



Admissions Code of Practice

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Version History

Version	Approved	Revisions made	Date
V1	Senate	Policy introduced	March 2023
V2	Registrar	Corrections to terminology	April 2024

1. Purpose

- 1.1 The purpose of this code of practice is to provide a framework of how the University's admissions processes will operate for all enquirers, applicants, students, parents, guardians, agents, advisors and University of Buckingham admissions and academic staff.

2. Scope

- 2.1 This code of practice applies to all University of Buckingham Foundation, Undergraduate and Postgraduate applicants (excluding the MB ChB Medicine and Education applicants). It applies to both home and international applicants, full-time and part-time applicants, distance learning applicants and all University campuses. The policy only applies up to the point that an applicant becomes a registered student and commences their programme of study.

3. Applicant Categories

3.1 Applicants – Accreditation of Prior Learning (APL) and Credit Transfer

- 3.1.1 The University welcomes applications from students who wish for their previous learning or experience to count toward their studies at the University of Buckingham. This is enabled through the Accreditation of Prior Learning' (APL)¹ process.
- 3.1.2 APL allows for the formal recognition of prior learning, involving the exercise of professional judgement on the part of academic staff to establish that a substantial element of learning has taken place prior to the candidate's admission to a programme. This recognition, when formally agreed and ratified, will lead to the award of credit and allow the credit value gained to be counted towards the completion of a University programme of study and associated award(s)².
- 3.1.3 In order to be eligible for consideration under APL applicants will normally need to demonstrate:
- a) their prior learning was awarded or undertaken within the previous 5 years:
 - b) that the prior certificated learning leading to the award of credit was awarded by a recognised higher education institution: and
 - c) they pursued an approved programme extending over at least the equivalent of one year of full-time registration.
- 3.1.4 APL application should be made in the normal way via the University website (see [How to Apply](#)), adhering to standard deadlines in order to allow due consideration of previous learning or experience to be mapped against University of Buckingham learning outcomes. As per the standard process applicants may be invited to attend interview. Further guidance for applicants can be found in Annex E and the application form in Annex F.
- 3.1.5 Consideration of APL applications will take account of the learning outcomes of the University's provision and demonstrate a clear match with content and overall

¹ The term APL in this policy document encompasses APL, ACPL, and APEL, as outlined in the definitions (section 5).

² Please note that this policy does not encompass collaborative arrangements, as these are subject to provision approval processes (see [Collaborations Handbook](#))

equivalence of the applicant's prior learning. Criteria used to judge an application should take account of:

- a) *Validity*: is there an appropriate match between the evidence presented and the learning being demonstrated?
- b) *Authenticity*: is the evidence clearly related to the applicant's own efforts and achievements?
- c) *Currency*: does the evidence relate to current learning (i.e., no more than 5 years old)? For learning achieved more than 5 years ago applicants should show how they have kept up-to date and built upon their existing knowledge. Where Higher Education Providers and/or professional, statutory or regulatory bodies have specific requirements and/or time limits for the currency of evidence, certification or demonstration of learning these should be made clear and transparent.
- d) *Reliability and relevance*: is the evidence reliable and relevant to the learning being accessed. Judgements relating to the Accreditation of Prior Experiential Learning should require the submission and consideration of evidence that can be assessed according to the criteria above. Guidance for applicants, to inform such judgements, is attached as [appendix 5](#)).

3.1.6 All recommendations for APL require formal approval and ratification by the Faculty. Further guidance for Faculty consideration can be found in Annex D.

3.1.7 Applicants who accept a place of study at the University with APL applied may be asked to revoke their previous award as this is then applied to the new programme. They will also be advised as to a suitable point of entry. The period of registration will then normally be as per the Regulations Handbook.

3.2 Applicants – Additional Support Needs

3.2.1 The University welcomes applications from people who require additional support for their academic studies.

3.2.2 Where an applicant declares a disability or additional support need on their application, the University's *Wellbeing, Skills and Diversity Team (WSD)*, will make contact in order to provide general support, advice and guidance to applicants. They will also be able to discuss and put in place any reasonable adjustments which may be required.

3.2.3 Further information about disability and/or additional support needs at the University can be found at: <https://www.buckingham.ac.uk/life/welfare/admission..>

3.2.4 The University recognises that in some cases applicants may feel uncomfortable disclosing information about a disability or additional support needs. However the University would seek to reassure applicants that all enquiries are treated in confidence and this disclosure enables the University to be pro-active in discussion and provision of reasonable adjustments, so may actually lead to positive outcomes in terms of admissions and enhancing the student experience.

3.2.5 Applications from candidates who have declared a disability or additional support needs (including any physical or mental health conditions) are considered in the same manner as all other applicants, using the same academic entry requirements and being subject to any relevant professional practitioner requirements. The consideration of support requirements will remain entirely separate.

3.2.6 In exceptional circumstances, where the University is unable to meet the reasonable adjustment in a timely manner, the applicant may be offered a deferred place for the following entry point.

3.2.7 In accordance with the Equality Act 2010, the University will only reject a suitably qualified applicant for a reason related to disability where either the reason is fully justified by the University on the basis of its general principles of admissions, or where the necessary adjustments would not be reasonable. In the unlikely event that the adjustments needed to provide the required support are not considered reasonable, the University may suggest an alternative programme/pathway.

3.3 Applicants – Asylum seekers/those with refugee status

3.3.1 The University is committed to supporting groups of students from a diverse range of backgrounds through the application process and in their transition to Higher Education.

3.3.2 The University welcomes applications from asylum seekers and those with refugee status. It appreciates that, depending on the circumstances under which they 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.

3.4 Applicants – Criminal Convictions

3.4.1 The University welcomes students from all backgrounds and will not ask an applicant about their criminal convictions as part of the application process unless there is a specific and proportionate need for that information (see paragraph 3.3.4 below).

3.4.2 Typically information about relevant unspent criminal convictions is requested during the offer stage of the admissions process. Convictions that are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) or will be spent at the point of starting the programme of study do not need to be declared. If applicants are uncertain as to whether their conviction is spent, they should seek independent advice.

3.4.3 The University considers disclosed unspent criminal convictions under the Criminal Convictions Policy in order to determine what appropriate steps can be taken to facilitate effective support and/or assess whether an applicant poses an unacceptable risk to students and staff.

3.4.4 A number of University programmes, largely those associated with teaching and health, require Disclosure and Barring Service (DBS) checks. For these programmes, a question relating to criminal convictions including spent convictions may still be asked at application stage. The DBS process and date for completion will be managed by receiving academic departments and is separate from the University criminal conviction policy.

3.4.5 For programmes with no legal restrictions regarding criminal convictions, having a criminal conviction will not be an automatic bar to admission. The University's Criminal Convictions Policy sets out in more detail expectations and processes to be followed. This includes:

- a) that the policy covers instances where an applicant has a *relevant, unspent criminal conviction* which has either been declared by the applicant to the University or which has otherwise come to the University's attention (such as where information is disclosed by a third party):
- b) that if a relevant, unspent criminal conviction is declared, this is assessed separately from the academic assessment of the application by designated University staff members who will form a Criminal Convictions Panel:
- c) that the University may seek additional information e.g., a probation officer's report, pre-sentencing report, employer reference etc. Where third parties are approached for additional information this will only be with the applicant's consent, however failure to provide the information or to consent to obtain it from third parties may mean that there is insufficient information to provide appropriate assurance that any relevant risk identified is capable of mitigation and, as a result, the University may be unable to make an offer of a place or withdraw the offer if made:

3.5 Applicants – Deferred

- 3.5.1 The University welcomes deferred applications, that is requests to be admitted the year after an application is made. This includes pre-planned deferrals, for example an applicant taking a gap year, and those which might be due to unforeseen circumstances.
- 3.5.2 Whilst the University accepts deferred applications, applicants requesting deferred entry should be aware:
 - a) the University will consider all requests, although it may not always be possible to amend an applicant's year of entry if all the places on a particular programme have been filled:
 - b) accepted deferred entries are made on the proviso that the programme does not change in nature and the entry qualifications are not modified substantially:
 - c) the University cannot guarantee that the programme will definitely run in the requested year of entry:
 - d) the University will usually consider requests from applicants to defer their application once, before asking them to reapply. Applicants should check with Admissions if they wish to defer for more than one year:
admissions@buckingham.ac.uk
 - e) under UCAS rules the University cannot hold a conditional offer open for deferred entry; any conditions must be met in the year of the application:
 - f) fees for deferred entry are those applicable at the point of entry:
 - g) there may be changes to the terms, fees, modules and commencement dates:
 - h) the academic and English language requirements for the programme must be met in the current admissions cycle and in the subsequent admissions cycle:
 - i) 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.

3.5.3 Applicants wishing to defer their entry should contact Admissions in the first instance at: admissions@buckingham.ac.uk. Applicants who have applied for deferred entry and subsequently wish to cancel this request should contact Admissions as soon as possible: admissions@buckingham.ac.uk.

3.6 Applicants – International

3.6.1 The University welcomes applications from applicants from all over the world, and would encourage students to consider joining our University community which already has students from over 100 different nationalities.

3.6.2 Applications from international candidates are considered in the same manner as all other applicants, using the same academic entry requirements and being subject to any relevant professional practitioner requirements. The University run a number of [Pathway and Pre-sessional English language programmes](#) to help applicants prepare for their studies.

3.6.3 In considering applications from international students the University will:

- accept a wide range of country-specific qualifications as evidence of meeting the academic entry or professional practitioner requirements. Further information can be found on the [website](#). If an applicant is unable to find advice on the acceptability of their qualification/s they should contact admissions@buckingham.ac.uk for further guidance before applying:
- expect any applicants with non-UK qualifications to have qualifications equivalent to those specified on the programme information pages on the [website](#). The University accepts as sufficient evidence for an equivalence guidance from UK ENIC (formerly UK NARIC):
- require official certified translations of qualifications supplied by the applicant, at their own cost, as part of the admission process:
- aim to recognise foreign qualifications unless a substantial difference can be demonstrated between the qualification for which recognition is requested, and the relevant UK qualification. The University will need to establish whether the differences in learning outcomes between the foreign qualification and the relevant UK qualification are too substantial to allow the recognition of the foreign qualification as requested by the applicant. The relevant equivalency scheme database (e.g., UK ENIC) will be checked to collate information about the qualification, or the applicant will be asked to provide a certificate from the appropriate authority to confirm the qualification under a recognised equivalency scheme.
- require applicants to have an adequate proficiency in English in order to be admitted to a programme. For such applicants the University normally accept the English Language qualifications as set out [here for undergraduate study](#) and [here for postgraduate study](#). Applicants must also refer to programme information pages on the website for programme specific English language entry requirements. Other English Language qualifications may be acceptable. This will be assessed by Admissions on an individual basis.
- expect applicants seeking to be sponsored under the Student Visa category to undergo additional checks to ensure compliance with UK Visas and Immigration (UKVI) guidelines. See section 3.9 below and the [website](#) for further information regarding visas and immigration.

3.7 Applicants – Mature

- 3.7.1 The University welcomes applications from people of all ages and backgrounds. Applications from mature applicants (over 21 years of age at the start of the programme), without the required entry qualifications, but who are able to demonstrate relevant experience, will be given consideration. Applications are assessed on their own merits and no applicant will be discriminated against on the basis of age.
- 3.8 Applicants – Non-Credit Transfer
- 3.8.1 The University seeks to admit applicants it believes have the potential to succeed. The University therefore welcomes applications from students looking to transfer from another university, who have not yet achieved any university credits.
- 3.8.2 Applications must normally be submitted via the University website ([How to Apply](#)), and applicants must meet all entry requirements for their intended programme of study. All transfer students will be interviewed to assess suitability for their intended programme of study.
- 3.9 Applicants – Requiring a visa to study in the UK
- 3.9.1 The University welcomes applications from students who require a visa to study in the UK. The university is licensed with UKVI as a Student Route Visa Sponsor.
- 3.9.2 Applications from students who require a visa to study in the UK are considered in the same manner as all other applicants, using the same academic entry requirements or their local equivalent, and being subject to any relevant professional practitioner requirements. The consideration of visa requirements will remain entirely separate.
- 3.9.3 To ensure that the University of Buckingham meets the requirements of its UKVI Sponsorship Duties, it must do all it can to ensure that it only accepts genuine students who are able to comply with immigration rules. These include providing evidence of financial capability with compliant documentation, academic credentials and proof of minimum English language attainment in most cases. Evidence provided should be UKVI compliant and must satisfy the university that the applicant is credible in order to be issued with a CAS.
- 3.9.4 To apply for a Student Route Visa, applicants must have a Confirmation of Acceptance to Study (CAS). A CAS for an incoming applicant will only be issued when all the conditions of their offer of a place are fulfilled at the University, including payment of a required deposit (stipulated in the offer letter) and agreement from the Visa Office that they are suitable for Student Route Visa Sponsorship. An offer of a place does not automatically guarantee that an applicant will receive a CAS if the Visa Office become aware of an applicant's ineligibility for a student visa.
- 3.9.5 Applicants must provide all qualification documents, including certified translations if not in English, that are the basis for admission to the University of Buckingham. 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.

3.10 Applicants – Specific agreements

3.10.1 The University may admit applicants to specific degree programmes 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 programme.

3.11 Applicants – Sponsored

3.11.1 Applicants with full or part sponsorship must provide documentary evidence of the sponsorship as part of the application process. Their applications will be considered in the same manner as all other applicants, using the same academic entry requirements and being subject to any relevant professional practitioner requirements.

3.11.2 Sponsored applicants should be aware that should their sponsor fail to pay the required fees, the applicant will become responsible for payment.

3.12 Applicants - Under 18

3.12.1 The University has a special duty of care towards applicants who are under the age of 18, and legally still children. Therefore to register with the University, students must have attained 17 years of age (18 years of age for Medicine) at the point of registration and turn 18 during their first term of study. Only the Dean of Faculty can grant, to a named student, an exemption from this condition.

3.12.2 All applicants, who, as students will be under the age of 18, must as part of the admissions process, attend an interview with an Admissions Tutor for the proposed programme of study and a member of the Wellbeing, Skills and Diversity Team. Those interviewing will hold a valid Disclosure and Barring Service ([DBS](#)) certificate. The interview will ascertain whether an applicant is capable of undertaking the programme of study they are applying for.

3.12.3 All applicants, who, as students will be under the age of 18 are required to have a legal guardian in the UK. The University will not assume parental responsibility³. It is the applicant's responsibility to identify their legal guardian and provide this information to the Admissions Team admissions@buckingham.ac.uk

4. Admission Process - Application

4.1 Information for potential applicants

4.1.1 Admissions and programme information, including detailed information about entry requirements and how applicants are assessed, will be published in the print prospectus and on the [website](#).

4.1.2 The website should be viewed as the authoritative source of programme information as it can be updated in real time. Printed materials may have been published well in advance of any start date, therefore the University reserves the right to make amendments to the published contents, methods of delivery or specific entry

³ For international applicants who may not have a legal guardian in the UK there are agencies that can be employed to provide this service. [The Association for the Education and Guardianship of International Students \(AEGIS\)](#) may be able to assist.

requirements of programmes if such action is reasonable and considered to be necessary.

- 4.1.3 Open days and informal tours are available for enquirers and their families. Available dates and further details are available on the [website](#).
- 4.1.4 The University of Buckingham is able to offer a limited number of scholarships and bursaries. For more information, please visit the [website](#). Only students who have accepted an offer to study with the university may apply for a scholarship or bursary.
- 4.1.5 The University reserves the right not to consider an applicant for admission and/or withdraw an offer if:
- the applicant is indebted to the University in any capacity:
 - the applicant is associated with a company which is indebted to the University:
 - the applicant has, in the University's opinion (acting reasonably), previously been vexatious, malicious and/or unnecessarily litigious with the University:
 - the applicant has previously been withdrawn from the University or any other academic institution on academic grounds:
 - 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
 - the grounds stated above dealing with "Re-application/Re-admission of a student" apply to the applicant.

4.2 Making an application

- 4.2.1 The University of Buckingham welcomes applications to:
- undergraduate programmes: via UCAS or *directly* [online application form](#).
 - postgraduate programmes: *directly* via [online application form](#).
- 4.2.2 How to apply and application deadlines are published on the website. For undergraduate programmes: [How to apply - undergraduate study | University of Buckingham](#), for postgraduate programmes: [How to apply - postgraduate study | University of Buckingham](#).
- 4.2.3 Applicants who wish to have their information discussed with a third party must give written consent to the University by completing and returning the Third Party Consent Form (Annex A). Disclosure under this process, be that verbally or in writing, can only occur if the named person when making a request for information provides both the applicant ID and the programme of study.
- 4.2.4 Applicants should be aware:
- they will be asked to give details of their funding arrangements at the point of application. This is to satisfy the expectation that applicants will have sufficient funds to pay tuition fees and living expenses during their period of study:
 - if an application has missing or unclear information which prevents a decision being made the applicant may be contacted by University staff for this information. The application will be put on hold for a maximum of 14 days or until the passing of deadlines set by UCAS or the University. If an applicant

does not respond satisfactorily to requests for more information or clarification, the University reserves the right to reject or withdraw the application:

- complete applications will be processed as quickly as possible. Direct applications typically within 3 weeks, UCAS in line with stated guidelines from UCAS. Once a decision has been made on an application, the Admissions Officer will communicate this decision to the applicant:
- 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.

4.3 Criteria for admission and entry requirements

4.3.1 To ensure that applicants are fully prepared for their studies, each programme of study has academic entry requirements which all applicants are required to fulfil. These academic entry requirements are:

- minimum academic entry requirements set to ensure that students joining the University have demonstrated potential and motivation to succeed:
- defined as part of the programme validation process:
- found in the printed prospectus and on the [website for each programme](#);
- normally expressed in terms of three A-level grades or equivalent, but they may also be expressed in terms of the minimum UCAS tariff points required for individual programmes. More information on UCAS Tariff points can be found at <https://www.ucas.com/>;
- reviewed on an annual basis and updated if necessary. Entry requirements are also subject to changes in Government policy:
- required to be met alongside the requirements of ESFA [for apprenticeship applicants](#). Further information can be found in the Apprenticeship Handbook: <https://www.buckingham.ac.uk/about/handbooks/apprenticeships-handbook>;
- specifically set to meet any entry criteria that professional bodies have established for University programmes which are accredited by a professional body.

4.3.2 All applicants should be aware that the University:

- recognises that suitability for entry to a higher education programme can be demonstrated in a number of ways and is not limited to academic qualifications. Applicants who do not meet our published entry requirements are encouraged to contact admissions for advice at admissions@buckingham.ac.uk.
- does not normally accept AS and A level General Studies as contributing towards applicants' overall entry qualifications:
- expects all applicants to demonstrate numeracy and literacy skills equal to RQF Level 2 (GCSE 9-4/A*-C or equivalent) through formal qualifications. Applicants who do not meet these requirements will be considered on a case-by-case basis, taking into account their strengths in each area and the demands of their chosen programme:
- considers applications individually and holistically, and meeting typical entry requirements does not therefore automatically guarantee an offer of admission. The University therefore reserves the right to accept or reject any applicant for admission.

4.3.3 Applicants are encouraged to declare on their application to study at the University any circumstances that may impact on their ability to engage satisfactorily in relation to academic commitments and in life generally at the University. For applicants with individual needs further information and guidance is provided under section 3 of this document.

4.3.4 For all programmes, the selection process may take into account:

- the applicant's potential to succeed in their chosen programme of study:
- actual or predicted academic or professional qualifications and grades:
- applicants that have followed a non-standard educational route will be considered on an individual basis. The University recognises that standard selection measures may not enable an applicant to demonstrate their suitability and alternative evidence may be requested e.g., relevant work experience may be accepted in lieu of formal academic qualifications:
- relevant experience (where applicable):
- applicant's personal statement:
- academic reference(s). Those applicants who have been out of education for over 3 years may be requested to provide a reference from an employer:
- performance at an interview (where applicable):
- responses to selection questionnaires:
- qualifications in English language.

4.4 Evidence of qualifications and information verification

4.4.1 As part of the application assessment process, information provided by an applicant may be verified for accuracy by the University of Buckingham or authorised colleagues at our partner institutions.

4.4.2 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.

4.4.3 The University of Buckingham reserves the right to withdraw or reject any application found to contain misleading or false information (please also see section 4.11 below). 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.

4.4.4 Any applications found to be fraudulent through the UCAS Similarity Detection Service and/or other verification services or found to be fraudulently claiming extenuating circumstances, will be rejected by the University (please also see section 4.11 below).

4.5 Residency/Fee status

4.5.1 The University charges different levels of tuition fees depending on whether a student is classified as being 'Home' or 'Overseas'. 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).

- 4.5.2 An applicant's fee status (that is, whether the applicant satisfies the eligibility criteria for paying fees at the Home rate or not), is determined 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 (see Annex C) and explanatory documentation.
- 4.5.3 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.
- 4.5.4 For *UK nationals* to qualify for *Home* fee status a person must fulfil all of the following criteria:
- a) you must be settled in the UK on the first day of the first academic year of the first year of the programme.
 - b) you must also have been ordinarily resident in the UK and Islands (the Islands means the Channel Islands and the Isle of Man) for the full 3-year period before the first day of the first academic year of the first year of the course.
 - c) the main purpose of your residence in the UK and Islands must not have been to receive full-time education during any part of that 3-year period.
- 4.5.5 For *Overseas Territories* a person will normally qualify for *Home* student status, if:
- a) on the first day of the first academic year of the first year of the programme they must be a national of an Overseas Territory or the 'relevant family member' of such a national.
 - b) they have also been ordinarily resident in the Overseas Territory for the three years preceding the first day of the first academic year of the first year of the course.
 - c) the main purpose of their residence in the Overseas Territory must not have been to receive full-time education during any part of the three-year period
- 4.5.6 For nationals of *Switzerland, Iceland, Liechtenstein and Norway* a person can qualify for *Settled Status* by being in the country for 3 years or more on the first day of the term. If an applicant qualifies as *Settled Status* they can apply for European funding through the [Student Finance England website](#).
- 4.5.7 For *UK residents with HP, DL, ELE, or ELR Status* the following considerations apply depending on the applicant circumstances
- applicants applying for asylum where the Home Office declared they do not qualify for refugee status but are allowed to stay in the UK, are normally granted Humanitarian Protection (HP) or Discretionary Leave (DL) or, in some cases, indefinite leave to remain [up until 1 April 2003, Exceptional Leave to Enter or Remain (ELE/R) was granted in such circumstances]. If the applicant has remained ordinarily resident in the UK and Islands since the Home Office decision, they are entitled to pay *Home* fees.
 - applicants who are the spouse or civil partner or child of someone who has met the above conditions, are entitled to pay *Home* fees.
 - applicants, granted permission to stay in the UK after the start of the course, or applicants who are the spouse or civil partner or child of someone who has been granted permission to stay in the UK after the start of the course will be entitled to *Home* fees from the start of the next academic year.

4.6 Interviews

4.6.1 Applicants may be invited to attend an interview, which provides an opportunity for applicants to meet one or more members of academic staff in order to provide a mutually beneficial assessment of their suitability for the programme. Applicants who are not invited to attend for an interview or who are unable to attend, will receive equal consideration. However, the University reserves the right to reject applications from applicants who are invited to attend an interview and who do not respond to one or two specific invitations to attend.

4.6.2 Further information about the interview process will be communicated to relevant applicants at the application stage.

4.7 Declaring mitigating circumstances

4.7.1 The University recognises that some applicants may have faced individual circumstances that have impacted on their ability to complete qualifications to the standard normally required by the University. These extenuating circumstances may include the absence of a subject teacher for a significant period of time, medical issues or personal/family issues that have had a serious and demonstrable impact on the grades achieved or an applicant's ability to complete particular assessments/qualifications.

4.7.2 Applicants who would like to declare mitigating circumstances should submit this information on the *Mitigating Circumstances Form for Applicants* (Annex B) and send to Admissions Office (admissions@buckingham.ac.uk).

4.7.3 The University will assess all applications on an individual basis. It must be evident that the applicant/offer-holder is capable of successfully completing their chosen programme and the University's decision in these cases remains final.

4.8 Multiple applications

4.8.1 The University will not accept:

- more than one application from an applicant for the same programme of study in the same academic year:
- more than three applications for different programmes of study from the same applicant for the same academic year.

4.8.2 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. Exceptional circumstances may be considered and will require Dean's approval.

4.8.3 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.

4.9 Late applications

- 4.9.1 All applications to study must be submitted by the application deadline. UCAS applications must be submitted by the UCAS deadlines. Direct applications must be submitted by the deadlines submitted on the university [website](#).
- 4.10 Withdrawing/declining an application
- 4.10.1 Students who have applied directly and no longer wish to pursue their application or take up their offer should contact the Admissions Team admissions@buckingham.ac.uk. Students who have applied through UCAS should withdraw their application or decline their offer through this platform.
- 4.11 Fraud, misrepresentation, omitted details
- 4.11.1 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.
- 4.11.2 The University will, where possible and appropriate, check:
- an applicant's academic history, qualifications, references, personal statements, and anything else provided as part of an application for accuracy:
 - the validity of documents submitted by applicants at the initial offer, confirmation and CAS-issue stage:
 - the validity of a document submitted will be checked with the issuing authority:
 - English language test results with the qualification awarding body (e.g., IELTS).
- 4.11.3 The University reserves the right to:
- investigate any application suspected of including false, misleading or fraudulent information:
 - request additional information to verify an application:
 - put the application process on hold pending completion of an investigation.
- 4.11.4 The University of Buckingham 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:
 - 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.
- 4.11.5 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:
- keep a record on the Admissions database for future reference.

4.11.6 Applications submitted via UCAS are subject to the anti-fraud procedures and checks carried out by UCAS. All personal statements submitted via UCAS are subject to the UCAS similarity detection procedure. Where a personal statement contains significant similarities to another previously submitted to UCAS the University is notified of this and of the extent of the similarity.

5. Admission Process – Outcome

5.1 Offer of Admission

5.1.1 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 an offer and associated information.

5.1.2 Applicants applying through UCAS will receive their decision and any offer conditions through the UCAS Hub. All UCAS applicants holding conditional firm offers are informed of the University's confirmation decision via the UCAS Hub and email

5.1.3 When an offer of a place is being made a formal offer letter will be issued to the applicant. An offer will normally include the following information:

- programme title
- fee information
- start date and the duration of study
- any conditions to be satisfied before admission (see section 5.2 below) and deadlines where applicable
- student contract
- programme specification
- information on how to respond to the offer

5.1.4 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 programme 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 the University needs to either close a programme or make changes to our programmes 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 programme or a module of the programme to provide a good student experience and/or for the relevant programme or module to be financially viable.
- as a result of legislative or regulatory changes; and/or
- restructure of a programme to improve student experience and efficiency of the University.

5.1.5 The University endeavours to inform applicants at the earliest opportunity of any major changes to the content or format of a programme that are made between application and registration. The University aims to provide all the programmes that are advertised in the prospectus, on the University website and on the UCAS website. However, if it becomes necessary to withdraw a programme, or a particular intake of a programme, the University will inform applicants at the earliest opportunity and will give applicants the chance to be considered for an alternative programme where possible. For information on changes to programmes, please also see the [Student Contract](#).

5.1.6 Each applicant should be aware:

- the University operates a policy of verifying qualifications before an applicant can be admitted and therefore if qualifications have not already been checked this will be a condition of the offer. Students with outstanding evidence or qualifications may be provisionally permitted to attend lectures, log in to student accounts (e.g., email or Moodle) and make use of University facilities such as the library whilst certificates or results are pending, however this is strictly at the discretion of the University and will be decided on a case-by-case basis. Any pending documents must be provided by the end of the first term of study at the latest, to the Admissions Office in the Faculty of study:
- the tuition fee for the first year of the programme 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. The University reserves the right to raise tuition fees in line with inflation:
- of the appropriate programme information prior to making a payment and completing the Acceptance Statement:
- information on student loans can be found on the [website](#) or if there are specific questions student fees can be contacted at studentfees@buckingham.ac.uk:
- they are responsible for ensuring that their contact details are kept up to date. UCAS applicants can do this via the UCAS Hub. Direct applicants should write to the Admissions office with any changes to their contact details: admissions@buckingham.ac.uk.
- of Microsoft Office packages such as Word, Excel, PowerPoint prior to commencement of studies.
- of the recommendations on computer hardware, please see <https://www.buckingham.ac.uk/new-students/before-you-arrive>.

5.2 Offer of Admission – unconditional offer

5.2.1 In order to confirm an unconditional offer for an applicant, all relevant Level 3 qualifications must be provided (e.g., A level, BTEC, Access programme).

5.3 Offer of Admission – conditional offer

5.3.1 The University will make conditional offers when either

- applicants sitting entry qualifications (e.g., A-Levels, BTEC qualifications, GCSEs) have yet to complete the final assessment: or,

- applicants have yet to achieve suitable Level 2 qualifications in Maths and/or English .
- 5.3.2 In many cases an offer will be made to any applicant meeting the entry criteria, including cases where the predicted grades are lower than the entry requirements. Predicted grades are considered to be a useful indicator of an applicant's current academic ability, however, it is recognised that making a decision based upon predicted grades alone may not always result in a fair or accurate decision. The decision to make an offer to an applicant with lower predicted grades would typically be made on the basis of a strong application, reference and personal statement.
- 5.3.3 Applicants receiving a conditional offer are expected to meet all conditions prior to registration. Normally confirmation of a place for those holding conditional offers are based on results information forwarded via UCAS (UCAS applicants only) or on results sent in by the applicant/agent or by their school/college. However, it is the responsibility of the applicant to ensure that the University is provided with suitable evidence that all conditions have been met prior to registration. This must be provided no later than two weeks prior to enrolment. Provisional registration conditional on meeting entry requirements is at the discretion of the University. Applicants who fail to provide their results will automatically be sent an unsuccessful decision.
- 5.3.4 Applicants who meet the conditions of their offer will have their offer amended to unconditional provided that their results are received before the relevant deadline. If the applicant is having difficulty in providing their results, they should contact Admissions as soon as possible: admissions@buckingham.ac.uk. The University is committed to ensuring that offers will be in a clear, easy to understand form and will be consistent with the published entry requirements.
- 5.3.5 Once an applicant's place has been confirmed at the University they will automatically be sent communications enabling them to enrol online.
- 5.3.6 Applicants who are unable to meet all the conditions of their offer cannot be admitted to their chosen programme. However, if an applicant meets the offer conditions for a similar programme at the University, they will automatically be considered for this (see 5.4 below). In addition in some circumstances, for example if an academic condition has been marginally missed, the Admissions Tutor may be consulted to establish if the applicant can still be accepted on their original programme.
- 5.3.7 All applicants who are offered an alternative programme (see 5.3.6 above) will receive a specific communication from the University explaining this, which will clearly state what steps they need to take to accept or decline this alternative offer. Those applying via UCAS will also receive a separate communication from UCAS reiterating this information.
- 5.3.8 If at Confirmation, an applicant does not meet the offer conditions made to them, and cannot be offered an alternative programme, an 'unsuccessful' decision will be sent to them. UCAS applicants will be able to see this decision on UCAS Hub
- 5.3.9 Applicants who have applied for a re-mark or appeal with an awarding body should notify the University immediately (admissions@buckingham.ac.uk) A prior decision on an application will be re-considered in light of re-marks and/or the outcome of an appeal with an awarding body.

5.4 Offer of Admission – alternative offer

- 5.4.1 In cases where the applicant is deemed unlikely to achieve or has not achieved the entry requirements for the programme for which they have applied, but where an alternative programme is available, and if the applicant meets the entry criteria for this programme, a 'change of programme offer' may be made. All applicants who are offered an alternative programme in this way will receive a specific communication from the University explaining this.
- 5.4.2 In applicable cases, applicants who are not successful for select programmes, may be offered relevant Foundation level study, or alternative but related undergraduate programmes that have a lower academic entry profile.
- 5.4.3 The Admissions Tutor may determine that the applicant's academic objectives will be best met by taking a programme 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 programme.
- 5.4.4 Applicants will have the option of declining their offer of admission to the programme. Should they wish to be considered for an alternative programme their application will be assessed against the entry criteria for that particular programme.
- 5.4.5 Applicants are entitled to receive detailed feedback on their application decision when requested. Feedback requests should be made directly to Admissions in writing (admissions@buckingham.ac.uk).

5.5 Unsuccessful Applicants

- 5.5.1 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. Unsuccessful applicants will be issued with a letter of refusal of entry.
- 5.5.2 The University feels it is important that unsuccessful applicants have the opportunity to receive feedback on their application and hence will provide feedback on request. Request for feedback on applications should be addressed to admissions@buckingham.ac.uk. In this context, feedback is defined as the communication from the University to an applicant who has been unsuccessful in gaining an offer of a place on their original programme.
- 5.5.3 Feedback is normally provided in writing within 14 working days of the request. Please note that the University 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.

5.6 Re-application/Re-admission of a student

- 5.6.1 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 programme at the University when considering a new application for admission. In particular:

- 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 programme at the University unless permitted to do so in accordance with the [General Regulations for First Degrees](#):
- 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:
- 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:
- If an applicant does not disclose any previous attendance at the University or another higher education provider, they may be withdrawn from the admissions process or from the programme they have been admitted to.
- Students currently studying with the university who wish to transfer to a different programme within the university should contact their personal tutor in the first instance.

5.7 Complaints and appeals

- 5.7.1 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: <https://www.buckingham.ac.uk/wp-content/uploads/2019/01/Applicant-Appeals-and-Complaints-Policy-and-Procedure.pdf>
- 5.7.2 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 University to resolve these concerns quickly and fairly.
- 5.7.3 An appeal is defined as a request for a formal review of the outcome of an admissions decision. Appeals will be considered by the Registrar and Director of Professional Services. The decision on an appeal will be conveyed to the applicant in a letter from the Registrar and Director of Professional Services explaining that the decision is final.

6. **Research Degrees Admission Process**

6.1 Information for potential applicants

- 6.1.1 The University seeks to admit candidates for higher degrees by research only those who are well qualified to undertake a programme of independent study and are able to evidence their likelihood to succeed and whose applications at point of admission include a viable research proposal and confirmation that there is a supervisory team in place.
- 6.1.2 For more information about the range of postgraduate Research degrees available please refer to the University Research Degrees Handbook: <https://www.buckingham.ac.uk/about/handbooks/research-degrees-handbook/>.

Section 1. General Regulations for Research Awards gives details of the conditions of entry and expectations for each programme.

- 6.1.3 For more details on Research Degree Admissions, please refer to the University's Research Strategy 2023 – 2027 (Available upon request from admissions@buckingham.ac.uk).
- 6.2 Application process
- 6.2.1 How to apply and application deadlines are published on the website. Applicants should find their preferred [course page](#) and select the 'Apply Now' button, this will take them through to the direct application form. If an applicant has any questions, they can email the Admissions team at admissions@buckingham.ac.uk. Admissions shall refer all questions and applications to the most appropriate Research Officer.
- 6.2.2 The application must be scrutinized and agreed by at least two members of academic staff in the area of study, one of whom should be the Research Officer. If necessary, they may require the applicant to attend an interview or ask for further information to ensure only a student appropriately qualified and prepared is accepted. The Research Proposal submitted by the applicant will allow the academic staff to determine if appropriate supervision can be offered. The Research Officer may refer the enquirer to a possible supervisor to discuss a research project's potential development. There is no formal procedure for recording these preliminary discussions.
- 6.2.3 In the case of candidates for whom English is a second or foreign language, an IELTS score of 6.5 (with a minimum of 6.0 in each individual skill) will be the minimum, with higher scores (e.g., 7.0/6.5 min) required locally in more discursive/narrative disciplines such as English Literature. If an applicant has borderline language level, they should take pre-sessional programmes to improve it before formally commencing the degree.
- 6.2.4 Where the Research Officer rejects an application, the Admissions Office will communicate the decision to the applicant. Where the Research Officer accepts an application, the Admissions Office will send an offer letter to the applicant.
- 6.2.5 The offer letter constitutes a contract between the applicant and University. Departments may vary the standard template letter but must retain the main information, including approximate total fees, expected period of study, arrangements for enrolment and registration, and references to relevant website material.

7. Definitions

Glossary	Meaning
Accreditation of Prior Learning (APL) (also referred to as Credit Transfer)	Previously assessed and certificated learning through an education provider is recognised for academic purposes, in adherence with the Framework for Higher Education Qualifications (FHEQ)
Accreditation of Prior Certificated Learning (ACPL)	The assignment of credit for learning (such as professional development or employment-based awards) that has already been prescribed and recognised by an organisation deemed appropriate to offer awards, but which has not led to the award

	of credit or positioned within the Framework for Higher Education Qualifications (FHEQ)
Accreditation of Prior Experiential Learning (APEL)	Experiential learning outside formal education/training is considered and, where appropriate, recognised for academic purposes.
Admissions	Primarily, the assessment of applications to programmes, issuing of offers and checking 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 programme.
Apprenticeship	Refers to a mode of study delivered in line with the Education and Skills Funding Agency (ESFA) and the applicant's own employer.
Conditional offer	An offer in which there are specific qualifications (including language requirements), grades or references obtained which must be achieved prior to a place of study being confirmed on the programme. 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 programme. 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 programme, applicants must indicate that they would like to accept the offer as their first-choice programme 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	Applicants invited to attend an interview as part of the admissions process will discuss their application with admissions/faculty staff/WSD staff as required.
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 programmes. International qualifications will be assessed on the basis of equivalency as provided by ENIC/ECCTIS.
RQF Level 3 qualifications	Qualifications awarded at Level 3 are considered to be equal to A-Level standard, although qualifications such as AS levels also fit into this category. Applicants to the University of Buckingham are expected to have studied to Level 3 prior to enrolment (except applicants to our 1+2 undergraduate programmes) International qualifications will be assessed on the basis of equivalency as provided by ENIC/ECCTIS.

Postgraduate	This refers to awards and students studying qualifications at a higher level than an undergraduate degree, e.g. Masters programmes and PhD.
Programme	A programme is a modular mode of study. It can contain a set of one or more awards administered together. The essential feature is that each programme has only one set of programme regulations contained in a Programme Specification, even though there may be many awards (and their associated interim awards).
UCAS Tariff Points	The UCAS tariff points system is a reference guide for applicants, advisors and admissions teams to calculate the equivalency of different grades and qualifications. This is a useful reference guide but not all acceptable qualifications are listed on the Tariff Points system. http://www.ucas.com
Unconditional offer	An offer made in any case where the applicant has already met all formal requirements for the programme to have their place confirmed.
Undergraduate	This refers to qualifications and students studying at degree level, e.g. BSc (Hons) and BA (Hons). It can also refer to Foundation/integrated degrees.

Annex A: Third Party Consent Form

Third Party Consent Form

This declaration form is for applicants to provide the University of Buckingham and its representatives authorisation to interact with and disclose their personal data and information relating to application/s with nominated parties.

Please note:

- This form only relates to prospective students who have applied and does not relate to students who are registered and/or enrolled with the university.
- A University of Buckingham Authorised Representative need only complete section 1 and section 3.
- Disclosure under this process verbally or in writing can only occur if the named person provides the applicant ID and the programme of study.

SECTION 1 – Applicant

I hereby give express permission to the University of Buckingham to release, furnish, provide, exchange and request information relating to the application for the applicant named in **section 1** with nominated parties in **section 2 or 3**.

Applicant ID	
Programme Applied for	
Title (Ms, Mr, Miss, Dr)	
First name	
Family name	

SECTION 2: Nominated Person(s)

Full name	
Relationship to applicant	
Telephone number	
Email	
Address	

Full name	
Relationship to applicant	
Telephone number	
Email	
Address	

SECTION 3: Authorised Representative

Agency Name	
Agency Branch	
Email	
I confirm that we hold a valid contract with the University of Buckingham <input type="checkbox"/>	

SECTION 4: Declaration

I understand that his authorisation will remain effective until I withdraw this authorisation and/or register with the University. I acknowledge that to withdraw this authorisation I must notify the University of Buckingham in writing via admissions@buckingham.ac.uk.

I understand that by providing authorisation I am confirming that there are no restrictions, and that this authorisation will apply to my entire record.

I UNDERSTAND AND AGREE WITH THE TERMS OF THIS THIRD-PARTY AUTHORISATION.

Date:	
Signed (by the applicant):	

Once completed return to admissions@buckingham.ac.uk

Annex B: Applicant Mitigating Circumstances Form

Applicant Mitigating Circumstances Form

Applicant Full Name	
UCAS ID Number or University of Buckingham ID	
Date of birth (date/month/year)	
Programme Applied for	

Please list the achieved qualifications or examinations which have been, or may be affected (for example GCSE results/A Levels)

--

Applicant Statement

--

I have attached additional documentation to help outline my mitigating circumstances.

Have you requested/will you request any special arrangements or consideration from the relevant exam boards? If applicable, what arrangements have been put in place?

--

Declaration <i>(please tick and sign as appropriate)</i>	
I confirm that the above applicant statement is an accurate summary of my circumstances.	<input type="checkbox"/>
I understand that any personal data provided will be processed in-line with the University of Buckingham Privacy Notice https://www.buckingham.ac.uk/about/policies/privacy-notice	<input type="checkbox"/>
I understand that any information provided will be stored confidentially and shared with other relevant University staff (such as the relevant faculty/department) in order to assess my application.	<input type="checkbox"/>
I understand any information provided will be shared with relevant university staff to enable early engagement with our support services if needed (such as Students First), should I receive an offer and choose the University of Buckingham as my Firm or Insurance choice.	<input type="checkbox"/>
I understand that any information provided may be shared with relevant university staff (such as Students First), should I accept an offer of a place from the University of Buckingham .	<input type="checkbox"/>

Signature: _____

Date: _____

Supporting statement

Declaration <i>(please tick and sign as appropriate)</i>	
I confirm that the above supporting statement is an accurate summary of my student's circumstances and I understand that the information provided will be stored confidentially and shared with other relevant staff (such as Students First) as appropriate.	<input type="checkbox"/>

Signature: _____

Date: _____

Annex C: Fee Status Questionnaire

Fee Status Questionnaire

Important please read this section carefully before completing the questionnaire

- This questionnaire helps the University of Buckingham assess applicants or current offer holders fee status.
- Decisions on your fee status will be based on the information and evidence provided within your application. If the University does not receive your completed questionnaire or satisfactory documentary evidence, we will classify you as 'overseas' for fees purposes.
- Further details about the immigration and residence status requirements, and how we classify fee status as 'home' or 'overseas', can be found in our [guidance pages](#).
- Please complete all sections of the questionnaire.
- You must upload only one copy of your completed questionnaire.
- You must provide the required documentary evidence (*please view checklist below as a guide*). Scanned colour copies of your supporting documents will be acceptable, however please note that we may also require you to supply original documents or legally certified copies of your documents.
- Where your supporting document is in a language other than English, an official certified translation must be provided. Where one is not provided this may result in delayed decision on your fee status assessment questionnaire
- Your supporting documents must have clear subject titles/names and be collated or grouped together in date order (council tax statements/utility bills in the last three years).
- Your completed questionnaire and additional documentation should be emailed to admissions@buckingham.ac.uk **within 14 days**.
- If you have any questions about your fee status assessment, please contact us admissions@buckingham.ac.uk ensuring to quote your University of Buckingham ID number.

Fee Status Assessment Questionnaire

Document Checklist		
<i>Please tick the relevant box to indicate what documents have been provided with your fee status questionnaire</i>		
Section 2	Photo page of your passport or relevant family member.	<input type="checkbox"/>
	Relevant immigration document (such as visa, BRP, Home office letter, Share code, ID card, parents' passports)	<input type="checkbox"/>
Section 4	Proof of property ownership in the UK & Islands/EU/EEA/Overseas Territories (such as mortgage statement, deed transfer, contract)	<input type="checkbox"/>

	One document at the address for each of the past three years (such as Utility bill, Council Tax, Employment contract, Bank statement, Tenancy Agreement/Employment contract)	<input type="checkbox"/>
Section 5	Evidence of temporary work contract OR other reason for temporary absence	<input type="checkbox"/>
	Evidence of regular return to the UK & Islands/EU/EEA/Overseas Territories (such as flight records)	<input type="checkbox"/>
	Evidence of permanent return to the UK & Islands/EU/EEA/Overseas Territories, if applicable (such as flight record and bills)	<input type="checkbox"/>
Section 6	Evidence of regular return to the UK & Islands/EU/EEA/Overseas Territories (such as flight records)	<input type="checkbox"/>
Section 7	Evidence of employment or self-employment in the UK (such as employment contract, P45)	<input type="checkbox"/>

Category			
<i>Please tick the box to indicate (if known) which category you feel accurately describes your circumstance. See UKCISA guidance for more information https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status</i>			
3 years in UK and Islands, settled in UK	<input type="checkbox"/>	3 years in Republic of Ireland/UK/Islands, settled in UK	<input type="checkbox"/>
Family member of a UK national	<input type="checkbox"/>	3 years in UK and Islands, EUSS settled status connection	<input type="checkbox"/>
Residence in Gibraltar	<input type="checkbox"/>	Residence in British Overseas Territories	<input type="checkbox"/>
Settled and exercised a right of residence	<input type="checkbox"/>	UK nationals and family with residence in Europe or overseas territories	<input type="checkbox"/>
EU national, 3 years in UK & Islands	<input type="checkbox"/>	Irish citizens with residence in Europe or overseas territories	<input type="checkbox"/>
EU national and family / family of relevant person of Northern Ireland	<input type="checkbox"/>	Worker and family	<input type="checkbox"/>
Child of worker	<input type="checkbox"/>	Child of a Swiss national	<input type="checkbox"/>
Child of a Turkish worker	<input type="checkbox"/>	Long Residence	<input type="checkbox"/>
Refugee and Family/Special Status	<input type="checkbox"/>	I don't know	<input type="checkbox"/>

Section 1 – Personal Details			
Title		Family Name	
Forename(s)		Date of birth	
QMUL applicant ID		UCAS personal ID (if appropriate)	
Programme title and study mode (PT/FT/DL)		Programme start date	
Nationality (If you have citizenship of more than one country please list all)		Nationality of spouse (if appropriate)	
Nationality of parent/guardian 1		Nationality of parent/guardian 2	

Section 2 – Immigration Status	
<i>Please tick the box below to indicate your immigration status and ensure you provide the appropriate colour scanned supporting evidence</i>	
British citizen/UK National/ Commonwealth national with Right of Abode/ Indefinite leave to Enter/Remain in the UK <input type="checkbox"/>	Photo page of your passport and any relevant visa OR your BRP (both sides) <i>Please note: your home office letter will not be considered sufficient evidence of your status</i>
Irish National <input type="checkbox"/>	
Non-UK EU or EEA national or Swiss national <input type="checkbox"/>	Photo page of passport OR ID card confirming nationality, Share code*. <i>*Please note: your home office letter is not considered sufficient evidence of your status, we need your share code to confirm your immigration status</i>
Please indicate if you hold:	
Settled status* <input type="checkbox"/> Pre-settled status* <input type="checkbox"/>	
Time limit on stay OR limited leave to remain <input type="checkbox"/>	Photo page of passport AND pages confirming right to stay OR BRP (both sides). <i>Please ensure this includes the date the last passport stamp visa issued and the date of expiry of most recent permission to stay:</i>

Refugee status OR child or civil partner/spouse of someone granted refugee status <input type="checkbox"/>	Home Office letter OR refugee status travel document AND photo page of passport if available
Refused refugee status but granted one of: <ul style="list-style-type: none"> • Exceptional leave to enter/remain. • Humanitarian protection • Discretionary Leave OR child or civil partner/spouse of someone granted one of the above <input type="checkbox"/>	Home Office letter AND photo page of passport, current and previous temporary immigration permissions, if available.
Child of a Worker, or Swiss or Turkish national working in the UK <input type="checkbox"/>	Photo page of parent's passport AND photo page of your passport PLUS evidence of parental relationship
None of the above are relevant or you expect your status to change before the start of your programme <input type="checkbox"/>	Please give details in a separate statement and supply relevant supporting documentary evidence

Section 3 – Current and previous residence

Please give details of all the country or countries where you have lived since birth, including dates and reasons for residence. Insert more lines as required.

Country	Date residence began	Date residence ended	Main reason for your residence: <ul style="list-style-type: none"> ➤ Living with family ➤ Work ➤ Study 	If reason for residence was study, state your permanent residence, e.g. parents' address, during this period

Section 4 – Ordinary Residence

Do you or your parents own a residential property in the UK & Islands/EU/EEA/Overseas Territories?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **YES**, please state address, length of ownership and provide proof of ownership. Please also give details of visits to the property in the past three years.

Property details <i>(Please provide the full address)</i>			Date of Purchase			
Visits to property in past three years.	Start Date	End Date	Address (if not above)			
Have you been ordinarily resident* in the UK/EU/EEA for the last three years?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>If NO, proceed to section 5.</p> <p>If YES, please provide one of the following documents for each year of residence - please note that documents should usually be in your name and confirm a UK/EU/EEA based address. If you are under the age of 18, we will also accept documents in the name of your legal parent / guardian. *Please see the UKCISA website for a definition of ordinary residence.</p> <ul style="list-style-type: none"> • Utility bill • Council Tax • Employment contract • Bank statement • Tenancy Agreement 						

Section 5 – Temporary Absence				
Do you believe your absence from the UK and Islands (Channel Islands and Isle of Man) can be defined as 'temporary absence'?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>If NO, proceed to section 6</p> <p>If YES, please provide the additional information requested below when returning this questionnaire but do be aware we may request further evidence depending on your individual circumstances.</p>				
Evidence for Temporary Absence				

<i>Please tick the box below to indicate what colour scanned supporting evidence is being provided</i>		
Evidence of your parent's/spouse's temporary work contract.	<input type="checkbox"/>	Contracts must explicitly include the start and end date of employment. Where a contract of employment has been extended, we require copies of the original contract and all subsequent unbroken extensions.
Evidence of return to the UK & Islands/EU/EEA/Overseas Territories	<input type="checkbox"/>	If you have returned permanently to the UK& Islands (Channel Islands and Isle of Man)/EEA or Overseas Territories following a period of temporary absence, please provide evidence of your return (such as a flight confirmation).
Evidence of regular return to the UK & Islands/EU/EEA/Overseas Territories	<input type="checkbox"/>	Please provide a full list of dates and duration of your return trips to the UK. Please also provide relevant evidence of these returns, such as flight confirmations. <i>(see section 6 below)</i>
Other reason for temporary absence	<input type="checkbox"/>	Please provide details of the reasons for the temporary absence and any supporting evidence. Please also ensure you have provided the evidence requested in points 3 & 4.

Section 6 – Evidence of regular return to the UK & Islands/EU/EEA/Overseas Territories.

If you have been temporarily absent from the UK & Islands or are ordinarily resident in more than one country, please provide details of any visits to the UK/EU/EEA during the period of absence or for at least the last three years. Please note that we request documentary evidence of these visits, e.g. in the form of flight confirmation travel documents. Please continue on a separate page where required.

Start date	End date	Reason for visit	Location (address details): <i>Family home, with relatives or hotel.</i>

Section 7 – Worker and Family in the UK (Please tick the category that applies and declare employment details)		
Frontier worker/RPNI or EEA National & Family member working in the UK		<input type="checkbox"/>
Child of a worker - RPNI or EEA National working in the UK		<input type="checkbox"/>
Child of a Swiss national		<input type="checkbox"/>
Child of a Turkish national		<input type="checkbox"/>
Country of permanent residence	Current employment status in the UK	Date of Employment

Section 8 – Additional Information
<i>Please use this section to add any other information that you believe may be relevant to your fee status.</i>

Section 9 – Declaration	
I declare that, to the best of my knowledge, the information I have provided in this fee status assessment questionnaire is comprehensive and accurate. I have provided documentary evidence as required.	
Signed:	Date:

Thank you for completing this questionnaire. We will complete your assessment as soon as possible. If we require further information or documentation, we will contact you via your applicant portal.

Annex D: Accreditation of Prior Learning – Guidance for Faculties

Applications

1. Faculties should provide guidance and support to students who may wish to apply for APL, including information on acceptable evidence, the volume of material required and the proof of authenticity. Students should be made aware of any professional body requirements which may apply.
2. The Faculty (e.g. Admissions Tutor) should determine if the prior learning can be accepted and the appropriate route for advanced standing, upon receipt of an application and supporting documentation. A Faculty may decide to establish a panel to determine application outcomes when dealing with a number of applications.

Guidance on decision making

3. Decisions on the acceptability of credit obtained through free-standing modules and short programmes must be reviewed in light of the learning objectives of the programme concerned. Outcomes might include partial accreditation of prior learning or require achievement of work passed at a particular grade.
4. When considering applications, faculties should reduce the potential for re-use of credit (double counting). Faculties should be mindful of implications for progression. Advanced standing can be awarded against any element of provision, including optional and discovery modules, where generic programme learning outcomes have been met.
5. Modules/programmes including projects or dissertation designated as comprising the final year of an undergraduate programme, penultimate year of an Integrated Masters programme, postgraduate taught dissertations or qualifying examinations for registrable awards etc. cannot be discounted. Imported credit should not normally be used for classification purposes.

Approval

6. A written judgement on whether the applicant's prior learning can be accepted, together with the application, should be submitted to the appropriate School Learning and Teaching Committee or its Chair to take action.
7. To support reliable and consistent decision-making, and monitoring of how the policy is being applied across cohorts and programmes, decisions should be ratified by the relevant School Learning and Teaching Committee. Where practicable, faculties/schools are encouraged to consider feedback from applicants for advanced standing on the process and track the progress and performance of successful applicants on their chosen programmes as a means of comparison with the wider cohort.
8. After approval of the claim, confirmation should be sent to the applicant. The Faculty/School should complete the APL form (see Annex F) and submit to Admissions and Faculty/School Programme Support teams. The Faculty/School should liaise with colleagues responsible for generating the Student Transcript to ensure that all credit is transferred and exemptions given as appropriate.

Feedback/Appeals/Complaints

9. In the event of an application for APL being denied, the applicant is entitled to feedback and can request a formal review. The University will consider all applications fairly and effectively in line with the procedures outlined in this document.

Exclusions

10. The policy on Accreditation of Prior Learning is not relevant for students entering the University via routes with partners. These arrangements are governed by the individual agreements, incorporating specific requirements for entry and progression.

Annex E: Accreditation of Prior Learning – Guidance for Applicants

1. Individuals considering making an application of APL are encouraged to discuss what documentation is required with the appropriate Faculty/School Admissions Tutor. Applications should be made via the University website or via UCAS ([How to Apply](#))
2. The range and forms of assessment appropriate to consider applications for recognition of APL may include: focused interviews, completion of a piece of work or reflective diary, learning journal, or portfolio. The Faculty/School will provide information on the presentation of acceptable evidence, the volume of material required, the proof of authenticity and any required professional body requirements.
3. If providing a portfolio you should:
 - Ensure you allow sufficient time to complete the portfolio, including any drafts.
 - Think about the information you wish to include. Do not assume the reader will have an understanding of the points you are trying to make or know of the programme you are referring to. Write clearly and give details about the programme(s) you have attended. Where possible include programme learning outcomes.
 - Provide information concisely and coherently. It should reflect an academic approach at the level that you are seeking credit. It should include evidence of substantial study and experience related to your area of practice and the programme subject area for which you are applying.
 - Ensure each learning experience included contains evidence that shows reflection on what has been learned and how this has been applied in order to maintain and enhance current practice.
 - Consider what information should be presented. For example:
 - Is it worthwhile to elaborate on a particular programme of study, project etc. or on practical evidence that is more relevant.
 - are there tangible outcomes from previous study that can be used as evidence, for example, photocopies of feedback, comments or any other information relating to how project outcome were evaluated/received
 - Consider what the framework to support Reflection might focus on. For example:
 - Major events undertaken in studies/experiences
 - Thoughts and feelings about such events-reflecting back on feelings and thoughts at the time compared with now
 - New skills and learning developed as a result of the events- have these led to changes in attitude or actions and has the learning been transferred to other situations?
 - What reading has been undertaken, including articles or books that support learning? Were these useful or not?
 - What personal changes have taken place as a result of the learning- for example, greater level of confidence?
4. The University will consider all applications fairly and effectively in line with the Admission policy. In the event of an application for APL being denied, you are entitled to feedback. To request feedback, please write to admissions@buckingham.ac.uk. To request formal review of the decision, please follow the [Applicant Appeals and Complaints Policy and Procedure](#).

Annex F: Application form for Accreditation of Prior Learning Form

Student ID number	
Programme title	
Title (Ms, Mr, Miss, Dr)	
First name	
Family name	

Section 1: Credit Transfer

Please list details of credit arising from prior certificated learning

Institution	Qualification	Date Obtained	Credit value*

*on University of Buckingham system

Section 2: Details of Exemptions approved by School Learning and Teaching Committee

Please list details of (i) Entry onto level (e.g. Part 1; Part 2 etc) and (ii) Exempt from the modules listed below:

Module title	Credits	Level

Section 2 – Authorisation

*Once permission is granted for APL by the relevant School Learning and Teaching Committee, please complete this form and return to Admissions
(admissions@buckingham.ac.uk)*

Name	
Signed	
Date	
Signature of Admissions Tutor (on behalf of School Learning and Teaching Committee)	