applications and issuing offers for places at the University, ensuring all compliance checks on students are completed. Assessment of applications for some off-campus provision is carried out by the partner institution in accordance with the University's contract with that partner. In these circumstances, the partner will adhere to the principles outlined in this document, but may operate their own processes. The team also provides briefing notes and training for academic departments in delivering their responsibilities. Applications are only referred to academic departments for a decision in the following instances:

- By prior agreement with Head of the relevant Admissions Team and the Head of School e.g. in the case of PhD applications following initial assessment by the Research and Graduate School (RGS)
- Where an offer of a programme is subject to interview or test or to meet requirements by a statutory body or other professional association
- Where the applicant presents with non-standard qualifications and/or prior work experience which is relevant in the decision
- Where an applicant is known to the University – through prior study, application, as a member of staff or staff or student at a University of Bolton Group organisation.

4.4 The Faculty Deans in conjunction with the Heads of the relevant Admissions Teams, and the Assistant Vice-Chancellor for Strategic Planning and approved by the Executive Board are responsible for defining the entry requirements and assessment methods for their programmes. This may include, where relevant, carrying out interviews, overseeing tests, making assessment decisions, recording and communicating decisions to the Admissions Team and providing feedback to students. It is also the responsibility of the academic departments to ensure that detailed information published about their programmes is up-to-date.

5. Information for Prospective Students

5.1 The University aims to make the process of admissions as straightforward as possible. We will, therefore provide detailed, accurate and up-to-date information about our programmes, the entry requirements and admissions processes to students to enable them to make informed decisions.

5.2 We publish annual course guides for our programmes each year and every effort is made to ensure that the information is as accurate as possible at the time of print. The most up-to-date information will be made available on our website www.bolton.ac.uk.

Course Amendments

5.3 The University will take all reasonable steps to provide education services with reasonable care and skill and in the manner set out in its published material. The University considers changes to courses very carefully and the content of individual courses are under constant academic review and may change from time to time and any change to a course will be made in consultation with enrolled students and applicants in accordance with Modifications to Taught Programmes (available at: https://www.bolton.ac.uk/student-policy-zone/) which will be exercised fairly and reasonably and to which applicants will be entitled to receive fair and reasonable notice.

Where significant changes to a course are made or a decision is taken to suspend a course made between the offer of admission and enrolment we will inform applicants at the earliest possible opportunity via UCAS (should the applicant have applied through UCAS) and/or directly. We will

outline the various options available to the applicant including the option to transfer their application to another course at the University or the option to withdraw their application as per the UCAS guidance and rules. Such changes may include:

a) a change to the course content or modules of a course
b) the withdrawal or suspension of a course, where the decision to withdraw or suspend a course had not been made at the time the course was advertised
c) a change to the geographical location of a programme or at a different institution
d) a change to the work experience, placement, practical elements or in the standing of the programme (e.g. professional recognition)
e) a change to the attendance model e.g. different start date.
f) a change to the mode of delivery e.g. a variation of the proportion of face-to-face teaching and online delivery.

The above list is not exhaustive. If there is any doubt as to whether a change is 'significant' the University's default position will be to inform applicants.

5.4 External factors such as industrial action or other circumstances beyond the control of the University may make it impossible for the University to provide those education services offered. For this reason the University may have to make variations and will make every effort to minimise any disruption that may result from such changes and will seek to provide fair and reasonable remedy to those adversely affected by such disruption.

6. Responsibility of Prospective Students

6.1 It is the responsibility of the applicant to ensure that their application provides true, accurate and fair reflection of their prior study, experience and, in the case of International students, their immigration history. Please see Section 10 of this document for further information regarding submission of fraudulent applications.

6.2 Throughout the recruitment and admissions cycle we will communicate with applicants via a range of methods including post, email, text message and telephone or video call. We will provide applicants with relevant information at the relevant point in the cycle and include all relevant dates and deadlines for you to respond to us or to UCAS. Where applicants fail to respond to us or to UCAS by deadlines provided, we will do our best to ensure that their application is reinstated where possible, however, we reserve the right to withdraw an application or offer to study at the University in these circumstances.

7. Assessing Applications and Entry Requirements

Assessing Applications

7.1 We welcome applications from students regardless of their personal background who are able to demonstrate the talent and/or potential to benefit from one of our programmes. As such we are able to offer a range of traditional and alternative routes onto our programmes.

7.2 All applications will be assessed consistently, in accordance with this policy and with the published entry criteria for the course and the University as a whole. Applications will be assessed by staff who are trained and equipped to make those decisions.

7.3 Each application is assessed on an individual basis and students are given the opportunity to demonstrate their preparedness for higher education including their skills, achievements, experience and potential. These methods of assessment are fair and valid and are reviewed on a regular basis to ensure fair and equal access to all prospective students who have the potential to benefit from and contribute to a quality education on their chosen programme.

7.4 When considering an application the University may consider the following:

a) Subjects and grades achieved in awarded qualifications
b) Predicted achievement in qualifications still being studied
c) Personal statement which should demonstrate commitment and motivation for the subject and/or career, details of any work or volunteer experience, extra-curricular activities, achievements and interests
d) References for confirmation of academic potential, personal qualities and professional suitability.

For certain subjects, in cases where an applicant may not have traditional academic qualifications, where we are required by law or by professional body to interview or where there is prior agreement between the School and Admissions, we may also use additional or alternative assessment methods including:

a) Telephone or face-to-face interview - these may be carried out one-to-one or in a group situation
b) Portfolio of work
c) Admissions/diagnostic tests – including numeracy and/or literacy tests
d) Academic scrutiny for Research proposals (for postgraduate research applications)

Entry Requirements

7.5 Each course publishes an academic entry requirement which applicants are required to fulfil. The University also has general entry requirements for all of its programmes. These entry criteria are published on the University's website at www.bolton.ac.uk and in its course guides.

7.6 We welcome a wide range of UK, European and International qualifications. More information on non-UK qualifications can be found at www.bolton.ac.uk/international

7.7 The University requires all applicants to demonstrate their proficiency in English to a standard required to complete their chosen course and to comply with UKVI requirements (for those sponsored under UKVI Student Route). Details of acceptable English Language qualifications, required levels of English Language and English Language Programmes offered by the University can be found at www.bolton.ac.uk/international

7.8 Certain subjects have non-academic entry requirements determined by professional or awarding bodies or by law which must be fulfilled e.g. health, health-related, social work,

teacher training and courses involving work with young children and/or vulnerable adults. These entry requirements may include for example satisfaction of Disclosure and Barring Service checks, health screening, literacy and numeracy tests. These requirements are detailed with the course information provided on the University website www.bolton.ac.uk. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

7.9 Certain subjects require students to demonstrate particular competence standards before they can be accepted on to, progress within or successfully complete a course or programme of study. The Equality Act 2010 (Act) defines a competence standard as an academic, medical or other standard applied for the purpose of determining whether or not a person has a particular level of competence or ability.

In accordance with the Act, the University consults with students and makes a wide range of reasonable adjustments to its provisions, criteria and practices to accommodate the needs of disabled students throughout the student life-cycle from admission to graduation.

The University recognises that the application of a competence standard does not come under the definition of a provision, criterion or practice such that the Act does not require it to make reasonable adjustments to the standards themselves. We will, however, take all reasonable steps to ensure that disabled students are not disadvantaged in demonstrating their competence whilst protecting the integrity of academic standards and learning outcomes. This may include alternative assessment tasks and, if necessary, consideration of transfer to another suitable course.

All courses to which competence standards apply require an interview and these standards will be considered during that interview.

Fitness to Practise

Certain programmes at the University that are accredited by professional, statutory or regulatory bodies require the University to make a 'Fitness to Practise' or equivalent declaration; where a student subject to a professional code of conduct is undertaking a relevant programme of continuing professional development; or where a student, as part of their programme of study, is involved with activities which would be adversely impacted upon in the event of conduct or competency concerns of the student being evident.

Students following programmes affected by the Fitness to Practise Procedure shall not engage in any conduct which renders him/her not fit to be admitted to and practise that relevant profession.

In accepting the offer of a place at the University, students are committed to strict compliance with all the regulations, policies and procedures of the University. Students are reminded that the regulations, policies and procedures apply equally offsite and especially in the various placement settings into which students may be placed as part of their Programme of Study.

Applicants without formal academic qualifications

7.10 Applications from students without formal academic qualifications may also be considered by the University. Students may have obtained the ability and knowledge to succeed on a course from professional, work or personal contexts. In such cases, the Programme Leader is able to use academic discretion to recommend an offer to study on their programme and is required to complete a Non-Standard Entry Form available from the Admissions Team Students will still be subject to non-academic entry criteria.

Applicants with evidence of prior learning (RPL)

7.11 Where an applicant has completed prior study, work experience or other training relevant to the course, the Programme Leader may, subject to professional body requirements, consider an applicant for advanced entry to the course. In consideration of the application, the Programme Leader will consider whether prior learning outcomes and aims, progression and assessment outcomes have been met. The University's Standards and Enhancement Office has oversight of this process and the policy on RPL may be found at: https://www.bolton.ac.uk/student-policy-zone/

Applicants not registering for a credit-bearing award

7.12 Some students may attend CPD or short courses at the University which are not credit-bearing. In these circumstances entry requirements may not apply. These students are still required to complete an application so that student data may be recorded and compliance checks such as criminal conviction and safeguarding can be completed.

Applicants from outside the UK

7.13 Applicants from outside the UK are required to demonstrate that they have the right to study in the UK.

7.14 The University of Bolton holds a licence from the Home Office to sponsor students under the 'Student Route'. As part of our responsibilities to UK Visas and Immigration (UKVI) and the UK Border Agency (UKBA) we are required to carry out various compliance checks in order to sponsor a student including the following:

a) Verifying academic documents, certificates and transcripts. We require copies to make an offer and will need to see originals on enrolment.
b) Ensuring the applicant has the appropriate level of English language proficiency
c) Ensuring the applicant can demonstrate the funds to cover tuition fees and living costs
d) Ensuring that the student has not exceeded the number of years studying in the UK.

These checks will be subject to variation at the discretion of the UKVI.

7.15 More information on the information we require in order to sponsor a student is available at www.bolton.ac.uk/international. A link to full details of the UKVI, UKBA and Student Route Visa eligibility may also be found at www.bolton.ac.uk/international

8. Applying for a course

8.1 There are several different application methods depending on what type of course you wish to apply for and the intake for which you are applying.

Full-time, undergraduate applicants

8.2 Applications for full-time undergraduate courses from UK students should be made through UCAS (the Universities and Colleges Admissions Service) for September entry. Further information can be found at www.bolton.ac.uk and www.ucas.com. For additional entry points in the year, applications are submitted directly to the University using the online application form via the University website.

Pre-degree and all part-time, postgraduate and professional development applicants

8.3 Applications for the following types of courses are made directly to the University using the online application form via the University website.

a) Pre-degree and further education courses (e.g. Fastrack and polymaths)
b) Undergraduate courses (part-time and Semester 2 (normally January) entry)
c) Professional Certificate in Education (PCE) and the Postgraduate Certificate in Education (PGCE) and other teacher training courses
d) Postgraduate taught courses (MA/MSc/MBA/PgDip/PgCert)
e) Postgraduate research programmes (MPhil/ PhD/EdD)
f) Continuing Professional Development (CPD) except NHS funded programmes – see below

Continuing Professional Development (CPD) courses in Health and Social Care

8.4 Applications for NHS CPD courses should be made through the NHS CPD Apply or as directed by your employer For further information and specific application details please visit the Health and Social Care pages on www.bolton.ac.uk

International applicants

8.5 The University works with official representatives in a number countries around the World. We advise all students from outside the UK to seek the advice of one of these agents before making an application to the University. International applicants can apply for full-time International Foundation Programmes, undergraduate and postgraduate taught and research courses starting in January or September via the online application form with the help of their agent. We also offer Foundation English Programmes which may be studied in advance of one of our academic programmes. A list of official agents can be found at www.bolton.ac.uk/international.

8.6 International applicants may also apply for full-time undergraduate courses starting in September through UCAS – see above.

9. Keeping in touch and making a decision on your application

9.1 The University aims to assess applications and make decisions as quickly as possible. Given the range and diversity of applications, the varying entry requirements and compliance checks we have to complete, it is not always possible to make a decision immediately. Where a decision is delayed for any reason we will write to the applicant with this information and let them know when they should expect a decision.

9.2 The University recognises the importance of keeping applicants informed throughout the application process. We will communicate with applicants regularly during the application cycle usually via email and in the following circumstances:

a) We will send an acknowledgement email when the application arrives at the University (note this does not happen immediately after sending your application through UCAS)
b) An invitation to an interview, to attend an open day or visit day (where relevant)
c) To request further information
d) To make an offer of a place to study on a course and to confirm the terms and conditions of the offer
e) To let a student know that we are unable to make an offer for a course
f) Confirmation of reasons for a rejection if an application has been unsuccessful
g) To confirm that an applicant has met the conditions of the offer
h) To confirm enrolment and induction information.

9.3 The University may also send additional information, helpful advice and guidance, reminders and requests for further information during the application cycle.

Offers

9.4 Once we have considered your application we may make one of two types of offer to you. The terms and conditions of that offer will be provided to you at the point of offer:

1. Conditional Offer – requiring you to meet further academic or other conditions before you will be eligible for entry. Within the confines of this policy, we are able to vary the offer we make to applicants for the same course dependent on the individual's circumstances.
2. Unconditional Offer – where we are satisfied you have met the conditions of entry for that course. In exceptional circumstances we may make unconditional offers to applicants who are yet to complete their studies where we are confident they have the potential and/or talent to succeed on the course. Unconditional offers made to applicants yet to complete their studies are made solely at the discretion of the University.

9.5 Once the conditions of a conditional offer have been satisfied, the offer will become unconditional. This change will be communicated via UCAS (for applicants who have applied via UCAS) or with a new offer letter directly from the University. The University may take into account circumstances which may have impacted on an applicant's final qualifications. In order for these circumstances to be considered, the applicant should provide written evidence in good time, for example from the academic referee or medical practitioner.

9.6 If you do not, or are not likely to meet the entry criteria for the course you have applied for then we may make an offer to you for an alternative course. In cases where we are unable to offer an alternative we may not be able to make you an offer.

Feedback on unsuccessful applications

9.7 The University will provide feedback to unsuccessful applications in response to a request in writing by email or letter to the relevant Admissions Team for your application:

Home undergraduate applications:
Division of Marketing and UG Recruitment and Admissions
01204 903394
ugadmissions@bolton.ac.uk

Home postgraduate applications and international applications:
Division of International & Postgraduate (Taught) Development
01204 903110
pgadmissions@bolton.ac.uk or intadmissions@bolton.ac.uk

Postgraduate Research applications:
Research and Graduate School
01204 903883
research-admin@bolton.ac.uk

We aim to respond to requests for feedback within 28 working days of receipt of the request. The response will be in writing. For information about appeals or complaints please see Section 16 of this document.

Deferred Entry

9.8 The University welcomes applications for deferred entry through UCAS. Applicants should indicate this on their application. The University, however, does not allow applicants to defer their application once an offer has been made. In exceptional circumstances, and at the University's discretion deferrals may be granted. Any deferrals are subject to completion of a deferral status form closer to the time of enrolment to confirm any change of circumstances.

10. Verification of qualifications, disclosure of relevant information, fraud and omission of Information

10.1 All applicants are required to provide evidence of their qualifications on which their offer is based. For many UCAS applicants, UCAS verifies and supplies the results directly to the University. Other applicants will be asked to upload their certificates and other relevant information at the point of application. Additionally, International applicants will be asked to provide original documents at the point of enrolment.

10.2 The University reserves the right to withdraw an offer to study where an application is found to:

- contain fraudulent or falsified documents
- contain misleading or false information
- have omitted key information from their application (including failure to declare a criminal conviction – see section 12)
- involve collusion (where the content of the application submitted is not the work of the applicant)
- be plagiarised

Any student admitted on this basis may also have their enrolment and studies at the University terminated, even if they are already attending.

Applicants with prior study at the University

10.3 If a student has previously studied at the University, we require that they indicate this in their application. If an applicant has been withdrawn from studies for any reason then the decision to re-admit the applicant will need to be approved by the Senior Manager responsible for the course applied for.

11. Under 18s and Vulnerable Adults

Occasionally the University will admit students under the age of 18. The University has an enhanced duty of care to such students and requires that students who apply for a place on a University course and will be under 18 at the point of enrolment must have the permission of their parent or guardian to attend. At the point of application, the University will carry out a 'Risk Assessment for a Student Under the Age of 18' and a subsequent recommendation will be made along with any accompanying suggested actions. The full 'Procedure for the Support of Students Under 18 years of Age' can be found at https://www.bolton.ac.uk/student-policy-zone/.

11.1 In situations where the University is made aware during the application or admissions process of an applicant's personal circumstances under which they may be considered a vulnerable adult, the applicant will be treated with the same standard of care as that offered to children and young people. In these circumstances, a similar process to that for 'Under 18' applicants may be undertaken including a risk assessment. This will be carried out in conjunction with the applicant, any carers or guardians and the local authority where relevant.

12. Applicants with Criminal Convictions

12.1 Having a criminal conviction will not necessarily prevent an applicant being successful in securing a place at the University although there may be requirements for some courses and careers - this is highlighted as part of our online course information.

12.2 The University does not ask applicants to declare spent convictions or convictions that are not relevant to their course of study or to actively becoming part of the University's wider community.

12.3 As part of the University's duty of care and associated fiduciary duties to its staff, students and wider community we ask all applicants to disclose relevant unspent criminal convictions. By relevant offences, we mean offences against the person, whether of a violent or sexual nature, or offences involving the unlawful supply or use of controlled drugs or substances. If the course involves regular contact with children or vulnerable adults, the University would consider it a high risk to enrol anyone who has been convicted at any time of any the following offences: murder; manslaughter; rape; other serious sexual offences; grievous bodily harm or other serious acts of violence; serious class A drug related offences; robbery; burglary; theft; deception or fraud.

12.4 For courses that are exempt under the Rehabilitation of Offenders Act (1974) we will ask for any convictions, cautions, reprimands and final warnings that are not protected i.e. eligible for filtering under the ROA (1974) to be declared.

12.5 In the event that relevant information (whether in relation to previous convictions or otherwise) is declared by an applicant during the application process or obtained through the DBS check, the University will consider the following (non-exhaustive) factors before reaching a decision on whether to permit the applicant to commence study:

- whether the conviction or other matter revealed is relevant to the or course in question;
- the nature and seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour and whether there have been efforts made not to reoffend; and
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

12.6 Where these factors present a conflict to the University's duty of care and associated fiduciary duties, the University reserves the right not to make an offer to study (or to withdraw an offer to study made in advance of a criminal conviction declaration and not disclosed prior to enrolment) where it considers it has lawful basis to do so.

12.7 Risk Assessment of Declared Convictions

It is important that suitable applicants are not refused a place the University because of offences which are not relevant and do not make them a risk to staff, students or the wider community. The process therefore includes an initial assessment by the Director of Student Recruitment and Admissions including checking whether a conviction is spent, relevant, exempt or filtered before moving to a three stage Risk Assessment process as follows:

Stage 1 includes completion of a Hazard Matrix which is reviewed by the Director of Student Recruitment and Admissions, the Safeguarding Champion in Student Recruitment and Admissions, the relevant Head of School and any potential placement provider.

This may recommend approval to proceed or move to Stage 2.

Stage 2 includes asking the applicant for a Disclosure Statement which includes contextual information and requests for further information from 3rd party organisations involved in the applicants' rehabilitation.

This information will be reviewed by the same panel as in Stage 1. This may recommend approval to proceed or move to Stage 3.

Stage 3 includes a full risk assessment carried out by the University Counsellor which would include interviewing the applicant.

During this stage the documentation must be reviewed by the original review panel in Stage 1 and the Registrar, PVC (Academic) and Head of Student Services.

This may recommend approval to proceed or recommend that the application is rejected on grounds of high risk.

Appeal – an applicant may appeal the decision via the Complaints and Appeals Process for Applicants, the final stage of which includes a review by an external appeal officer nominated by the Vice Chancellor.

12.8 Applicants who fail to disclose a criminal conviction at the point of application or when subsequently asked to do so are subject to the same sanctions under section 10.

12.9 Applicants whose circumstances change in the period between application and enrolment must declare such changes to the Admissions Team prior to enrolment so that these can be taken into consideration.

13. Applicants with additional support requirements

13.1 The University takes all reasonable steps to meet both general access needs and applicants with additional support requirements. Applications from students with additional support requirements are considered via the same policies and procedures set out in this policy and any support requirements are considered entirely separately.

13.2 Applicants are encouraged to speak to our Disability Support Team in advance of their application and entry to the University to explore how we may be able to meet those requirements. Once an offer has been made an assessment of requirements is carried out to ensure that University can provide that support. In the event that the University considers the adjustments that need to be made as not reasonable, then we will communicate that information to the student as soon as possible.

14. Assessment of fees and access to funding

14.1 The University will make an assessment regarding your fee status and whether you are eligible to pay 'home' fees or 'overseas' fees. We will make this decision based on information you provide in your application but may ask you for further information.

14.2 The University has a responsibility to its prospective students to ensure that they are able to pay their tuition fees and living expenses during their studies. We may, therefore, at a point before offer ask you to confirm that you have funding organised for your studies or whether you will self-fund your studies. Our student finance advisors are able to offer advice and guidance on student funding, scholarships and bursaries, the availability of funding for students that have previously studied at HE level, are studying part-time or on a postgraduate course. More information is available from www.bolton.ac.uk.

15. Data Protection and Security

15.1 Data supplied by applicants as part of the application and admissions process forms part of the student's record and is used to assess the suitability of an applicant for study at the University. Anonymised data is also used by the University for statistical, research and reporting purposes.

15.2 Data for applicants who are not admitted to the University is destroyed in accordance with the University Records, Retention and Disposal Policy and Records Retention Schedule.

15.3 The University complies with the Data Protection Act 2018 and the General Data Protection Regulation, as amended, replaced or updated from time to time, in its use of applicant data. Further information about data protection at the University can be found at https://www.bolton.ac.uk/student-policy-zone/.

16. Appeals and complaints

16.1 Applicants who experience a problem with any service provided by the University should initially raise the matter with the person responsible for the service. If informal discussion does not resolve the situation satisfactorily, then applicants should write to the relevant Admissions Team for their application:

Home undergraduate applications:
Division of Marketing and UG Recruitment and Admissions
01204 903394
ugadmissions@bolton.ac.uk

Home postgraduate applications and international applications:
Division of International & Postgraduate (Taught) Development
01204 903110

pgadmissions@bolton.ac.uk or intadmissions@bolton.ac.uk

Postgraduate Research applications:
Research and Graduate School
01204 903883
research-admin@bolton.ac.uk

16.2
Should an applicant wish to request a review of the decision made on their application or wish to make a complaint about the admissions process, the University's 'Complaints and Appeals Process for Applicants' should be consulted. The University's Complaints and Appeals Process for applicants can be found at https://www.bolton.ac.uk/student-policy-zone/.

16.3 Applicants may not raise concerns about academic judgement.

17. Equality Impact Assessment

The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender reassignment. All University policies are subject to periodic review under the equality impact assessment process.

18. Further information

Further information about the University, how to apply, entry requirements and contact details can be found at www.bolton.ac.uk.

TITLE OF POLICY: Student Admissions Policy	
Policy ref:	
Version number	6
Version date	July 2021
Name of Developer/Reviewer	Paul Starkey

Policy Owner (Group/Centre/Unit)	Division of Marketing & UG Recruitment & Admissions, Division of International and PGT Development, RGS
Person responsible for implementation (postholder)	Director of Marketing and UG Recruitment & Admissions, Provost, AVC (PG Developments)
Approving committee/board	Education Committee/Senate
Date approved	6 August 2021
Effective from	2022/23
Dissemination method e.g. website	Website, Link on online application form, Student Correspondence (e.g. acknowledgement, offer letter)
Review frequency	When required
Reviewing committee	Education Committee, Senate
Consultation history (individuals/group consulted and dates)	–Executive Board
Document history (e.g. rationale for and dates of previous amendments)	Changes to account for new admissions structure