

**UNIVERSITY OF BIRMINGHAM**

**CODE OF PRACTICE ON THE ADMISSION OF STUDENTS**

## Index of points

1. Purpose
2. Ownership and Compliance
3. General principles
4. Roles and responsibilities
5. Entry requirements
6. The application process
  - Application routes and deadlines
  - Communicating decisions
  - Fee status
  - Feedback
  - Disability
  - Criminal convictions
  - Fraudulent, misleading and incomplete applications
  - Accreditation of Prior Learning
  - Re-admission policy
  - Deferral policy
  - Programme amendments and withdrawals
  - Multiple applications
7. Assessment of applications
8. Investigation of complaints and requests for review of decisions
9. Collaborative programmes
10. Internal transfers
11. Students seeking to Transfer Registration from another Higher Education Institution within the United Kingdom

## 1. Purpose

- 1.1 This document sets out the University's Code of Practice for the Admission of Students to all undergraduate and postgraduate (taught and research) programmes. It provides information on the authority and responsibilities of those involved in the process (both University employees and applicants) and outlines how any disputes will be addressed.

## 2. Ownership and compliance

- 2.1 This Code of Practice is owned by the Director of Admissions and is reviewed annually ahead of the relevant admissions cycle. It is in accordance with the laws of the United Kingdom, as well as the University's Charter, Statutes, Ordinances and Regulations. This includes specific compliance with legislation relating to equality, discrimination, data protection, human rights, and immigration.
- 2.2 The University's admissions procedures also adhere to guidance regarding good practice issued by other bodies, including the Quality Assurance Agency's *UK Quality Code For Higher Education*, and such documents and directives as may be issued by the Government, the Office for Students, and the Research Councils.

## 3. General principles

- 3.1 The University's admissions policy and practices assist in meeting the strategic aims of the University and enhancing its position as a leading higher education institution.
- 3.2 The University is committed to operating admissions procedures that are fair, transparent, consistent and inclusive, and which are compliant with all relevant legislation and regulations. The University strives to admit only suitably qualified applicants who are able to demonstrate the potential to complete their programme of study successfully.
- 3.3 The University is also committed to Widening Participation and fair access, and encourages applicants from all social and cultural backgrounds
- 3.4 Admission to the University is solely at the discretion of the University.

## 4. Roles and responsibilities

- 4.1 The Admissions Office works closely with academic schools and other sections of the University to deliver a professional and equitable admissions service.
- 4.2 The Admissions Office is responsible for:
- (a) Ensuring that the University delivers a fair, transparent and efficient admissions service
  - (b) Liaison with applicants throughout the admissions process
  - (c) Decision making for schools where this has been delegated to the Admissions Office (where detailed admissions criteria are agreed with the relevant academic school)

- (d) Processing and communicating all formal admissions decisions to applicants
- (e) Issuing Confirmation of Acceptance for Studies (CAS) to allow international applicants to apply for their visa to study in the UK
- (f) Providing information, advice and assistance to tutors and colleagues across the University on admissions processes, statistics and targets, and entry requirements including non-standard qualifications
- (g) Safeguarding the University from fraudulent applicants
- (h) Compliance with internal and external regulations including in relation to UK Visas and Immigration (UKVI), fee status, Academic Technology Approval Scheme (ATAS), data protection, and the Disclosure and Barring Service (DBS).

#### 4.3 Academic schools are responsible for:

- (a) Allocating suitable members of staff to act as Admissions Tutors for the school and ensuring these staff are appropriately inducted and trained for their role in collaboration with the Admissions Office
- (b) Setting entry criteria for all programmes in liaison with their Admissions Office contacts in line with College and University policies
- (c) Making decisions on applications. If decision making has been delegated to the Admissions Office the school may still be responsible for decisions on borderline and non-standard applications.
- (d) Conducting interviews where one is required, including organising, conducting and documenting all interviews in accordance with section 7
- (e) Liaison with applicants throughout the admissions process in collaboration with the Admissions Office and other sections of the University as appropriate

## 5. Entry requirements

- 5.1 Admission requirements and procedures for all programmes are detailed in the relevant course information page of the [University's website](#). If an applicant is unable to find information on the acceptability of their qualification/s they should contact [admissions@contacts.bham.ac.uk](mailto:admissions@contacts.bham.ac.uk) for further guidance before applying.
- 5.2 Some programmes require an interview and/or test as part of their admissions process. This information is published on individual programme information webpages.
- 5.3 The University has general entry requirements including a minimum of GCSE grade 4/C in Maths and English (some programmes require higher grades), or equivalent, for entry to undergraduate degrees and apprenticeship programmes<sup>1</sup>, and evidence of English proficiency

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<sup>1</sup> The University **may** offer applicants a place on an apprenticeship programme if these requirements are not met. If so, the University will provide the opportunity to meet these requirements as part of their programme.

from all applicants whose first language is not English. Further details can be found on the [University's website](#).

- 5.4 All applications must normally have at least one satisfactory reference. If this is not supplied at the application stage it will be made a condition of the offer.
- 5.5 The University accepts a wide range of country-specific qualifications. A list may be found at <http://www.birmingham.ac.uk/International/students/country/index.aspx>.

If an applicant is unable to find advice on the acceptability of their qualification/s they should contact [admissions@contacts.bham.ac.uk](mailto:admissions@contacts.bham.ac.uk) for further guidance before applying.

- 5.6 Some programmes also have non-academic requirements, for example Fitness to Practise, DBS check, Health and Immunisations, and ATAS. These are stated in the prospectus and website entries where appropriate to specific programmes and will be added as conditions of an offer where required.

## 6. The application process

### *Application routes and deadlines*

- 6.1 Applications for most undergraduate programmes of study at the University's Edgbaston campus and for the MA Social Work must be made through the Universities and Colleges Admissions Service (UCAS) at <http://www.ucas.com/apply/undergraduate>. An application fee is charged by UCAS, which will vary depending on the number of programmes being applied for. Applicants must submit their applications by the dates stipulated by UCAS.

Applications for postgraduate programmes, all programmes offered at the University's campus in Dubai, and for distance learning programmes must be made directly to the University using the online application service. The University may levy an application fee for certain programmes and applications to these programmes will not be considered until the application fee has been paid.

Applicants for the University's foundation programmes offered by the Birmingham International Academic must apply to the University's application management partner, Kaplan.

Applications for Teacher Education must be made through the Department for Education (DfE) Apply system. Details on how to apply are available at <https://www.gov.uk/apply-for-teacher-training>. Offers are made on a first-come, first-served basis and therefore early application is advised.

Applications for apprenticeship programmes may be made through UCAS or directly to the University. In the latter case, applications will be made using an online form that will be provided by the University. The entry route will be made clear in the information published about the apprenticeship programme on the [University's website](#).

Where a separate application clearing organisation exists to handle specific applications, this information will be provided on the relevant programme web page and applications must be made by the service specified.

- 6.2 No material supplied after the application deadlines (see 6.1) will be considered except in response to a specific request from the University.
- 6.3 Postgraduate applicants are encouraged to apply as soon as possible as popular programmes may close during the admissions cycle if sufficient applications to fill all of the available spaces have been received.
- 6.4 Applicants requiring a visa to study in the UK are strongly advised to apply as soon as possible and not less than 12 weeks before the start of their intended programme. This is to ensure that admissions processes are completed in sufficient time to allow for visa processing before the start date.
- 6.5 Applications for distance learning programmes should apply using the online application form (see 6.4). However, applicants will be subject to additional assessment criteria in order to ensure that their chosen study mode is suitable for their learning needs.
- 6.6 Applicants for postgraduate research degree study by distance learning or split location should apply via the online application system. Applicants will also need to meet the additional requirements set out in Appendix A of the Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers and complete the distance learning or split location checklist as relevant.
- 6.7 All applicants should receive an acknowledgement from the University within 48 hours of their application being received. Further communications will be sent during the application process.
- 6.8 Once an application has been received the information will be treated confidentially and in keeping with the University's Data Protection policy. A Privacy Notice is made available before submission of direct applications and within 48 hours of receipt of an application from UCAS. The Privacy Notice for applicants may be viewed at:  
<https://www.birmingham.ac.uk/privacy/admissions.aspx>
- 6.9 It is the duty of applicants to inform the University promptly of any change of address, any change of name, or any other change in circumstances which may affect their application.
- 6.10 For applicants where a research degree is a condition of University employment (for example when linked to research funding) the application must be submitted in time for processing and the study to begin at the same time as the employment.

#### *Communicating decisions*

- 6.11 The University aims to process applications as quickly as possible, and once a decision has been made the Admissions Office will communicate this decision to the applicant. Applicants should be aware that some competitive programmes operate a "gathered-field" approach to decision making in order to ensure that equal consideration is given to all applications.
- 6.12 This will mean that decision making will be delayed until after the published "due consideration" date.

When an offer of a place is being made a formal offer letter will be issued to the applicant. Typically an offer letter will include:

- programme title (and research area for relevant applicants)
- fee information and fee status
- start date and the duration of study
- any conditions to be satisfied before admission and deadlines where applicable (this may include a non-refundable deposit)
- the name(s) of the member(s) of staff provisionally appointed as the supervisor(s) and proposed title of the thesis (research only)
- information on where to find terms and conditions
- information on how to respond to the offer

- 6.13 The University operates a policy of verifying qualifications before an applicant can be admitted and therefore if qualifications have not already been verified this will be a condition of the offer.
- 6.14 Some programmes have non-academic requirements, which will be detailed as conditions of the offer when applicable. For example, if the applicant will come into unsupervised contact with children and/or vulnerable adults during their programme, they will be required to show evidence of a satisfactory check from the Disclosure and Barring Service (DBS). The applicant is responsible for paying all the fees necessary to obtain the required level of DBS check. Further information can be found on the [University website](#).
- 6.15 Successful applicants will have their place confirmed and Registration and Welcome details will be sent before the start of their programme. If the applicant requires a visa to study in the UK a Confirmation of Acceptance for Studies will be issued to allow them to apply for a visa under the Student Visa route (previously Tier 4 visa).
- 6.16 Applicants who are unable to meet all the conditions of their offer by the deadline(s) stated cannot be admitted to their chosen programme. In some circumstances, for example if an academic condition has been marginally missed, the Admissions Tutor will be consulted to establish if the applicant can be accepted. If admission to the originally chosen programme is not possible and a suitable alternative is available, this may be presented to the applicant as an option.
- 6.17 Some programmes require the payment of a deposit. Where a deposit payment is required this will be detailed in the offer. Such deposits must be paid (and all other conditions satisfied) before the offer can be made unconditional. The value of the deposit will be deducted from the tuition fee. Applicants in receipt of sponsorship may provide evidence from their sponsor in lieu of paying the deposit. The terms and conditions, including the instances when a deposit can be refunded, may be viewed on the [University web site](#).

#### *Fee status*

- 6.18 The University will classify applicants as Home or Overseas for fee purposes in line with Government guidance. An applicant may appeal to the Director of Admissions against their

tuition fee classification up to 15 working days after being informed of the University's decision as to their classification. The University will consider such appeals in a timely manner, with a view to providing a response within 15 working days of written appeal reaching the Director of Admissions. Where a response is not possible in that timeframe, the Director of Admissions will write to inform the applicant, giving reasons for the delay.

- 6.19 The tuition fee shall remain payable at the original rate while the appeal is being considered. Where an appeal is upheld in full or in part, the new fee classification will be confirmed and any overpayment will be refunded. Once an applicant becomes a registered student the fee status will only be reclassified in exceptional circumstances.

#### *Feedback*

- 6.20 If an applicant is unsuccessful and wishes to receive feedback they should email or write to the Admissions Office requesting this. The Admissions Office or Academic School will then provide written feedback as soon as possible.

#### *Disability*

- 6.21 If an applicant has declared a disability on their application form this will have no bearing on determining their academic suitability for the programme. If an offer is made the applicant will be strongly encouraged to complete a self-assessment form and return this to the University's Student Support Team to ensure that appropriate support arrangements can be put in place before studies commence. For programmes that are subject to Fitness to Practise procedures, all students, including those with disabilities, must meet the competency thresholds set by the professional registering body/council for that particular profession.

#### *Criminal convictions*

- 6.22 For programmes which do not require DBS clearance, all applicants are required to declare any relevant unspent convictions within 14 days of accepting an offer of admission. For further guidance on the disclosure of such information, please see <https://www.birmingham.ac.uk/university/colleges/professional/external/admissions/criminal-convictions.aspx>. Where deemed appropriate more information will be requested from the applicant. A criminal conviction does not preclude an applicant from studying at the University. However, the University has a duty of care to its students and staff and the decision will depend on the nature of the conviction and the programme applied for.

#### *Fraudulent, misleading and incomplete applications*

- 6.23 The University of Birmingham will pay particular attention to the following when considering applications to study at the University:
- an application with false or misleading information/statements
  - an application where relevant information has been omitted
  - submission of fraudulent or falsified documents
  - reliance on qualifications obtained by malpractice



- plagiarism
- collusion (where the content of the application submitted is not the work of the applicant)
- refusal by an applicant to provide additional information when requested

6.24 It is the applicant's responsibility to ensure that the information they provide is accurate and complete, and does not contain false or misleading information. It is also the applicant's responsibility to provide additional information when requested to do so. The University will check an applicant's academic history, qualifications (including English language proficiency qualifications), references, personal statements, research proposals, and anything else provided as part of an application for accuracy.

6.25 The University reserves the right to:

- investigate any application suspected of including false, misleading or fraudulent information or appearing to be incomplete
- request additional information to verify an application
- put the application process on hold pending completion of such investigation

6.26 In the event that the University finds evidence that the applicant has submitted a false, misleading, fraudulent or incomplete application as referred to above, the University reserves the right to:

- reject, withdraw or cancel the application before a decision is made
- withdraw any offer of a place that has already been made
- withdraw registration if an applicant has already been accepted onto a programme of study and registered as a student
- refuse to consider future applications from the applicant

#### *Accreditation of Prior Learning (APL)*

6.27 Accreditation of Prior Learning (APL) is the process by which the University gives credit against learning achieved by an individual before entry to a programme of study at Birmingham.

Such prior learning may have been previously assessed and certificated by an education provider (for example, by another institution of Higher Education), which is known as Accreditation of Prior Certificated Learning (APC). It may also have been acquired outside the formal education and training systems (for example, through work experience) and would therefore be recognised by the process of Accreditation of Prior Experiential (APEL)

An application for APL is different from an application for admission to a programme of study and must be made separately. Applicants must make their application to the programme first, before submitting a claim for APL once an offer to study has been received.

6.28 Applicants for APL should ensure that they make a claim as early as possible and no less than one month prior to the commencement of the programme for which the exemption is being sought. Applicants for apprenticeship programmes do not need to claim for APL as this

is covered in the additional information that they will be asked to provide as part of their application for admission.

- 6.29 Postgraduate applicants may request recent prior learning and experience to be taken into account, such that they may be granted an exemption from certain parts (a specific module or modules) of the programme for which they are applying.
- 6.30 Undergraduate applicants wishing to apply for advanced standing (that is direct entry into year 2 or 3) should indicate this on their UCAS application form. Applicants for advanced standing are still expected to meet the minimum stated entry requirements of the course for which they are requesting partial exemption. Advanced standing is only appropriate for those seeking exemption at the point of application from a whole year/level of an Undergraduate programme based on successful completion of a comparable year of study<sup>2</sup>.
- 6.31 Claims for APL will be assessed with the following criteria:
- **Validity.** The evidence must show that the prior learning for which the applicant is making a claim is relevant to the programme of study they have applied for. The applicant must be able to demonstrate that there is an appropriate match in both level and content between their previous studies and the University's module(s) for which they are seeking exemption.
  - **Currency.** Prior learning must have been gained recently enough to still be of value. The limits on learning will vary according to subject area but qualifications and experience more undertaken in excess of five years from the point of entry to the University are not normally eligible for consideration.
  - **Sufficiency.** The applicant must provide enough evidence to demonstrate fully the achievement of the credit being claimed.
  - **Authenticity.** The evidence should be clearly related to the applicant's own efforts and be able to be verified as such.
- 6.32 Applicants who are still awaiting the decision of an APL claim at the point of registration are required to pay their full tuition fees. If they are subsequently awarded APL they will receive a refund for the cost of any modules from which they are exempted.

#### *Accreditation of Prior Certificated Learning (APCL)*

- 6.33 (a) Where APCL is being sought for the award of academic credit the University must make certain that the learning derived from prior certificated study is equivalent to that of the learning that might otherwise have been achieved by following the full programme of study.
- (b) The University is only able to consider an applicant's previous studies for APCL if they closely match the content of, and are of the same (or higher) level as the University's module(s) from which the applicant is seeking exemption.

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<sup>2</sup> The advanced standing process does not apply to apprenticeship programmes

- (c) Full details of the APCL process, including information on levels of study, as well as the application form to be completed, are provided on the [University's website](#).

#### *Accreditation of Prior Experiential Learning (APEL)*

- 6.34
- (a) The APEL process seeks to assess the eligibility of an individual's previous experience for entry with credit, not to assess the experience itself.
  - (b) Applicants will be expected to submit a portfolio to assess the eligibility of previous experience. The submission of such a portfolio does not guarantee that exemption will be granted.
  - (c) The College will make an initial assessment to determine if the applicant should proceed to portfolio, will advise the applicant of required content of the portfolio, and will notify applicants and Admissions of any additional assessment tools to be used when assessing APEL claims (e.g. interviews, diagnostic tests, special assignments, etc.)
  - (d) Applicants are advised only to start work on the portfolio once they hold and have accepted an unconditional place on the programme for which exemption is sought.
  - (e) On submission of the portfolio, the College will determine if the evidence provided demonstrates that the applicant has met the learning outcomes of the modules for which exemption is sought.

#### *APL Appeals*

- 6.35
- (a) Appeals regarding APL outcomes are only eligible on the basis of additional evidence that was unavailable at the time of the original application or where an applicant has grounds for complaint under the Admissions complaints policy and procedure set out in Section 8 below. No other request will be considered.
  - (b) Any appeal or complaint regarding an application for APL should be made as provided for in Section 8 of this Code of Practice.

#### *Re-admission policy*

- 6.36
- Applicants are required to declare all previous periods of study regardless of whether a qualification was awarded; this includes previous study at the University of Birmingham. Failure to do so will be regarded as Fraud (see above). The University reserves the right not to consider an applicant for entry if the applicant has previously been withdrawn or excluded from the University on any grounds.

#### *Deferral policy*

- 6.37
- The University may consider applications for deferred entry and will also normally consider requests to defer after an application has been received. The University only allows applicants to defer their offer for one year, after which time the applicant is required to re-apply.

#### *Programme amendments and withdrawals*

- 6.38 The University aims to provide the programmes that have been advertised in the prospectus or elsewhere. However, if there is any significant change to the programme between the time at which an offer is made and the point at which registration is complete, the University will inform relevant applicants promptly and advise them of the options available to them. Further details are contained in the document 'Important Information About Your Offer' which is provided to applicants who receive an offer of a place of study.

*Multiple applications*

- 6.39 The University will not accept more than one application from an applicant for the same programme of study in the same academic year.

The University will not accept more than five applications for different programmes of study from the same applicant for the same academic year

## **7. Assessment of applications**

- 7.1 Applications are assessed on the basis of information provided by the applicant in their application and the supporting documentation. The assessment will take into account the following:
- Academic performance to date
  - Predicted grades for qualifications not yet completed (where applicable)
  - References (all applications must normally have at least one satisfactory reference. If this is not supplied at the application stage it will be made a condition of offer)
  - Personal statement
  - Research proposal (research programmes only)
  - Relevant professional experience (where stated in entry criteria for a programme)
- 7.2 For research degree study by distance learning or split location further admissions criteria must be met and demonstrated prior to a formal offer for admission being sent to the applicant by completion of the "Distance Learning or Split Location Checklist".
- 7.3 Applications for programmes which form part of an apprenticeship may include criteria relating to academic suitability and suitability for employment. In such cases the criteria used in connection with the decision to offer the employment opportunity, and the decision itself, may be at the discretion of the employer.
- 7.4 For some programmes one or more of the following will also form part of the assessment process. Where this is the case it will be stated within the programme information:
- Formal interview
  - Test or audition
  - Work experience or other professional requirements

- 7.5 All applicants are considered against the same criteria for the programme for which they have applied.
- 7.6 A formal interview is defined as a meeting for the sole purpose of determining the eligibility of the student for admission to a programme of study at the University. It can take place face-to-face, by telephone or through electronic means (e.g. Skype, Zoom). The interview will normally be conducted by two members of the University, at least one of whom will be an academic (with other (lay) panel members present as appropriate). The offer of a place will be dependent on the applicant's performance at this interview. All interviews for the same taught programme of study will follow a similar format and similar questions will be asked. It will be the responsibility of the interviewer(s) to keep comprehensive and contemporaneous notes of the discussion that takes place during the interview.
- 7.7 For the Multiple Mini Interviews used to assess applicants for undergraduate Medicine and Dentistry programmes, there will usually be only one interviewer at each interview station. However, the applicant will normally be seen by at least two clinicians or academic members of staff involved in teaching on the programme. Notes are not required to be kept for the Multiple Mini Interviews as applicants are assessed according to a formal and defined scoring system. This scoring system will not be provided to applicants.
- 7.8 If the interview is not part of the formal selection process and does not have a bearing on the decision to make an offer, the applicant will be informed that this is the case.
- 7.9 Interviews will be conducted in a manner that is fair, consistent and transparent. If necessary, special arrangements will be made to allow an applicant to attend an interview.
- 7.10 In the case of applications for apprenticeship programmes an interview or selection event may be undertaken by the employer or jointly between the University and the employer. The outcome of such interviews may be at the sole discretion of the employer.
- 7.11 Contextual data is taken into consideration when considering undergraduate applications. In particular the University operates a contextual admissions scheme to identify undergraduate applicants whose personal circumstances may have restricted achievement at school or college. Information about this scheme, including eligibility criteria, is provided on the [University website](#).
- 7.12 Undergraduate applicants from state schools and colleges in our Pathways to Birmingham (P2B) Scheme also supply additional contextual information in order to be considered eligible to take part in the Scheme and, where appropriate, secure an alternative offer. The requirements to be fulfilled to be considered for this Scheme include:
- no parental experience of higher education
  - main income earners in the family are not in professional occupation
  - household income is less than the threshold published from time to time
  - home address is in an area of low levels of progression to higher education

Applicants being considered through the P2B Scheme are required to undertake a series of activities, including a work assignment, in order to qualify for an alternative offer (which would typically be two grades below the standard offer for the course for which they have applied).

## 8. Admissions complaints policy and procedure

8.1 An admissions complaint may take one of three forms. The grounds for complaint are:

- (a) Procedural irregularity – where an applicant believes their application (or a part of their application) was not handled in line with this Code of Practice or other relevant aspects of University legislation;
- (b) Prejudice or bias – where an applicant believes the University has acted in a prejudicial or biased fashion towards them;
- (c) Poor service – where an applicant is dissatisfied with the actions (or lack of actions) or behaviour/conduct of a member of staff of the Admissions Office.

8.2 Applicants should note that the complaints process cannot be used where the applicant disagrees with the academic or professional judgement that has been applied in reaching a decision on their application and where they have no evidence relating to the valid grounds of complaint set out in paragraph 8.1. All academic or professional decisions made on applications are final.

8.3 Complaints must be made by the applicant themselves to the relevant person identified at each stage. The University will not consider complaints submitted by a third party.

8.4 There are three stages to the complaints process. All complaints should initially be considered at the first stage.

8.5 The complaints procedure is set out below:

### (a) Stage 1: informal complaint

Initially, the applicant should submit their complaint to the relevant Admissions Manager (by email to [admissionsmanagers@contacts.bham.ac.uk](mailto:admissionsmanagers@contacts.bham.ac.uk)) outlining the nature of their complaint and submitting all relevant evidence in support of the matter they wish to have investigated (within the grounds defined in paragraph 8.1) within 15 working days of the matter arising.

Upon receipt of the complaint and supporting evidence, the Admissions Manager will acknowledge receipt and will investigate the matter and will provide a response within 15 working days. Where it is not possible to provide a response in that timeframe, the Admissions Manager will inform the applicant as to when they will receive a response.

### (b) Stage 2: formal complaint

Where an applicant remains dissatisfied with the outcome of their Stage 1 complaint, they may submit a formal complaint to the Director of Admissions within 15 working days of receiving the outcome of their Stage 1 informal complaint. The applicant must set out the grounds for their complaint and include the outcome of their Stage 1 informal complaint. At this stage, the applicant may provide new evidence in support of their

complaint but only where such new evidence was not available to the applicant at the time they submitted their Stage 1 complaint.

Where the grounds for the complaint fall in line with those set out in paragraph 8.1, the Director of Admissions will acknowledge receipt and appoint an Investigating Officer who has not previously been involved with the matter. The Investigating Officer will investigate the matter and may need to liaise further with the applicant and/or with members of University staff.

Having concluded their investigation, the Investigating Officer will submit a recommendation to the Director of Admissions which will indicate whether the complaint ought to be upheld or not (and, where it is upheld, whether any remedy ought to be offered). Normally within 15 working days of receiving the Stage 2 formal complaint, the applicant will be informed of the outcome of their complaint (and any remedy, where appropriate). Where it is not possible to conclude the investigation within this period of time, the applicant will be informed by either the Director of Admissions or the Investigating Officer.

(c) Stage 3: final complaint review

Should an applicant be dissatisfied with the outcome of their Stage 2 formal complaint (or with the remedy offered, where appropriate), they may request of a final review of their case. This final review stage cannot be used where the applicant's complaint has been identified as falling outside of the grounds set out in paragraph 8.1. The applicant may not introduce new evidence at this stage which was not previously made available at either Stage 1 and/or Stage 2.

The applicant should write to the Pro-Vice-Chancellor (Education) within 15 working days of the outcome of the Stage 2 formal complaint setting out the grounds for their complaint review and submitting the evidence they made available at Stage 2 alongside the Stage 2 outcome. Evidence not previously provided cannot be considered at this stage.

The Pro-Vice-Chancellor (Education) will review the outcome of the Stage 2 complaint (and any remedy proposed where appropriate) and will either confirm the Stage 2 formal complaint decision, or will uphold the complaint and/or propose an alternative remedy.

The decision of the Pro-Vice-Chancellor (Education) will be final.

## 9. Collaborative programmes

- 9.1 The University is involved in a number of collaborative provision arrangements with other organisations. Information concerning admission to these programmes, and other regulations, may be obtained from the relevant Programme Director or from the Collaborative Provision team in Registry.
- 9.2 The decision as to whether to admit a student to a programme that is part of a collaborative provision with another organisation shall normally rest with the university.
- 9.3 For some apprenticeship programmes, the decision to admit a student to the programme may be made jointly by the University and the employer. Final discretion over the offer of employment, and as such over the offer of admission to the programme, may be reserved by the employer.

## 10. Internal transfers

10.1 Registered Students may transfer to a different programme of study, subject to procedures and deadlines available from Registry. Academic Units are required to support the application by the Registered Student and to identify clearly, within the Academic Regulations, which modules (if any) Registered Students may be exempted from in the new programme of study.

## 11. Students seeking to Transfer Registration from another Higher Education Institution within the United Kingdom

11.1 Students seeking to transfer their registration on a taught programme to the University of Birmingham from another higher education institution within the United Kingdom should apply for admission normally, requesting prior learning to be taken into account as under 6.27-6.35 above.

11.2 Students seeking to transfer their Registration on a research programme to the University of Birmingham from another Higher Education Institution within the United Kingdom must submit an application with references, supporting documents and their reason for requesting a transfer. Normally, at least one reference should be from the current supervisor(s) and should contain information about the applicant's progress to date. They must also provide, where appropriate, confirmation that funding from an external sponsor will be transferred should an offer be made by the University of Birmingham.

11.3 If the relevant School supports the application, the Head of School or nominee must:

- ensure that an appropriate supervisory team is available;
- be satisfied that the applicant has been progressing satisfactorily at their previous institution; and
- recommend the period of registration that the School wishes the applicant to transfer and thereby confirm the minimum period of registration to be completed at the University of Birmingham.

11.4 Once the recommendation to permit the transfer has been made by the Head of School or his or her nominee, Admissions will:

- check that regulations have been met regarding the required period of registration in order to obtain a University of Birmingham degree;
- check the student's qualifications in order to ensure that they meet the entry requirements for the University of Birmingham
- obtain confirmation from the previous institution of the official date of the student's registration and of the progress of the applicant to date (for example, the reference from the supervisor);
- seek assurance that the existing supervisory team and the previous institution are in agreement for a transfer to be made to this institution; and
- if appropriate, obtain confirmation from the external sponsor for the transfer of funding;



- 11.5 The formal offer of admission shall be issued to the applicant by the Admissions Office and shall include details as outlined in 6.12 above.