



Admissions Policy 2018/19

1.0 Introduction

University of the Arts London offers an extensive range of courses in art, design, fashion, communication and performing art, drawing together six renowned colleges, each with its own world-class reputation. The University is committed to making university education an achievable option for a wider range of people and seeks to recruit students from diverse socio-economic, cultural and educational backgrounds. In order to support this commitment the University is dedicated to the production and use of appropriate policies and procedures of which the Admissions Policy is a key component. The policy is intended for use by applicants, higher education advisors and University staff involved in admissions.

2.0 Principles

The University of the Arts London is committed to an admissions policy and associated procedures that are:

- Consistent in application and operation;
- Transparent in procedures and process;
- Accountable to all stakeholders;
- Managed clearly and responsively;
- Professional in all aspects of its execution;
- Compliant with relevant legislation and best practice.

3.0 Responsibility

The Executive Board Sub Committee at the University is accountable for the production of this policy on an annual basis in order to meet national and institutional requirements and to consider feedback received on its contents. The group is responsible to the Executive Board, Academic Board and Senior Managers for the development of policies and initiatives in relation to good practice and University and national initiatives. The Executive Board Sub Committee includes as standing members senior University Managers and College Deans. It is supported by a Practitioner group of Senior Admissions Practitioners.

The policy will be reviewed by the University Secretary and Registrar on behalf of the Academic Board.

4.0 The Admissions policy

The University of the Arts London is committed to making arts, communication and design education an achievable option for a wide range of people and seeks to recruit students from diverse socio-economic, cultural, international and educational backgrounds. We are committed to supporting all of our students in achieving their potential both during and after their courses.

This policy and associated procedures are for entry in the academic year 2018/19, they cover applications from home and international students to further and higher education, undergraduate and postgraduate courses both at the University and partner institutions.

The University of the Arts London is committed to an admissions policy that is:

- Consistent in application and operation; that is to say that all staff dealing with admissions will be fully trained in order to be consistent in giving detailed information about the admission process to applicants and their advisors;
- Transparent in its procedures and process; a commitment to providing clear, accurate, complete and accessible information on its courses, relevant entry requirements and associated admissions procedures. Applicants will have access to information about the admissions process via emails throughout the process and in relevant content of this Apply section in order to understand what to expect at a Portfolio Review or Interview or the time within which they would be given a decision on their application;

- Accountable to all stakeholders; ensure that clear, consistent and accessible information and guidance is available to all stakeholders in the admissions process be they applicants, parents, advisers or University staff involved in admissions;
- Managed clearly and responsively; the Executive Board Sub Committee is responsible to the Executive Board, Academic Board and Senior Managers for the development of policies and initiatives in relation to good practice and University and national initiatives. The Executive Board Sub Committee includes as standing members senior University managers and College Deans. It is supported by a practitioner group of senior admissions practitioners. It is also an operational group tasked with planning and reviewing admissions activities throughout the year;
- Professional in all aspects of its execution; University admissions will be managed centrally for the six colleges by the Head of University Admissions. Staff will be fully trained in all aspects of admissions and through on-going communication will share good practice and University initiatives at a local and national level;
- This policy and associated procedures as specified comply with relevant equality and diversity legislation;
- The Admissions policy and procedures ensure that the University is compliant with the QAA's UK Quality Code for Higher Education Chapter B2: Recruitment, selection and admission to higher education and Part C: Information about higher education provision of the quality code.

5.1 Provision of information

The University is committed to providing potential applicants and advisors with material information required to make an informed decision about their choice of university and course.

5.2 Course Requirements

The University's general entry requirements by level are listed below; all programmes of study also have specific entry requirements which are listed on the course pages on this website under each college.

5.3 Minimum qualifications

Applicants for further consideration should meet the following requirements:

Research Degree

A Masters-level degree or evidence of a significant academic contribution to university level research.

MA/MSc

An Honours Degree in a relevant subject or a professional qualification recognised as equivalent to an Honours Degree.

Postgraduate Diploma/Certificate

An Honours Degree in a relevant subject or a professional qualification recognised as equivalent to an Honours Degree.

BA Honours

2 A-levels (32 new UCAS tariff points/80 old UCAS tariff points, normally including one single award) and 3 GCSEs in other subjects (grade A-C) plus portfolio of work to demonstrate ability in the specialist area (art, design or media);

or

1 A-level (16 new UCAS tariff points/40 old UCAS tariff points), a Foundation course (or equivalent) and 3 GCSEs in other subjects (grade A-C) plus portfolio of work to demonstrate ability in the specialist area (art, design or media).

Foundation Degree Award

1 A-level (16 new UCAS tariff points/40 old UCAS tariff points, normally one single award) plus 3 GCSEs in other subjects (grade A-C) plus portfolio of work or relevant experience

Foundation Diploma in Art and Design

1 A-level plus 3 GCSEs (grade A-C) plus portfolio of work or relevant experience.

Access to Higher Education Diplomas

No formal requirements.

The UCAS Tariff system may also be helpful: this is a system used to report achievement for entry to higher education numerically. It establishes agreed comparability between different types of qualifications and provides comparisons between applicants with different types and volumes of achievement: <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/tariff-tables>

5.4 Alternative qualifications

Applicants with qualifications equivalent to those required or with equivalent evidence of experiential learning will also be considered. Further information about Accreditation of Prior Learning/Experiential Learning and Admissions with Academic Credit can be found in below. There is an extensive range of equivalent qualifications, the Framework for Higher Education qualifications, published by the QAA, may be helpful in making an assessment of equivalency: <http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf>

Applicants are normally expected to achieve, or already have, the published course entry requirements.

Exceptionally, applicants who do not meet course entry requirements may still be considered if the course team judges the application demonstrates additional strengths and alternative evidence. This might, for example, be demonstrated by:

- related academic or work experience;
- the quality of the personal statement;
- a strong academic or other professional reference;
- or a combination of these factors.

In such cases the English Language entry requirements detailed below will apply.

APL and AP(E)L

In order to fulfil the university's commitment to offer access to its courses to the maximum range of applicants it is possible for prior experiential learning to be considered as an alternative to the minimum qualifications detailed above. If applicants have completed prior qualifications or training where the award obtained is equivalent to the entry requirements then Accreditation of Prior Learning (APL) may be considered, where applicants have equivalent skills, knowledge and abilities gained through life or work experience then Accreditation of Prior Experiential Learning (AP(E)L) may be considered.

Details of all qualifications currently held and to be taken should be included on the application form for consideration alongside information on skills and knowledge obtained. In order to provide confirmation of relevant experience applicants may be asked to provide further evidence for example a written statement, CV or additional references. The Admissions team dealing with the application will contact the applicant if further information is required.

Admission with Academic Credit

If an applicant believes that they have the appropriate qualifications and experience to start a course at a point later than the start of the planned programme of study they may be considered for admission with Academic Credit. AP(E)L will be used to evaluate the experience presented in the application.

AP(E)L for advanced standing

In exceptional circumstances a student already on a course may demonstrate the capability to progress faster than had been expected, AP(E)L will be used to evaluate the evidence presented for advanced standing.

5.5 English Language entry requirements

All courses at the University are taught and assessed in English. If English is not the applicant's first language, he/she will be required to show proof of his/her English ability prior to enrolment. It is the responsibility of the Admissions team dealing with the application to check whether or not the applicant has met this requirement. These requirements are detailed at <http://www.arts.ac.uk/study-at-ual/language-centre/language-requirements/>

There are a number of exceptions to these University language requirements (for specific courses) and the applicant should refer to the Admissions team dealing with the application for exact requirements for a specific programme of study or look at the entry requirements section on each course page on this website.

Applicants are advised to take their English test in their home country and submit the result with their application. This can then be assessed by the Course Leader/Admissions Tutor.

6.1 Admissions process

Applicants may apply to the University through a number of routes dependent on the course being applied for, <http://www.arts.ac.uk/study-at-ual/apply/> provides full details including deadlines for applications. Undergraduate applications submitted through UCAS on or before the equal consideration deadline of 15th January are always considered before applications received after the 15th January.

6.2 Selection and initial decision

All applications will be considered against the selection criteria published on the course pages on this website: in most cases, this will involve an interview, portfolio review, or a combination of these. In a small number of cases selection of applicants is made on the basis of references, portfolios or tests, without the need for interview. Selection processes will vary between courses, they are detailed at <http://www.arts.ac.uk/study-at-ual/courses/>

The process that will be followed for all applications received is detailed at <http://www.arts.ac.uk/study-at-ual/apply/already-applied/>

Once the selection process has been concluded an offer or an unsuccessful decision will be made.

6.3 Offer

Offers made through UCAS may be Unconditional or Conditional. If Unconditional the applicant has met all the academic selection criteria for the course, if Conditional some criteria has still to be met, for example dependent on results of qualifications currently being studied for. Offers made to applicants who have applied directly to us or via a Recruitment Representative will be made in writing and will either be posted or emailed to the applicant.

In all cases applicants will be provided with the terms and conditions of becoming student with us, which are detailed here <http://www.arts.ac.uk/study-at-ual/enrol/>

6.4 Offer to an Alternative course

If the course team who are considering the application deem the application to be more appropriate to an alternative course of study an alternative course offer may be made. Applicants will be informed of this offer to an alternative course either at interview or by telephone. Applicants do not have to be considered for an alternative course and can opt out from this process at any point during the admissions cycle.

6.5 Accepting an offer

If the applicant wishes to accept the offer of a place to study with us and has considered the terms and conditions of becoming a student this must be done by the required deadline which will have been notified to the applicant as part of the offer. A contract will only come into force when the Applicant has accepted the University's offer and completed our online or in person enrolment process.

6.6 Unsuccessful applications

An applicant to a programme of study should only be unsuccessful if there is no alternative programme that can be offered.

When advising an applicant that their application to a programme of study has been unsuccessful where possible they will be advised of alternative courses within the University for which there are vacancies or to offer guidance if feedback is requested by the applicant.

If an application has been made through UCAS, following an unsuccessful decision it may be possible to use the Extra or Clearing processes www.ucas.com

6.7 Communication of feedback

Requests for feedback should be made in writing by the applicant or someone that the applicant designates in writing to act on their behalf. Requests should be sent to the Admissions team dealing with the application in the first instance.

Responses to all requests for feedback will be made within 20 working days.

If a school advisor writes to request feedback on the way in which they are preparing applicants to a college, the request should be referred to the Admissions team dealing with the application.

Any subsequent correspondence related to a request for feedback must be referred to the Admissions team dealing with the application.

6.8 Confirmation

If an applicant accepts an offer conditional on examination results this offer can be confirmed when the results are available. For most UCAS applicants the results will be provided through UCAS: <https://www.ucas.com/ucas/undergraduate/apply-and-track/results/sending-exam-results> details of other qualifications or those of direct applicants must be sent directly to the University within the time period specified, or the University may withdraw the offer.

UCAS applicants who have met and exceeded the conditions of their accepted offer can use Adjustment if they wish to consider an alternative institution and course www.ucas.com

6.9 Clearing

For UCAS applicants who are not holding a place following their examination results this is an opportunity to be considered by institutions that have vacancies. <https://www.ucas.com/ucas/undergraduate/apply-and-track/results/no-offers-learn-how-clearing-works>

Direct contact can be made to the University to discuss potential places. The University will advertise if there are places available from the beginning of July.

6.10 Offer to enrolment period

During the period between an offer and a student enrolling at the University, applicants will be provided with appropriate information to prepare them for their studies and the relevant

information about how to enrol.

6.11 Discontinued courses/changes to courses

In exceptional circumstances it may be necessary to discontinue a course during the application cycle. If so, the following process must be followed:

- The Admissions team dealing with the application will ensure that all applicants who have applied to the discontinued course are sent written notification, including the UCAS discontinued course form (where applicable). Where possible the applicant must be offered an alternative course within University of the Arts London. However, the applicant has the right to withdraw themselves from University of the Arts London and apply for a course at a different Institution;
- Applicants are given a date by which to respond. If no response is received the application will be withdrawn from the University.

6.12 Deferred Entry

Policy on deferred entry is made individually by each course and details will be made available in the course pages on the University website.

In all cases, deferred places will only be held for one year.

6.13 Re-application

There may be cases where applicants wish to re-apply to the University the following year, the communication of the decision will give clear guidance to the applicant in cases of re-application, as follows:

- Applicants who decline an offer and who are not given a deferred place must reapply in the next or subsequent rounds of application. Applicants who have been previously offered a place (which has been declined) are not guaranteed an automatic offer in the next or subsequent rounds of application;
- Applicants who have been rejected and wish to reapply may do so, but they should be given guidance to the effect that even if they respond to the feedback given, they will not necessarily be successful in the next or subsequent rounds of application. This is because they will be assessed in the context of a new field of applicants.

6.14 Withdrawal of an offer or termination of enrolment

The offer of a place at the University is made on the basis that actions or statements by or on behalf of an applicant for entry are honest and accurate. The discovery of false statements, actions or omissions may lead to the offer of a place being withdrawn, or in the case of enrolled students to their enrolment being terminated.

The University shall have the right to investigate any allegation of misconduct by an applicant or student (including a student with health difficulties) and may take disciplinary or other appropriate action where it decides that an act of misconduct has been committed. The University Registrar and Secretary must be consulted at an early stage in such investigations. If an applicant or student is found guilty of misconduct the University Registrar and Secretary may decide:

- In the case of an applicant, to withdraw the offer and/or bar the applicant from applying for the next Academic Year;
- In the case of an enrolled student, to expel the student from the University or suspend the student's enrolment.

An offer may also be withdrawn if it is no longer possible to accept the student owing to changes in government regulations, such as amendments to the immigration rules, or if

insufficient numbers of applicants to a course mean that it is not reasonably commercially viable to run that course.

The University may also withdraw the applicant's offer if the applicant does not provide confirmation of their results within the specified time period.

6.15 Complaints and challenges to admissions decisions

This information is applicable to applicants who wish to appeal the decision made on their application.

Current students wishing to appeal an academic decision should consult the [Student Complaints Pages](#).

Scope of the Policy

The admissions process: The process of admissions relates to the period from initial enquiry to the completion of enrolment. Where a student has completed enrolment they would normally use the student complaint procedure.

This complaints and challenges process covers applicants to all accredited Further Education, Undergraduate and Postgraduate courses, including research degrees delivered at the University of the Arts London. The process also covers admissions related to ERASMUS exchanges onto courses at the University of the Arts London.

Courses run through franchises would have their own internal processes for handling complaints and challenges but would follow UAL regulations. Collaborative courses with other institutions would follow the complaints and challenges process of the lead institution as defined in the contract.

The following is not covered by this policy:

- Courses delivered by other institutions through the UALAB Awarding Body.
- Short courses delivered by Artscom.
- Any issues relating to another university department which may be better considered by that department's complaints process.
- Scholarships.
- Pre application management of enquires such as open days.

Definition of Admissions Complaint and Challenge

A Complaint is normally a specific concern related to a procedural error, irregularity or administrative error in the application process. Complaints can cover a wide range of issues including the way in which an application has been handled, the outcome of the selection or fees classification, or the way in which an applicant has been interviewed. Concerns cannot be raised about academic judgement. A complaint needs to be dealt with flexibly, quickly and as close as possible to the point in time at which it arises.

A Challenge to an admissions decision is normally a request for a formal review of the outcome of a selection, the wording of the conditions of an offer or a fee assessment decision. Challenges against academic judgement will not be considered. Academic judgment is defined as a judgement about a matter where only the opinion of an academic expert will suffice.

A challenge will only be considered if:

- There has been an irregularity in the conduct of the application process, which was material enough to affect the outcome of the application; or
- If an applicant believes there was an irregularity in the processing of the Fee Assessment form, which may have affected the outcome of the fee status.

The process of making a Complaint or Challenge

An applicant may wish to raise a concern regarding the way in which, for example, their application has been dealt with or the way in which they have been communicated with.

An applicant will often raise an issue by telephone or email and the member of staff initially responding to that issue is responsible for listening to the concerns in full, taking note of all relevant information. If the applicant is not content with the response given by the member of staff, they should be asked to make a complaint or challenge, the procedure for which is given below.

Concerns about an application can only be raised by a third party on behalf of an applicant where the applicant has given written consent for the third party to represent them and written consent to the University of the Arts London to discuss the case with the third party.

- Admissions Complaints or Challenges should be made no more than 20 working days after the communication of the admissions decision or after the cause of the complaint arises.
- A formal complaint or challenge should be made in writing, either by email or letter and should be sent by the applicant to the Head of Admissions.
- The Head of Admissions will confirm if the complaint or challenge is within the scope of the policy. They will then confirm in writing to the applicant that the Complaint or Challenge has been received and will be investigated indicating to the applicant that they can expect a response, normally within 20 working days;
- The Head of Admissions will ensure that an Admissions Investigator is appointed who is independent from the issues under consideration.
- The Admissions Investigator will conduct an initial investigation and forward all related paperwork to the Head of Admissions with a recommendation for action. The Head of Admissions will discuss the case with the University Secretary and Registrar and will ensure they have a full understanding of the case before making a response;
- A written response to the applicant's complaint will be made normally within 20 working days. This written response will mark the completion of the Complaint or Challenge and the Head of Admissions will expect to not enter into further communication on the matter. A Completion of Procedures Notification will therefore be included in the response to the complaint;
- All correspondence and any notes relating to the case should be retained by the Head of Admissions.

6.16 Cancellation Rights

If the applicant decides not to continue the application process with UAL, the applicant can discontinue the process at any time before enrolment. By enrolling online or in person the applicant is accepting the offer and the contract between the applicant and the University will commence on the date that the applicant completes our online or in person enrolment process (the "Commencement Date"). The Applicant may cancel the Contract within 21 days of the Commencement Date without giving any reason by informing us by a clear statement. If the applicant has enrolled online, this right to cancel reflects and extends the applicant's legal right under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. To cancel, the applicant may use the model cancellation form on our website at <http://www.arts.ac.uk/media/arts/study-at-ual/apply--enrol/documents/model-cancellation-form-2016-17.pdf> but it is not obligatory. If the applicant uses the model cancellation form the applicant can send it by post to Student Records, Academic Registry, University of the Arts London, 272 High Holborn, London WC1V 7EY or by email to academicregistryinfo@arts.ac.uk. The applicant may also write to us or email us at those addresses. If the applicant cancels the contract in this way we will reimburse any Fees or Additional Costs paid within 14 days of the date on which the applicant informs us that they wish to cancel, even if they have started the Course.

7.0 Admissions staff training

All staff involved in selecting or interviewing will have attended the Fairness in Selecting Students training for selection and interviewing. In most cases interviews will be conducted by two members of staff, but in the case of very small courses it is acceptable for one member of staff to conduct an interview.

8.0 Associated Policies and Procedures

8.1 Deposits, Refunds and Deferrals for International Students

International Applicants are required to pay a deposit of £2000 towards their university tuition fees. The deposit counts towards the full tuition fee owed and is not an additional fee. The deposit is non-refundable except in exceptional circumstances.

Deadlines for Acceptance & Deposit Payment

- September/October start courses: last Friday in August annually;
- January/February start courses: 30th November annually.

Deposits

- Applicants must pay the deposit online;
- If applicants wish to pay their deposit and the balance of their tuition at the same time, they must send evidence of the full tuition payment. Only £2,000 of the payment will be treated as non-refundable;
- Applicants who are being sponsored by an official financial sponsor as defined by UKBA (please refer to Tier 4 policy guidance available at: <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/>) may request a deposit waiver, by sending evidence of their sponsorship with their Acceptance Form;
- Applicants who are funding their courses through loans (US, Canadian, Norwegian or similar) are not eligible for deposit waivers;
- If applicants join a course other than the one for which they originally accepted their place, the University will allow them to put their deposit towards the fees for that course (this does not apply to short courses or English Language courses).

8.2 Diversity

The University of the Arts London Equality and Diversity Framework sets out what steps we will take to promote equality in relation to the protected characteristics covered under the Equality Act 2010.

To view the University of the Arts London Equality and Diversity Framework please click here: <http://www.arts.ac.uk/media/arts/about-ual/diversity/documents/UAL-Equality-and-Diversity-Progress-Report-2014.pdf>

The Equality Act 2010 requires Universities to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation;
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

In line with the provisions of the Act, the University will:

Not discriminate (directly or indirectly) against people in the arrangements we make for deciding who to admit or the terms of the admission;

- Make reasonable adjustments to our admissions practices, services and facilities in respect of disabled applicants;
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- Have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, including considering the needs of people with particular protected characteristics;
- Make efforts to encourage participation from under-represented group.

8.3 Widening participation

University of the Arts London believes that widening participation (WP) to art and design higher education is essential to realising the university's vision, and values, of innovating and stimulating creativity, and valuing diversity and respecting individuality. We are committed to developing strong links with Schools and FE Colleges within greater London, whilst recognising our national and international leadership role in widening participation to the creative arts sector. A related link is the United Kingdom Arts and Design Institutions Association (ukadia): <http://www.ukadia.ac.uk>

8.4 Applicants with disabilities

The University is committed to inclusion and equality. Our main aim is to remove disabling barriers that students face and support students to work as independently as possible. We make adjustments and provide support, so that disabled and dyslexic students can succeed on their courses. All staff involved in the admissions process have a responsibility to help to ensure that applicants feel comfortable about disclosing their disability-access needs at any stage in the admissions process.

Applicants are invited to disclose their access needs at all stages of the application process (initial application, portfolio review/interview/audition, offer etc).

Applications are judged on the basis of academic merit. The reasons for inquiring about disability access needs are:

- To allow early discussion of any access arrangements the applicant might require, e.g. an interpreter at interview, or level-/lift access rooms;
- To ensure that the applicant can access further specialist advice and information if necessary, from the College/University Disability staff;
- For statistical monitoring purposes.

Full details on the University Disability Service can be found at: <http://www.arts.ac.uk/study-at-ual/student-services/disability--dyslexia/>

8.5 Student Charter

The Student Charter has been developed by representatives of the University, students, and the Students' Union and seeks to ensure the best possible experience for everyone studying and working at University of the Arts London.

Reviewed and updated each year, the document sets out a series of responsibilities that the University, students and The Students' Union should undertake: <http://www.arts.ac.uk/media/arts/study-at-ual/student-support/documents/1507-ARTSSU-student-charter.pdf>

8.6 Religious festivals

University of the Arts London is committed to promoting equality and preventing discrimination on grounds of religion and belief. As part of this, we will show due regard, and provide considered responses to requests for adjustments based on religious observance. We will take a positive approach to applicants who cannot attend a portfolio review or interview in order to observe a religious festival or holy day.

8.7 Applicants with Criminal Convictions

Applicants are required to declare any "relevant" criminal conviction on their UCAS or direct application form where "relevant" is defined as 'unspent convictions for crimes involving drugs; and crimes against the person'.

In considering applications from individuals who have disclosed a criminal conviction, the University needs to balance its duty of care to its staff and students with the duty to consider applicants fairly. The following general principles should apply in such cases:

- The determination of the applicant's academic suitability for a programme of study remains the responsibility of the relevant School or Course Leader;
- The decision of the applicant's overall suitability for admission to the University should be taken by a body independent of that which determines academic suitability, but with due consultation;
- The main factor for consideration at this point is whether the applicant's admission carries an unacceptable degree of risk to the University community, the applicant or others with whom he/she may come into contact in the course of his/her studies;
- Spent convictions will be ignored unless the applicant is seeking entry to a programme requiring disclosure from the Criminal Records Bureau;
- Information provided by the applicant and others relating to criminal convictions will be treated in strictest confidence, and will only be disclosed to University staff who are directly involved in considering the application and associated risks. The disclosure of information about the student following admission and enrolment will be based on a 'need to know' principle (as determined by the University Secretary and Registrar);
- The collection, processing and consideration of information about criminal convictions must be done sensitively and with care, and with the knowledge and agreement of the applicant.

8.8 Safeguarding of applicants

Where an applicant is under 18, it is the Admission team's responsibility for communicating this to the Course Leader/Admissions Tutor, and for appropriate arrangements to be made.

A list of the student's emergency contact details, in particular those of parents(s)/guardian(s) should be made by the admissions team and retained on the applicant's file.

The Course Leader/Admissions Tutor is responsible for ensuring that staff involved in the selection process for the applicant have read the University of the Arts Policy for the protection of under 18s in the University Rules and Regulations document. It is also the Course Leader/Admissions Tutor's responsibility to remind staff involved in the selection process for the applicant of the offence of abuse of position of trust under section 3 of the Sexual Offences (Amendment) Act 2000.

The University Safeguarding policy can be found here: <http://www.arts.ac.uk/media/arts/study-at-ual/student-support/documents/Safeguarding-of-Children-Young-People-and-Vulnerable-Adults-Policy-April-2016.pdf>

8.9 Applicants who have been in care

University of the Arts London welcomes and supports students who have been in local authority care, including those who are now mature students.

All students are entitled to support during their time at the University – further information is available at <http://www.arts.ac.uk/study-at-ual/student-services/> to see what is available.

When an application form is submitted, the appropriate box should be ticked to declare that an applicant has been or is currently in care. We will then contact the applicant to tell him/her what support is on offer.

We also use this information to keep in touch with applicants about other support available, helping to find the right people to talk to, throughout a student's time at University.

The 'Who Cares? Trust' provides advice for care leavers thinking of going to University, find out more at <http://www.propel.org.uk>

8.10 Fraudulent applications

The offer of a place at the University is made on the basis that actions or statements by or on behalf of an applicant for entry are honest and accurate. The discovery of false statements, actions or omissions may lead to the offer of a place being withdrawn, or in the case of enrolled students to their enrolment being terminated.

8.11 Data Protection

Data protection legislation places a responsibility on the University to control the processing of personal data, including sensitive personal data and an applicant's/student's personal data. The categories of personal data that we hold, the purposes for which we process them and the identities of those to whom we may disclose them are set out in the University's privacy policy (as updated from time to time), which can be found here:

<http://www.arts.ac.uk/study-at-ual/academic-regulations/student-regulations/privacy-policy/>

We will use the applicant's/student's personal data in accordance with our privacy policy.

Further information on data protection can also be found on the Information Commissioner's website <https://ico.org.uk/>.

8.12 Freedom of Information

Under the Freedom of Information Act 2000, University of the Arts London, along with other publicly funded bodies, is required to have a Publication Scheme. For full details of our scheme visit: <http://www.arts.ac.uk/about-ual/strategy-governance/public-information/freedom-of-information/>

8.13 Open days

The University provides a range of opportunities for applicants before and post-application to visit the University and the colleges in order to understand the courses and facilities available <http://events.arts.ac.uk/eventpage?pg=1&types=Open+Day>

8.14 Facilities

Detailed information on facilities throughout the University is available at <http://www.arts.ac.uk/study-at-ual/facilities/>

8.15 Accommodation

Whether students choose to live in one of the University's halls of residence or in a privately-rented home, Accommodation Services can provide information and advice to help find a suitable place to live. The latest information can be found at <http://www.arts.ac.uk/study-at-ual/accommodation/>

8.16 Student support

Student support services are available to assist on a range of topics including health and well-being, funding, immigration and assistance for disabled students <http://www.arts.ac.uk/study-at-ual/student-services/>

8.17 Fees

The fees for a course will be dependent on the level of course and residential status of the applicant, full details are made available at: <http://www.arts.ac.uk/study-at-ual/student-fees--funding/tuition-fees/>

8.18 Terms and conditions

It is important that applicants and advisers are aware of the University terms and conditions that will be entered into before an offer of a place at the university is accepted. These can be found at: <http://www.arts.ac.uk/study-at-ual/enrol/>

8.19 Academic Contract

The applicant and University of the Arts London of 272 High Holborn, London WC1V 2EY (“the University”) are entering into a contractual relationship, usually referred to as the “Academic Contract”.

This is a personal agreement made between the applicant and the University. As part of this agreement simply put, the University agrees to undertake to teach the applicant and the applicant agrees to attend and learn in accordance with the University’s Student Regulations, it’s Course Regulations, the applicant’s tutors’ guidance and instructions and the applicant’s course handbook.

Further information is available at:

<http://www.arts.ac.uk/study-at-ual/academic-regulations/student-regulations/>

