

Standards for Admission and Selection

Faculty of Medicine & Health Sciences

January 2025

1. Context

The aim of the selection processes is to employ fair and transparent procedures to recruit students who have the intellectual capacity and personal attributes to achieve highly during their studies, develop appropriate professional behaviours, and go on to become competent graduates able to develop and play a full role in whichever health system they work for the remainder of their career.

2. Policy Statement

- 2.1. The University is committed to providing an admissions process that ensures fairness, transparency and equal opportunities within the Equality Act 2010.
- 2.2. In order to qualify for admission to a Faculty programme, a student must:
 - produce evidence of having fulfilled the entry requirements as prescribed for the course.
 - provided evidence of proficiency in the English language.
 - satisfy any additional requirements prescribed by the Faculty for admission to the programme of study.

3. Definitions

MMI Multiple mini interview

Glossary	Meaning
Admissions	Primarily, the assessment of applications to courses, issuing of offers and verification of qualifications and documents. This covers the period from submission of an application to study, to registration/enrolment
Applicant	a person applying to the University of Buckingham for admission to a course.
Competition and Markets Authority (CMA)	The government body tasked with strengthening business competition and reducing anti-competitive practices. This body has provided guidance which higher education providers are expected to follow to ensure that students and applicants are treated fairly and lawfully. https://www.gov.uk/government/organisations/competition-and-markets-authority
Conditional offer	An offer in which there are specific qualifications or grades which must be achieved prior to a place of study being confirmed on the course. Offer conditions will be communicated by a formal offer letter and/or via UCAS for UCAS applicants.
Entry requirements	The minimum grades, qualifications and competencies required to get a place to study on a course. Applicants achieving less than our standard entry requirements may still be considered on a case-by-case basis.
Firm acceptance	In order for a place to be reserved on a course, applicants must indicate that they would like to accept the offer as their first-choice course and institution. This can be done via UCAS for UCAS applicants or returning a completed Acceptance Statement for non-UCAS applicants.

Insurance acceptance	Specifically for applicants applying through UCAS, in some cases applicants are given the choice by UCAS to select an insurance offer as their second choice. In any case where an applicant is rejected from their firm choice but meets their insurance conditions they will hold a confirmed place for their insurance choice.
Interview	We may invite you to attend an interview as part of the admissions process to your chosen course. In these cases, please be aware each course may have specific criteria for interview, which is sent to you at the time of the interview invitation.
Office for Students (OfS)	The Office for Students (OfS) is an independent public body. The OfS is not part of central Government but reports to Parliament through the Department for Education (DfE). The OfS was established by the Higher Education and Research Act 2017 , which also sets out its powers and general duties.
RQF Level 2 qualifications	Qualifications awarded at Level 2 are considered to be equal to a GCSE at grades 9-4 (A*-C) these qualifications are requested by the University of Buckingham in English and Maths as part of some standard entry requirements to undergraduate courses. International qualifications will be assessed based on equivalency as provided by ENIC/ECCTIS.
RQF Level 3 qualifications	Qualifications awarded at Level 3 are considered to be equal to A-Level standard.

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4. Purpose

- 4.1. This document sets out the University of Buckingham Faculty of Medicine and Health Sciences (FMHS) Standards for Student Selection.
- 4.2. It sets out the aims and describes the principles and processes followed by the FMHS to select and admit new students.
- 4.3. It provides information on the authority and responsibilities of those involved in the process (both University employees and applicants).
- 4.4. Further, the purpose of this policy is to provide:
 - (i) enquirers, applicants, parents, guardians, agents and advisors with clear information regarding the Faculty's admissions principles and processes
 - (ii) a framework for all staff involved in recruitment, selection and the admissions process to ensure consistency and transparency within the admissions process ensuring the interests of applicants are protected. It applies to all applicants, students, their advisors, and University of Buckingham staff and affiliates involved in the admission of students to programmes of study.
- 4.5. This Policy should be read in conjunction with the General regulations of the University and the MB ChB programme.
- 4.6. This policy is a public document and is available on the Faculty website.

5. Scope

- 5.1. This policy applies to the recruitment and admission of students to the Faculty of Medicine and Health Sciences to study on the MB ChB or Cert HE Medical Science courses. In the case of applications for BSc or Postgraduate Research courses, reference should be made to the Faculty website.
- 5.2. By submitting an application to study at our University, all applicants agree to the terms of this policy including consenting to the sharing of Personal Data within the University's Faculties and departments.
- 5.3. This policy covers, all applicants to the MB ChB and Pre-Med programmes.
- 5.4. The policy is for the use of applicants and staff and those who are considering making an application to the University and only applies up to the point that an applicant becomes a registered student and commences their programme of study.

Policy Details

6. Introduction

- 6.1. The Faculty operates an admissions policy which ensures equality of opportunity to all applicants who have the potential and motivation to successfully complete its programmes of study, regardless of background.
- 6.2. The University considers not only an applicant's academic achievements but also looks for evidence of interests related to the discipline applied for and ability to cope with the challenges of Higher Education. We aim to select candidates that will particularly thrive under the UoB educational values and pedagogy and will achieve the standards required for

that academic award and acquiring the knowledge, understanding, cognitive and practical/transferable skills.

- 6.3. The University is committed to providing a professional, fair, consistent and transparent admissions process. This policy has been written with consideration of the current laws and regulations for higher education. The Faculty's admissions policy also adheres to guidance regarding good practice issued by other bodies, including UCAS and codes of practice such as the Quality Assurance Agency UK Quality Code for Higher Education. The University of Buckingham follows guidelines published by the Office for Students. The Policy ensures that the University works within the guidance for Higher Education providers published by the Competition and Markets Authority (CMA) which enables prospective students to have access to accurate and reliable information and allows them to make informed decisions about higher education.
- 6.4. Where courses are recruited using the University & Colleges Application Service (UCAS), the University of Buckingham recognises and follows the rules set by UCAS to ensure fair admissions including the Equal Consideration which ensures that all applicants applying before the deadline are given equal opportunity to receive an offer.
- 6.5. This policy complies with the following legislation:
 - Equality Act 2010
 - UK General Data Protection Regulation (GDPR) and Data Protection Act 2018
 - Safeguarding Vulnerable Groups Act (SVGA) 2006
 - Human Rights Act 1998
 - Freedom of Information Act 2000
 - UK Immigration Rules including the UK Borders Act 2007 and the Border, Citizenship and Immigration Act 2009
 - Protection of Freedoms Act 2012
 - Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
 - The Consumer Protection (Amendment) Regulations 2014

7. Information for Enquirers and Applicants

- 7.1. General and specific enquiries about admissions to Faculty courses will be handled through FMHS marketing and admissions staff.
- 7.2. FMHS is committed to ensuring that all our information for enquirers is:
 - (i) clear
 - (ii) provides relevant information for understanding the requirements of the University
 - (iii) provides relevant information for making informed decisions on courses.
- 7.3. Admissions and course information, including detailed information about entry requirements and how we assess applicants, is published on our website.

We aim to keep the website up to date and not to make changes to the selection criteria during an annual admission cycle, unless strictly necessary.

- 7.4. All applicants will be notified if there are any major changes to a course to which they are holding an offer of admission.

8. Application Procedure

- 8.1. The University is committed to providing an admissions process that ensures fairness, transparency and equal opportunities within the legal framework of the United Kingdom.
- 8.2. Applicants to the undergraduate courses may apply directly to the University of Buckingham, or through the University and College Admissions Service (UCAS). Admissions processes will operate in the same way whichever route of application is chosen.
- 8.3. The applicant is solely responsible for all information within their application.
- 8.4. Application deadlines are published on our website but are subject to change.
- 8.5. All applications to study must be submitted by the application deadlines. UCAS applications must be submitted by the UCAS deadlines. Direct applications must be submitted by the deadlines on the university website.
- 8.6. The faculty may consider all the information provided within a candidate's application including academic qualifications, personal statement and references before a final decision is made to interview or offer a place on a course.
- 8.7. All applicants are required to declare on the application form, if they have previously been registered on a course leading to a Medical or Health care professional qualification. A student will not usually be registered on, or offered a place for, the MB ChB or Cert HE courses if they have been excluded from other Schools of Medicine, Dentistry or Pharmacy on grounds of being unfit to practise or if they have failed academically on another Medical or healthcare professional course.
- 8.8. If it is discovered that any previous studies have not been declared before or during the application process, then the applicant may not be accepted onto the course.
- 8.9. All applicants must declare any prior charges including, but not limited to, criminal convictions, cautions or police warnings at the time of application, and should any convictions, cautions or police warnings be received during the application process they should also declare them immediately.
- 8.10. Having a criminal record does not automatically prevent an individual from applying to study at the University and each application will be considered on an individual basis.
- 8.11. If it is discovered that any convictions, cautions or police warnings have not been declared before or during the application process, then the applicant may not be accepted onto the course.
- 8.12. Any significant declaration will be forwarded to the Faculty of Medicine and Health Sciences Concerns Committee for a recommendation on whether admission should be offered, or, if relevant, an offer of admission be withdrawn. At the same time, the selection procedure will proceed independently of these proceedings.
- 8.13. Applicants should note that Enhanced DBS checks are required as part of the registration procedures of all healthcare students whose course includes clinical training placements.

- 8.14. Applicants should note that occupational health clearance is required for all applicants as part of the registration process, but this must be completed once applicants have been offered and accepted a place on the course and before week 6 of term 1.

Specific Applicant Groups

9. Safeguarding-Age on Entry

- 9.1. The University of Buckingham welcomes applications from people of all ages and no applicant will be refused admission on grounds of age.
- 9.2. To register with the University, students must have attained eighteen years of age by the first day of the MB ChB induction week.

10. Mature Applicants

- 10.1. The University of Buckingham welcomes applications from students of all ages and backgrounds. Applications are assessed on their own merits and no applicant will be discriminated against because of age.
- 10.2. Applications from mature applicants (over 21 years of age at the start of the course), without the required entry qualifications, but who can demonstrate relevant experience, will be given consideration.

11. Asylum seekers and those with refugee status

- 11.1. The faculty appreciates that, depending on the circumstances under which asylum seekers or those with refugee status had to leave their home, these applicants may not have access to some or all of their qualification certificates in order to substantiate their qualification history. Applications of this nature will be dealt with on an individual basis.

12. Sponsored Applicants

- 12.1. Applicants with full or part sponsorship must provide documentary evidence of the sponsorship.

13. International Students requiring a visa

Applicants requiring a visa to study in the United Kingdom

- 13.1. The University is licensed with UKVI as a Student Route Visa Sponsor.
- 13.2. To apply for a Student Route Visa, applicants must have a Confirmation of Acceptance to Study (CAS). Please refer to the CAS code of practice for further information [CAS-Code-of-Practice.pdf](#).
- 13.3. Where an applicant requires a visa to study in the United Kingdom, it is their responsibility to ensure that they comply with all visa requirements outlined in the University General regulations and the relevant United Kingdom legislation.
- 13.4. Appropriate staff at the University of Buckingham must view and maintain copies of all current passport and visa information related to the applicant. It is not possible for an applicant requiring a student route visa to enrol or register at the University of Buckingham without the proper enrolment process being completed.
- 13.5. Offers can be withdrawn if visa applications are rejected, or visas are withdrawn or not extended.

- 13.6. To ensure that the University of Buckingham meets the requirements of its UKVI Student Visa Sponsor Licence, applicants who require a student visa to study any course at the institution must adhere to specific conditions.

14. Applicants with Additional Support Needs

- 14.1. All applicants are encouraged to declare on the application form any disability or health problem that they may have.
- 14.2. Any declaration of disability will be shared with the FMHS Student Support Team to provide appropriate support to the applicant but will not be made available to any individuals involved in the decision to offer a place on the course. If any further information about disability is vicariously available, such as in the reference or personal statement, this will not be considered in the screening decision.
- 14.3. This early contact with the applicant allows the University to be pro-active in discussion and provision of reasonable adjustments, so enhancing their studies and student experience, whilst complying with current government legislation.
- 14.4. Applications from candidates with a disability, additional learning requirements or a long-term health condition (including physical or mental health conditions) are considered using the same academic entry requirements as all other applicants and consideration of support requirements will remain entirely separate.
- 14.5. In the unlikely event that the adjustments needed to provide the required support are not considered reasonable for the course being applied for, the University may suggest an alternative adjustment. Please refer to the reasonable adjustment policy for further details.
- 14.6. In exceptional circumstances, where we are unable to meet the reasonable adjustment in a timely manner, the applicant may be offered a deferred place for the following entry point. Please refer to the reasonable adjustment policy for further details.
- 14.7. In accordance with the Equality Act 2010, the University will only reject a suitably qualified applicant for a reason related to disability where:
 - the reason is fully justified by the University on the basis of its general principles of admissions (above);
 - necessary adjustments would not be reasonable.
 - the applicant does not meet the requirements to obtain occupational health clearance

15. Applicants Admitted Under Specific Agreements

- 15.1. The University may admit applicants to specific degree courses under link agreements/memoranda of understanding with overseas institutions. Link agreements/memoranda of understanding may include specification of the academic and English language entry requirements for admission to the relevant year of the relevant degree course.

16. Multiple Applications

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

- 16.2. The University will not accept more than three applications for different programmes of study from the same applicant for the same academic year.
- 16.3. Whilst applicants can apply for more than one programme of study at a time, only one offer of a place of study can be accepted.
- 16.4. Dual enrolment i.e. enrolment at the University of Buckingham and concurrently at another institution is not permitted. Exceptional circumstances may be considered and will require Dean's approval.

17. Selection Procedure

- 17.1. The selection procedures operate in three stages.
 - 17.1.1. The first stage involves judgements based on the written application primarily related to academic achievement as an indicator of intellectual suitability for the course.
 - 17.1.2. The second stage applies only to those who meet the academic threshold. It is a computer-based assessment or MMA, made up of a series of tasks intended to test students' analysis, interpretation and judgement abilities related to 'Good Medical Practice', published by the UK General Medical Council.
 - 17.1.3. Students who are satisfactory at this point will be offered to proceed to stage three and the final stage of the MMI application process. Exceptionally high performing students may receive an offer at this stage in the process.
 - 17.1.4. The third stage of selection is intended to judge personal attributes relating to suitability for practice as a doctor. It consists of a circuit of tasks structured in an MMI format.

Academic admissions criteria

- 17.2. The Faculty Executive sets general entry requirements and typical academic admissions criteria annually for all its programmes of study. This information will be available on the faculty web site. The criteria published on the University web site will be the most up-to-date and will always take precedent over that contained in hard copy publications, and/or third-party web sites.
- 17.3. Typical academic admissions criteria represent the minimum level of academic attainment an applicant is expected to achieve prior to being admitted to that course. 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.
- 17.4. All qualifications should, normally, have been obtained within the previous 5 years prior to registration, unless accompanied by appropriate work experience or evidence of further study.
- 17.5. Achievement (or predicted achievement) of relevant qualifications does not itself guarantee an offer of admission.
- 17.6. Applicants may offer a variety of qualifications, but the overriding principle is that achievement should be at the required level, and comparable to entrants to other equivalent programmes in the United Kingdom.
- 17.7. In order to confirm an unconditional offer for an applicant, evidence of all relevant qualifications must be provided

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- 17.8. The University of Buckingham reserves the right to request evidence of any qualification stated on an application form.
- 17.9. Applicants who fail to provide evidence of qualifications to the University of Buckingham within 14 days of the initial request may have their application to the University of Buckingham rejected or withdrawn.
- 17.10. The University of Buckingham reserves the right to withdraw or reject any application found to contain misleading or false information. This information may also be shared with UK ENIC and/or UCAS verification services for further investigation and may result in other UCAS choices being contacted or the UCAS application being withdrawn entirely.
- 17.11. All applicants who have obtained the threshold grades at the time of application will be invited for the second stage of the selection process, the MMI.
- 17.12. For those who are working towards final qualifications a judgement will be made of the probability that threshold grades will be achieved. Any offer made at a later date will, however, be conditional on actual attainment of the required grades.
- 17.13. In the case of applicants offering UK GCSE and A-level this judgement will include:
- The pattern of grades obtained at GCSE.
 - Official predictions from their school or college of the A level grades likely to be obtained.

In the case of alternative qualifications, the FMHS Admission team will make a judgement based on such indicators of past performance and predictors of future performance as are available.

- 17.14. The FMHS Student Support Team will contact an applicant invited to interview who has declared a disability to discuss any accessibility requirements a candidate may have in relation to the selection process.

International Academic Qualifications

- 17.15. Applicants with non-UK qualifications must have qualifications equivalent to those specified on the course information pages on our website. In addition to information about equivalent qualifications on the course pages of our website, there is further information available on the International pages of our website.
- 17.16. We will recognise equivalent international qualifications but we may check the relevant equivalency scheme database (e.g. UK ENIC) to collate information about the qualification or ask the applicant to provide a certificate from the appropriate authority to confirm the qualification is covered under a recognised equivalency scheme.
- 17.17. The applicant will be responsible for providing, at their own cost, official certified translations of their qualifications.
- 17.18. Applicants must have an adequate proficiency in English in order to be admitted to a course. Applicants must also refer to course information pages on our website for course specific English language entry requirements. Other English Language qualifications may be acceptable. This will be assessed by Admissions on an individual basis.

Exclusions Criteria at Academic Assessment

- 17.19. There are additional factors that may normally prohibit entry onto the MB ChB course:

- Evidence of dishonesty on the application form
 - Previous spent and unspent criminal convictions and bind overs, although these will be considered individually
 - Previous study on a medical course (or wording from above)
 - Failure to meet entry requirements
 - Previously being rejected from application process, unless there have been additional qualifications obtained, or a significant period of study or relevant employment completed
 - Unprofessional conduct in the admissions and selection processes
- 17.20. The programme for the MB ChB must always be completed in its entirety. No exemption or credit transfer will be permitted for individuals moving from courses within or outside of the University of Buckingham, unless agreed under the terms of a defined agreement with other educational organisation

MMA and MMIs

- 17.21. The second stage of the selection process is used to distinguish between applicants who have crossed, or who are predicted to cross, the academic threshold on the basis of other attributes relevant to healthcare professionals.
- 17.22. In the case of applicants not called to the interview stage, the admission office will record a reason for the decision that may be provided to the applicant if requested.
- 17.23. The final decision on the offer of a place will be made entirely on the outcome of a Multiple Mini Assessment or Interview (MMA or MMI) conducted in English.
- 17.24. All MMA and MMIs will be in a format approved by the FMHS Executive, the details of which will be published on the Faculty website.
- 17.25. Each candidate will have a similarly structured multiple mini assessment or interview; Every applicant will undertake a series of tasks each intended to judge aspects of suitability for a career in a healthcare profession as described in the GMC document 'Good Medical Practice'.
- 17.26. Performance at each station will be scored according to a check list defined in advance. For each applicant a total score will be cumulated across stations and applicants will be ranked according to total score. The rank of an applicant will be the principal factor influencing whether an offer of a place is made according to the procedures defined below.
- 17.27. All applicants invited for interview will be required to produce a photographic identification document in order to be interviewed.
- 17.28. Failure to produce the required documentation and/or late arrival will result in marks up to the equivalent of 1 station to be deducted.
- 17.29. All MMAs and MMIs will be conducted online.
- 17.30. Failure to attend an interview without very good reason will lead to the rejection of the applicant.
- 17.31. In the case of applicants not called to the next stage, the admission office will record a reason for the decision that may be provided to the applicant if requested.

18. Offer of Admission

- 18.1. Candidates who fail to meet a satisfactory threshold will be rejected from the application procedure, and maybe provided with details of alternative programmes of study.

- 18.2. Initial offers are made to the best performing applicants in the MMA and MMI. The Faculty Executive will confirm the required threshold score a student must exceed to gain an offer for each course annually. Students exceeding the offer threshold will be made a firm offer. Others will be informed of their outcome and may be held on a waiting list until all interviews are complete, when a final decision will be made.
- 18.3. In cases where there are tied ranks around the threshold for an offer, offers will be made based on further information from the application form and associated information.
- 18.4. Offers of admission to course will be sent as soon as practicable after the interview process.
- 18.5. If appropriate, offers will be made conditional on performance in examinations yet to be taken.
- 18.6. All applicants, who submit a fully completed application and are offered a place of study, will be issued with an offer of admission, either conditional or unconditional, along with full, current and accurate information regarding accepting and offer and associated information. Unsuccessful applicants will be issued with a letter of refusal of entry.

19.3 Alternative Offers

- 19.1. In cases where the applicant is deemed unlikely to achieve or has not achieved the entry requirements for the course for which they have applied, but where an alternative course is available, and if the applicant meets the entry criteria for this course, a 'change of course offer' may be made.
- 19.2. All applicants who are offered an alternative course in this way will receive a specific communication from the University explaining this.
- 19.3. In applicable cases, applicants who are not successful for select courses, may be offered relevant Foundation level study, or alternative but related undergraduate courses that have a lower academic entry profile.
- 19.4. The Selection Lead may determine that the applicant's academic objectives will be best met by taking a course which is different from that stated in the application. In such cases, the applicant will be notified that their application has been unsuccessful and directly offered a place on an alternative course.
- 19.5. Applicants will have the option of declining their offer of admission to the course. Should they wish to be considered for an alternative course their application will be assessed against the entry criteria for that particular course.

20. Unsuccessful Applicants

- 20.1. Where the University decides that an offer cannot be made, this is communicated to applicants via UCAS or directly to the applicant by email/letter. The reason(s) for not making an offer in each individual case, is recorded on the applicant's file.

21. Acceptance of Offers

- 21.1. Where offers are made unconditionally, applicants will be expected to accept or decline the offer, and pay a non-refundable deposit, within the timescale defined by the FMHS. If they do not reply by that time the offer may be withdrawn and another offer made to the next applicant in rank order.
- 21.2. Where offers are conditional on further examinations results, applicants will need to provisionally accept or decline the offer, and pay a non-refundable deposit, within the

timescale defined by the FMHS. If the conditions are met, their offer will become unconditional, and they will be subject to the same rules as above. If the conditions are not met and the offer invalid, the deposit will be returned to the applicant.

- 21.3. The Dean of FMHS, or a nominated deputy, will have a small amount of discretion to consider applicants who have failed to meet the conditions of their offer by a narrow margin, and may choose to make their offer unconditional.
- 21.4. In addition to any necessary academic conditions all offers will place conditions on meeting the University payment schedule, DBS, Visa and Occupational Health Requirements.
- 21.5. Each applicant should familiarise themselves with the appropriate course information prior to making a payment and completing the Acceptance Statement.

22. Deferred Entry

- 22.1. The University welcomes deferred applications (requests to be admitted the year after an application is made) provided that the course does not change in nature and the entry qualifications are not modified substantially.
- 22.2. A student may defer their place at the University for, normally, no more than 12 months unless permission from the Dean of the Faculty of Medicine and Health Sciences is granted.
- 22.3. UCAS rules mean that the University cannot hold a conditional offer open for deferred entry; any conditions must be met in the year of the application.
- 22.4. In order to secure a deferred place, the standard course deposit must be paid within the timescale defined by the faculty.
- 22.5. Fees for deferred entry are those applicable at the point of entry.
- 22.6. Registration onto the course will be subject to the conditions of the original offer, including occupational health screening, DBS checks and payment, as required.
- 22.7. In addition, applicants who require a student route visa to study in the UK will need to meet the relevant UKVI sponsor guidance requirements at the point of entry, including any changes that may have been made introduced since the initial application.
- 22.8. Whilst the university accepts deferred applications, it cannot guarantee that the course will definitely run in the requested year of entry.
- 22.9. It may not always be possible to amend an applicant's year of entry if all the places on a particular course have been filled.
- 22.10. Applicants who have applied for deferred entry and subsequently wish to cancel this request should contact Admissions as soon as possible: FMHS-admissions@buckingham.ac.uk

23. Withdrawal of Offers

- 23.1. The University reserves the right to reject an applicant or withdraw any offer made based on an applicant's behaviour during any part of the application process, if such behaviour is deemed to be unacceptable in accordance with the University's Dignity at Work and Study Policy or any other relevant policy of the University or the University values. This includes behaviours that are incompatible with the professional requirements of graduates of the course offered e.g. serious criminal convictions, false or omitted information requested within the application, and permanent serious health problems.

- 23.2. The University reserves the right not to consider an applicant for admission and/or withdraw an offer if:
- 23.2.1. the applicant is indebted to the University in any capacity;
 - 23.2.2. the applicant is associated with a company which is indebted to the University;
 - 23.2.3. the applicant has, in the University's opinion (acting reasonably), previously been vexatious, malicious and/or unnecessarily litigious with the University;
 - 23.2.4. the applicant has previously been withdrawn from the University or any other academic institution on academic grounds;
 - 23.2.5. the applicant has previously been dishonest, involved in fraud, a fraudulent claim or provided fraudulent or misleading information or documentation to the University; and/or
 - 23.2.6. the grounds stated above dealing with "Re-application/Re-admission of a student" apply to the applicant.

24. Feedback

- 24.1. All applicants to the University of Buckingham should expect and receive fair and reasonable treatment during the application and enrolment process by all employees of the University of Buckingham and our partners. Decision making will be unbiased and transparent, and applicants are entitled to receive detailed feedback on their application decision when requested. Feedback requests should be made directly to Admissions in writing (fmhs-admissions@buckingham.ac.uk).
- 24.2. We aim to provide feedback in writing within 14 working days of the request. Please note that we can respond to feedback requests made by individual applicants only and are unable to provide feedback to any other party unless the applicant has provided written confirmation that we may correspond with a named, alternative contact.

25. Re-Applications/Re-Admission of a Student

- 25.1. The University will consider re-applications on an individual basis and reserves the right to use information from a previous application and/or a student's prior registration or enrolment on a course at the University when considering a new application for admission. In particular:
- 25.2. Any applicant who has previously been a student at the University and whose studies have been terminated for academic reasons (including leaving with an exit award) is not eligible for re-admission as a student to any further course at the University unless permitted to do so in accordance with the General Regulations for First Degrees
- 25.3. Any applicant who has previously been a student of the University and whose studies have been terminated for disciplinary reasons is not eligible to apply for readmission.
- 25.4. Students who leave (with or without an exit award) having failed to complete their programme within the maximum time period permitted for registration at that level of study will not be allowed to re-register with or without credit for the original award.
- 25.5. If you do not disclose any previous attendance at the University of Buckingham or another higher education provider, you may be withdrawn from the admissions process or from the course you have been admitted to.

26. Fees

- 26.1. The Faculty may charge different levels of tuition fees depending on whether a student is classified as being 'Home' or 'Overseas'. The Admissions team and Fees team have responsibility for determining an applicant's fee status (that is, whether the applicant satisfies the eligibility criteria for paying fees at the Home rate or not), from information provided within the application. If an applicant's fee status is not clear at the point of the offer, the applicant record will be set to show overseas fee status and the applicant will be issued with a Fee Status Questionnaire and explanatory documentation.
- 26.2. Fee status assessments are carried out by trained members of Admissions and Fees staff in accordance with the relevant United Kingdom legislation and is consistent with the guidance issued by the United Kingdom Council for International Student Affairs (UKCISA).
- 26.3. The University reserves the right to amend an applicant's fee status after the formal offer has been issued, but prior to registration, in light of any relevant evidence of the applicant's immigration and/or residence status in the UK.
- 26.4. Further information about fee status is available on the University's website
- 26.5. Please see the Fee Status Questionnaire (Appendix 3)

27. Faculty Appeals and Mitigating Circumstances

If you believe you have grounds for appeal or any mitigating circumstances around your applications, the FMHS-admissions office can provide you with further guidance on the process to submit an appeal.

28. University Appeals and Complaints

- 28.1. If an applicant has cause for concern about the way their application has been handled and is not satisfied with the initial feedback received, they may use the Applicant Appeals and Complaints Procedure to inform the University of their concerns through a formal channel. The purpose of the Admissions Complaints and Appeals Policy is to enable applicants to raise matters of concern regarding the admissions process without risk of being disadvantaged and for the Faculty and/or University to resolve these concerns quickly and fairly. An appeal is defined as a request for a formal review of the outcome of an admissions decision.

29. Tuition Fees

- 29.1. The tuition fee for the first year of the course is included in the offer letter. Further information on tuition fees is provided in the documentation issued with the offer letter and on the university website.
- 29.2. There is an expectation that applicants will have sufficient funds to pay tuition fees and living expenses, including travel, during their period of study, and applicants are asked to give details of their funding arrangements at the point of application.
- 29.3. Sponsored applicants should be aware that should their sponsor fail to pay the required fees, the applicant will become responsible for payment.

30. Course Amendments and Course Closures

- 30.1. The University's prospectus and other marketing materials for each academic year are published several months in advance which makes it possible for students to apply to the course a significant period before enrolment or to defer enrolment for further periods of time. Therefore, because of the possibility of the time delay between the application and

actual enrolment, there may be some circumstances in which we need to either close a course or make changes to our courses, and we reserve the right to do so. Examples of circumstances in which the University may need to make such changes include:

- where key staff have taken extended leave or left the University;
 - where there is an insufficient number of students applying to the course or a module of the course to provide a good student experience and/or for the relevant course or module to be financially viable;
 - as a result of legislative or regulatory changes; and/or
 - restructure of course to improve student experience and efficiency of the University.
- 30.2. In the event we have to make a major change to your course, we will notify you of the change as soon as possible and work with you to understand the effect that this may have on your position.
- 30.3. The faculty's policy on course closures, changes to a course or module can be found in the Faculty's Terms of Conditions and Student agreement.
- 30.4. Further information can be found on here. [Applicant-Appeals-and-Complaints-Policy-and-Procedure.pdf](#)

31. Data Protection

- 31.1. All information held by the University will be treated in confidence, in line with the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (GDPR).
- 31.2. Applications will not be discussed with third parties, unless consent has been given by applicants, the university has a statutory obligation to do so, or is otherwise permitted to do so under the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (GDPR) Applicants who wish to have their information discussed with a third party must give written consent to the University of Buckingham by completing and returning the Third Party Consent Form (Appendix 1)
- 31.3. In accordance with UCAS procedures, the University of Buckingham will discuss application details with the authorised contact, listed on a UCAS application form.
- 31.4. Similarly, the University of Buckingham will discuss application details with the authorised agent listed on the Direct application form. If an applicant engages an authorised agent after submitting an application to study at the University of Buckingham, a completed agent authorisation form is required giving consent to discuss the application with the agent.
- 31.5. Applicants have a right to access personal data held about them by the University by making a 'data subject access request'. The University will respond to data subject access requests within the time limits prescribed by the law.
- 31.6. The University's Data Protection policy can be found here: <https://www.buckingham.ac.uk/about/policies/data-protection> The University's Data Protection Policy explains how the University complies with its obligations under the relevant legislation, including the procedures for data subject access requests and complaints in respect of personal data.
- 31.7. The University's Privacy Notice can be found here: <https://www.buckingham.ac.uk/about/policies/privacy-notice>

31.8. The privacy notice explains how the University of Buckingham collects, uses and shares personal data. The privacy notice also explains rights in relation to the personal data we hold.

31.9. For further information on data protection, how this applies to organisations and data subjects' rights, please visit the Information Commissioner's office website at:
<https://www.ico.org.uk/4>

32. Contextual Admissions

32.1. The University uses the contextual data provided by UCAS for reporting purposes in order to monitor the success of its access and participation strategy; however, this data is not used when considering individual applications.

33. Data Retention

33.1. Any data supplied as part of the admissions process is retained in line with the University of Buckingham's Data Retention Policy. The University's policy statements with regard to Data Retention, can be found in the University's Data Protection Policy and the Privacy Policy.

33.2. The following schedule will be followed with regard to retention of admissions data:

Activity	Record group	Retention period	Notes
Student admission	Records documenting the development and establishment of admission criteria and policies.	Superseded + 10 years	

Student admission	Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years	Limitation Act 1980 c. 58 s 5
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Student admission	Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year.	The Equality Act 2010 <i>Minimum: Actions under discrimination legislation must usually be brought within 6 months.</i> Reporting requirements for Office for Students.
Student admission	Records documenting the administration of the Clearing process.	Current academic year + 1 year	Institutional business requirements.
Student admission	Records containing data on overall student numbers.	Current academic year + 1 year	
Immigration advice and compliance	Records documenting immigration casework/compliance for students, including the retention of immigration permission from students.	6 years from last interaction relating to casework or 6 years after permanent withdrawal relating to immigration permission.	Office of the Immigration Services Commissioner Code of Standards: 2016

34. Equality and Diversity

- 34.1. The University of Buckingham is committed to promoting equality and diversity and adheres to the Equality Act 2010⁵. The University of Buckingham recognises the value of diversity. A diverse student body benefits the University's role as a provider of high-quality education in a modern and ever- changing society. The University of Buckingham is committed to the promotion of equality and will not unlawfully discriminate against applicants or tolerate discrimination (direct or indirect, harassment or victimisation) on the basis of disability, gender identity, ethnicity (including race, colour, caste and nationality), sexual orientation, age, religion or belief, family circumstances, political beliefs or socio-economic status, affiliations, marital status, pregnancy or maternity; or other unreasonable grounds; this includes discrimination by association or due to

perception. We aim to ensure that no applicant is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This policy will operate in furtherance of this.

- 34.2. The University is committed to the access and participation agenda and aims to encourage and support a diverse student population. The Admissions process is aligned with the university's Access and Widening Participation statement

Responsibilities

The committee for selection, recruitment and admission will monitor and review the policy annually.

Applicants

All applicants are expected to provide full and honest information as part of their application, documentation and any subsequent enquiries.

Applicants who do not respond to enquiries or provide specific information as requested are liable to have their application rejected or withdrawn.

The University does not tolerate hostile, aggressive or otherwise inappropriate behaviour by applicants, or their representatives, to University staff, other applicants or students. Such behaviour will be viewed seriously and may result in an offer being rescinded.

The ultimate authority to offer a place of study on a University of Buckingham course lies with the institution. The University of Buckingham sets all academic and non-academic entry requirements in consultation with the relevant academic team. University of Buckingham Admissions staff have the authority to make decisions about student admissions and enrolment in accordance with the university's entry requirement criteria.

Admissions officers work closely with the Selection Lead in the Faculty to deliver a professional and equitable admissions service. The University of Buckingham Admissions staff are responsible for ensuring that all University of Buckingham applicants are treated fairly and consistently, regardless of which course or level they have applied to.

The responsibility for accepting applicants with "non-standard" applications (e.g. advanced entry or qualifications not normally accepted for degree level study) lies with the academic team and relevant Admissions tutors.

The University is committed to the training and continuing development of its employees. Employees are encouraged and supported in all areas of learning, both in relation to their development in their respective professional roles and in their individual areas of personal interest. Continuing professional development (CPD) courses are provided both internally and externally and the University aims to consistently monitor and update its training methods and procedures to ensure all employees involved in the University admissions process deliver a professional and fair service.

The responsibility for ensuring the accuracy and relevance of this Admissions Policy lies with the Faculty Admissions Manager. This policy document has also been reviewed and approved by senior management at the University of Buckingham who drive the University's commitment to the ethical

and fair acceptance of students. This policy will be reviewed annually to ensure that its provisions continue to meet legal obligations and reflect best practice.

The Admissions Officers are responsible for:

- (a) Ensuring that the University delivers a fair, transparent and efficient admissions service.
- (b) Liaison with applicants throughout the admissions process including organising interviews.
- (c) Decision making for schools where this has been delegated to the Admissions Officers. (where detailed admissions criteria are agreed with the relevant academic school)

The Admissions Manager is responsible for:

- (a) Processing and communicating all formal admissions decisions to applicants.
- (b) Facilitating issuing of Confirmation of Acceptance for Studies (CAS) by the Visa Officer to allow international applicants to apply for their visa to study in the UK.
- (c) Providing information, advice and assistance to tutors and colleagues across the University on admissions processes and entry requirements.
- (d) Safeguarding the University from fraudulent applicants.
- (e) Supporting compliance with internal and external regulations including in relation to UK Visas and Immigration (UKVI), fee status and Data Protection.

The Academic Faculty Executive is responsible for:

- (a) Allocating suitable members of staff to act as Admissions Tutors and ensuring these staff are appropriately inducted and trained for their role in collaboration with the Admissions Manager.
- (b) Setting entry criteria for all programmes.
- (c) Identification, recruitment and training of selection assessors for interviews where one is required, including documentation.

The Selection Lead is responsible for:

- (a) The management of student admissions to the Faculty.
- (b) Liaising with Admissions Officers to admit students under the guidelines and within the agreed frameworks.
- (c) Making decisions on applications. If decision making has been delegated to the Admissions Officers, the Selection Lead may still be responsible for decisions on borderline and non-standard applications.

(c) The Vice-Chancellor, the Dean of School (or nominee), the Registrar and Director of Professional Services and the Assistant Registrar-Student Administration, may direct an Admissions Tutor to reject an applicant on non-academic grounds if, for example, the applicant is considered to be a risk to the University or its students.

The Faculty Dean is responsible for:

- (a) The Selection Lead role is appointed by the Dean of School.
- (b) An alternate with delegated powers to make offers must be appointed by the Dean of Faculty for each Admissions Tutor so that cover is provided for the absence of an Admissions Tutor.
- (c) The Dean of Faculty must notify the Assistant Registrar-Student Administration and the Admissions Manager of all appointments made and when such appointments are terminated.
- (d) The Dean of Faculty will authorise the Admissions Officers to make offers to applicants in accordance with the admissions strategy of the Faculty and with explicit written criteria which have been determined by the Selection Lead.

It is the responsibility of the Registrar and Director of Professional Services to ensure that the University's admissions principles, policies, regulations and procedures are operated fairly and effectively for all applicants and across all programmes of study.

Related Policies

- 1 Selection appeals guidance
- 2 Reasonable adjustments policy
- 3 General regulations for the MB ChB

Document Control

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