

## APPLICATION POLICY AND PROCEDURES

---

### Dissemination of information for prospective students and applicants

1. **Programme Content:** Academic programme content, teaching and assessment methods, duration, and subsequent employment information and further study opportunities are published on the University's website (in downloadable prospectuses and programme specifications).
2. **Admissions Requirements** (academic and English language proficiency): Standard offer levels including key qualifications and transfer credit policies are summarized on the University website.
3. **Fees, housing & financial support:**
  - a. Admissions staff explain the financial commitment involved in taking up a place at Richmond, including the cost of tuition and housing together with when and who this is payable.
  - b. On receipt of an offer, the applicant is directed to the University's housing and scholarship offer, and to information on fees and external sources of funding support, via the relevant sections of the University website.
  - c. Prospective students are also offered the opportunity to seek advice from University financial aid advisors at this point.
4. **Support for students with disabilities and special educational needs:** On receipt of a study offer, applicants declaring a disability or special educational needs are referred to the Department of Student Affairs and provided with additional information on the support required. The following are our priority media for delivering information and support:
  - a. The University website;
  - b. The University's Customer Relationship Management system (Hobson Radius) through a scheduled enquirer and applicant communications plan;
  - c. Printed media including prospectus, catalogues, and brochures;
  - d. External listings services, including those provided by UNISTATS, UCAS and the Common Application;
  - e. Selected third-party websites and publications;
  - f. Digital Marketing Campaigns;
  - g. Open and Taster days;
  - h. Face-to-face student recruitment and outreach activity;
  - i. School Recruitment Liaison;
  - j. Key UK metric data including Unistates, DHLE, NSS.

5. Application to the University must be made through one of the following routes, as appropriate:
- a. UCAS (<http://www.ucas.ac.uk/> -- Richmond's UCAS number is R20) – for entry to Richmond BA programmes, typically used by a prospective student who is also applying to other UK Universities. This includes:
    - i. UCAS Extra – an applicant who has received no offers or who has declined all offers from their original applications can make further applications, one at a time, for programmes which still have vacancies from the end of February to end of June;
    - ii. Clearing – a UCAS applicant holding no current offers of a place can apply for a place at the University (July onwards);
    - iii. Adjustment - an applicant holding an existing place through UCAS firmly and unconditionally, who exceeded the conditions for that place, can look for a preferable place at the University (A level results day to end of August). Adjustment & Clearing are normally initiated by a telephone enquiry from the applicant, but can only be completed through the UCAS process and for entry that year.
  - b. The Common Application (<https://www.commonapp.org/>) – for entry to Richmond BA programmes for prospective students who are applying to other US universities;
  - c. UCAS Postgraduate for Postgraduate Applications;
  - d. Online application form on the University website – Graduate for entry to Richmond Masters programmes, or Undergraduate for entry to Richmond Foundation and English language or to Richmond BA programmes where the prospective student does not wish to be considered by other Universities;
6. Regardless of programme or method of application, an application will normally include the following:
- a. A completed application form;
  - b. A personal statement;
  - c. A CV (Masters only);
  - d. Official transcripts of entry qualifications;
  - e. An academic reference usually from the student's most recent school, college or university;
  - f. As an option for US applicants: SAT or ACT scores. The CEEB/ATP code for Richmond is 0823L and the ACT CODE is 5244;
  - g. Evidence of the applicant's language proficiency in English (this applies only to students who are neither citizens of nor graduates from a majority English-speaking country).

**All documents in languages other than English must be accompanied by official**

## translations.

7. **Confidentiality & Disclosure.** All applications are created as an electronic record on the University's student information system. Subject to the provisions of the General Data Protection Regulation (GDPR) and the University's [Privacy Policy](#), the information provided by applicants is only shared with those University staff and faculty directly involved with processing the application, or undertaking related management activity such as the administration of surveys and market research, compilation of statistics and the provision of further information about the University
8. If a third party (Parent, Guardian, or other representative) wishes to communicate about the applicant, or on behalf of the applicant, the University seeks the applicant's express permission to permit communication with a third party by requesting the completion of a Permission to Release Confidential Data form.
9. It is implicit that where referees are named, we have the applicant's permission to approach these; however where we need to undertake further checks involving a third party, we will seek the applicant's permission beforehand, whilst noting that we may not be able to proceed with an application without such permission.

## Offer acceptance

10. Applicants who are offered a place must tell the University, by a given date, whether they intend to take up the place. For UCAS applicants, this date is set within the UCAS system and candidates may accept our offer either as their firm or insurance choice.
11. In order to secure their place, prospective students applying via the Common Application or directly to us and holding a conditional or unconditional offer must firmly accept that place by the end of May.
12. Study Offers are accepted by the submission of an electronic [Offer Acceptance Form](#) to which all offer holders are directed to confirm their study offer:
13. All applicants are issued with the terms and conditions of their study offer in a durable medium (PDF) at the point of offer and required to return an acceptance of conditions <https://www.richmond.ac.uk/wp-content/uploads/2016/11/Terms-Conditions-of-Offer-1.pdf>.

## Requests to Defer a Place

14. Once an applicant has received a study offer, they may defer their study place and enrolment by one semester.
15. Deferral to the following academic year is also possible but this is at the University's discretion. An applicant may not defer for more than one academic year. Those wishing to do so are requested to re-apply so that any new information such as study

undertaken elsewhere, employment or immigration history can be reviewed.

16. Places secured through Clearing or Adjustment are only valid for entry at the first available semester and may not be deferred.
17. The University contacts applicants holding a deferred place prior to the intended start date in order to seeking confirmation that the applicant intends to take the deferred study place offered to them. If re-confirmation of the deferred offer is not received within 10 days of the University's communication, or if the applicant's record has been withdrawn (at his/her request), then the offer will be withdrawn.

## VERSION MANAGEMENT

<b>Responsible Department: Admissions</b>			
<b>Approving body: Academic Board</b>			
<b>Edition no.</b>	<b>Key Changes</b>	<b>Date of approval</b>	<b>Date of effect</b>
001		24 July 2018	20 September 2018
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	