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# LSBU

# Admissions and Enrolment Procedure

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This Procedure is available in accessible formats on request from the Admissions team. Please contact: [admissions@lsbu.ac.uk](mailto:admissions@lsbu.ac.uk)

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# Admissions and Enrolment Procedure

## 1. Introduction

- 1.1. London Southbank University is committed to providing a professional admissions service that supports fair and transparent admission policies and processes. These regulations underpin the delivery of academic excellence by setting clear standards for entry that are applied fairly and consistently.
- 1.2. We aim to admit all applicants who we judge to have a reasonable expectation of completing the course and achieving the standards required for that academic award, including any end-point assessments, skills and behaviours. Applicants to London Southbank University are considered on their own merit and potential, regardless of background. We welcome applications from motivated students with appropriate qualifications, whether traditional or non-traditional, academic or vocational.
- 1.3. Our admissions process complies with relevant legislation and is regularly reviewed to make sure it remains current. We follow the guidelines published by the Office for Students and through our commitment to widening participation try to make sure that as many people with relevant potential as possible have the opportunity to participate in our courses.
- 1.4. The criteria normally required for entry to our courses are set out below. Where entry to a specific course is competitive, the criteria may exceed the normal criteria and specific criteria will be proposed in advance of the admissions cycle by the Director of Marketing and Recruitment.
- 1.5. Professional bodies, government departments or others we work in partnership with may place specific criteria for admission on the courses they fund or accredit. LSBU only accepts such funding or accreditation where we are willing to adopt the additional criteria.
- 1.6. We comply with the Universities and Colleges Admissions Service (UCAS) deadlines and expect you to do the same. We reserve the right to refuse admission to any applicant whose application contains false or misleading information or whose personal statement contains a significant amount of non-original material.
- 1.7. If you have an appeal or complaint about admissions decisions, please see the Applicant Complaints and Appeals of Admissions procedure:  
[http://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf](http://www.lsbu.ac.uk/_data/assets/pdf_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf)

## 2. Scope – who is covered by this procedure?

This document sets out the procedure for student admissions and enrolment at LSBU. It applies to all LSBU applicants (i.e. for apprenticeships, and undergraduate and post-graduate

courses, whether full-time or part-time) and students who are registered and/or enrolled at LSBU applying for any new courses at LSBU. The procedure deals with academic offers and offers of a place at LSBU.

### 3. Who is responsible for this procedure?

- 3.1 The University Academic Board delegates the authority to admit applicants to an LSBU course to the Director of Marketing and Recruitment. The Head of Registry is responsible for student enrolment. LSBU staff (including Deans of Schools, Head of Admissions, Admissions Officers and Managers) have the authority to make decisions about student admissions and enrolment in accordance with selection and eligibility criteria. Admissions tutors within the individual Schools of the University advise Admissions staff in particular cases.
- 3.2 This procedure will be reviewed from time to time (and at least every two years) by the Admissions and Registry team and the University Solicitor to ensure that its provisions continue to meet our legal obligations and reflect best practice.

### 4. University admissions

- 4.1 Applicants need to apply to LSBU via the application system:
  - Home undergraduate full time applications: <https://www.ucas.com/undergraduate/applying-to-university>
  - Home undergraduate part time, apprenticeship and postgraduate applications: <http://www.lsbu.ac.uk/application-system>
  - International (including EU) applicants: <http://www.lsbu.ac.uk/international/how-to-apply>
  - Health CPPD and Health Apprenticeships: <https://www.applycpd.com/lsbu>
- 4.2 When you apply to us, you must make sure that you provide full, complete and accurate information and include any material information. We may ask you to provide references, additional information and undertake tests, interviews or other selection processes (such as occupational health checks). You must comply with the deadlines for submitting applications, providing any additional information and for responding to offers. If you do not meet these requirements, you may be denied admission or have your offer withdrawn. We may also carry out further checks ourselves, for example, in relation to your immigration history and/or ascertain your intention to study. Offers of places are usually made subject to the provision of the required information and to the satisfactory outcome of any checks we conduct.
- 4.3 We will normally continue to consider any 'personal statements' referred to us by UCAS with a reported similarity to other applications of between 10-49%. However, we will normally ask you to resubmit any statements with a reported similarity of 50% or more.

Please see UCAS guidance on similarity detection for further information  
<https://www.ucas.com/file/238621/download?token=pAFYo8T->.

- 4.4 Your status for fees and funding purposes and your right to study in the UK (for immigration purposes) are assessed at the point of enrolment by suitably trained staff. If you are an apprentice or an applicant sponsored by an employer, your employment status will be assessed as well. The Chief Financial Officer (or nominee) may make an 'interim status assessment' during the application process in order to ensure the smooth progression of your application.
- 4.5 In some cases, there may be a limit on the number of students who can be admitted to a particular course or to a particular way of studying (for example, part-time study) and offers of places will be limited accordingly. In such cases applicants who we judge to be most likely to complete the course and achieve the standard required for the award will be offered a place.
- 4.6 To evaluate whether you are likely to complete the course and achieve the standard required for the award, we use admissions criteria specific to the award for which you are applying. To make this evaluation, we consider your previous attainment and evidence of your potential, primarily based on the qualifications you already hold but where applicable we will also use a range of contextualised information in our decision making. Where you are currently studying for qualifications, our offer is normally conditional on your results. Interviews, assessments, references and other tests may also be used to supplement information about your qualifications to help us to assess your eligibility for an offer of a place.
- 4.7 We will consider all the information provided to us and/or otherwise available to us (including, for example, International Admissions and Credibility Personal statement for international applicants) and make a decision as to whether or not to offer you a place of study at LSBU.
- 4.8 We reserve the right not to consider an applicant for admission and/or not admit an applicant to the University 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 requires a visa and the University (acting reasonably) makes a decision not to sponsor the applicant;
  - an apprentice does not meet the ESFA Funding Rules requirements for the full duration of their apprenticeship;
  - 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 in paragraph 8 of this procedure dealing with "Reapplication to other University courses" apply to the applicant.

- 4.9 The University reserves the right to reject an applicant based on an applicant's behaviour, if such behaviour is deemed to be unacceptable by the University (acting reasonably) in accordance with the University's relevant policies.

## **5. Entry requirements - Academic and Skills**

- 5.1 Our entry requirements are either specific grades achieved in nationally recognised qualifications or evidence of appropriate equivalent skills and experience. Equivalent skills and experience means skills or experience we have judged to demonstrate the same level of merit, ability and potential as the nationally recognised qualifications that are required for entry based on the core competencies of the course. We retain the right to use our own tests to determine that applicants have achieved the minimum attainment levels associated with recognised qualifications which they do not hold.
- 5.2 We may also ask for specific:
- UCAS tariff points from nationally recognised qualifications.
  - Specific combinations of subjects of those recognised qualifications.
  - Appropriate experience.
  - Relevant personal qualities, such as appropriate motivation to study or values compatible with a profession which we will determine as appropriate from a personal statement, through references, psychometric testing, or at interview.
- 5.3 In addition, we may ask you to complete a test or tests (such as tests of numeracy or literacy) regardless of your existing qualifications. Additionally, we may use interviews or auditions, or review portfolios where this is necessary to determine your potential or because it is required by a professional body.
- 5.4 We may take contextual information relating to your background into consideration when using existing qualifications as evidence of future potential.
- 5.5 If you are an applicant from a partner institution with which e.g. we have a 'progression' or 'articulation' agreement, arrangement for admission to LSBU will be determined by specific arrangements as agreed between LSBU and the respective institution. The information will usually be described in the course book.
- 5.6 Separate arrangements will apply for students studying at LSBU's international branch campus. Overseas Local legal requirements will apply.
- 5.7 Apprentices must meet the current ESFA entry requirements.

## **6. Normal minimum qualifications required for entry to undergraduate courses**

- 6.1 The minimum qualifications we normally require for entry to our higher education courses at level 4 are GCSE passes at Grade C/4 or above in five subjects, including English Language and Mathematics (or equivalent), plus one of the following:

- a) UCAS tariff points in appropriate subjects, as indicated in the course information on our Web site or prospectus;
- b) successful completion of a recognised higher education preparatory course;
- c) such other level 3 qualifications of equivalent standard as may be approved by the Admissions Officer.

6.2 You may be admitted without these qualifications, provided that:

- a) you can demonstrate that you have achieved the required level of knowledge and skills in other ways (for example through experiential learning or a portfolio of work);
- b) you meet the entry requirements of programmes validated by a professional body.

6.3 If you are an entrant to an extended degree course and do not have all the entry to level 4 requirements, you must be able to demonstrate that you have the potential to progress or be admitted to level 4. We will consider the evidence that you provide to us and the decision will be made on the basis of an academic's professional judgement.

6.4 Some undergraduate courses have entry points at level 5 or level 6. Specific criteria are set for these courses and may be found in the course specification. Applicants who meet or exceed the entry criteria for level 4 may be able to apply to have their prior learning recognised through Accreditation of Prior Experiential Learning (APEL) or transfer of credit for entry to level 5 or 6 of a course.

6.5 In addition to points in paragraphs 6 and 7, all apprenticeship programmes require English and Maths GCSEs at Grade C/4 or above.

## **7. Normal minimum qualifications required for entry to postgraduate courses**

7.1 The minimum qualifications normally required for entry to our postgraduate courses at level 7 are:

- a) normally a 2:2 in an honours degree and in a relevant subject if required by the course; or
- b) a Higher National Diploma in a relevant subject and a minimum of three years post-qualification experience in a relevant field; or
- c) a professional qualification recognised as equivalent to an honours degree; or
- d) a postgraduate diploma, or appropriate equivalent skills and experience.

7.2 Applicants may apply to have prior learning recognised through APEL or transfer of credit if you have exceeded the entry criteria for level 7.

7.3 Where applicants want to study one or more modules for credit purposes but do not intend to undertake the whole award, the entry requirements that exist for the award will apply to those modules.

## 8. Reapplication to other University courses

- 8.1 If you are withdrawn by the University because of a 'Fail-Terminated' judgement from an examination board or you have been excluded (for example, for fitness to practise reasons), you may not return to your course. You can apply to a different course at the University, but you cannot be admitted to another course leading to an award at the same level in a related subject area of the course from which you have been withdrawn or to a similar course at a different level. The University retains the right not to make you an offer even if you would otherwise meet the criteria for an offer to be made.
- 8.2 We will decide on a case-by-case basis if you may enrol onto the same course from which you have previously withdrawn or been deemed withdrawn, or a course that leads to a similar qualification. You may re-apply to the University for a place on a different courses from those from which you withdrew or from which you have been withdrawn in the past.
- 8.3 Students who have been excluded for disciplinary reasons will generally not be readmitted but decisions will be made by the relevant School on a case-by-case basis.
- 8.4 If you do not disclose any previous attendance at another higher education provider, you may be withdrawn from the admissions process or from the course you have been admitted to.

## 9. EU (non-UK) and international applicants and non-UK qualifications

- 9.1 Applicants with non-UK qualifications must have qualifications equivalent to those specified above to be considered for entry to our courses. Applicants seeking to be sponsored under the Student Visa category and/or who are non-British passport holders will also be required to undergo additional checks to ensure compliance with the Home Office guidelines. For more information please see our procedures relating to [Immigration Regulations](#) on our web site.
- 9.2 We participate in the European Credit Transfer Scheme (ECTS) and in accordance with the Criteria and Procedures for the Assessment of Foreign Qualifications adopted by the Lisbon Recognition Convention Committee, we will recognise foreign qualifications unless a substantial difference can be demonstrated between the qualification for which recognition is requested and the relevant UK qualification. In applying this principle, we 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. This means that we may check the relevant equivalency scheme database (e.g. UK NARIC) to collate information about your qualification, or ask you to provide a certificate from the appropriate authority to confirm your qualification under a recognised equivalency scheme.
- 9.3 The applicant will be responsible for providing at their own cost an official certified translation of their qualifications if requested to provide one by LSBU.



- 9.4 EU applicants applying from inside the UK who hold ‘settled’ or ‘pre settled’ status – as defined in Government guidance – and have not completed UK qualifications at level 3 or higher must have an adequate proficiency in English in order to be admitted to a course. For such applicants we normally accept the English Language qualifications as set out on our website: <https://www.lsbu.ac.uk/study/undergraduate/entry-requirements> or [https://www.lsbu.ac.uk/\\_\\_data/assets/pdf\\_file/0019/9280/english-language-qualifications-general.pdf](https://www.lsbu.ac.uk/__data/assets/pdf_file/0019/9280/english-language-qualifications-general.pdf)
- 9.5 International applicants that require Student Visa sponsorship must have an adequate proficiency in English in order to be admitted to a course. For these applicants we normally accept the English Language qualifications set out on our website: <https://www.lsbu.ac.uk/study/undergraduate/entry-requirements> or [https://www.lsbu.ac.uk/\\_\\_data/assets/pdf\\_file/0019/9280/english-language-qualifications-general.pdf](https://www.lsbu.ac.uk/__data/assets/pdf_file/0019/9280/english-language-qualifications-general.pdf)
- 9.6 \*Non-EU and EU nationals holding the English qualifications above will also have to meet the UKVI SELT specific score components: <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>
- 9.7 Other English Language qualifications may be acceptable. This will be assessed by the Admissions Team on an individual basis.
- 9.8 International applicants may be required to complete an LSBU test or participate in our English as a Second Language course before they are permitted to enrol on a course.
- 9.9 International applicants requiring entry clearance to enter/remain in the UK in order to study at LSBU will be required to pay deposit as a condition of the release of their Certificate of Acceptance for Study in accordance with the pre-CAS process set out in an offer letter. The deposit will be offset against the balance of tuition fees payable on enrolment. The deposit will be refunded in limited circumstances specified in your offer letter, for example, if the applicant cancels the tuition contract within the statutory time limit for consumers (currently 14 days).
- 9.10 Applicants should note that international sponsored students will need to comply with LSBU’s Immigration Regulations that can be found on LSBU’s website under About Us, Policies and Procedures tab: <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

### **Academic Technology Approval Scheme (ATAS)**

- 9.11 ATAS is a certificate issued by the Foreign and Commonwealth Office (FCO), which gives you security clearance to study certain postgraduate programmes.

ATAS certificates are required for specific programmes of study which:

- lead to a master’s degree; or
- lead to PhD; or
- lead to another postgraduate qualification; or
- is a period of study or research which is part of an overseas postgraduate qualification

- 9.12 This is for both new students applying for entry clearance to the UK and existing students already in the UK applying for leave to remain.

You can find out if you require an ATAS at the following link - <https://www.academic-technology-approval.service.gov.uk/>

### **Student visa applicants who require ATAS – where a Confirmation of Acceptance for Studies (CAS) is needed**

- 9.13 If you are applying for a Student visa, and are not a national of one of the countries listed below, you will be required to provide an ATAS certificate as part of the visa application process – the ATAS certificate will need to be provided before LSBU will issue a CAS.

### **Non-Student visa students who require ATAS**

- 9.14 All individuals in the UK on a time-limited visa (e.g., Skilled worker visa, PBS dependant visa, Asylum seekers, Visitors, etc.) require an ATAS clearance certificate before you will be permitted to enrol on to your programme, unless you are a national of any of the countries listed below – the ATAS certificate will need to be supplied as part of the admissions process and before an ‘unconditional’ offer of a place can be given, however a ‘conditional’ offer of a place will be made where applicants are required to apply for an ATAS certificate.
- 9.15 If you’re in the process of applying for asylum in the UK, you must apply for an ATAS certificate to study in the UK.

### **ATAS exemptions**

- 9.16 If you are a UK national or a national of any of the following countries, you do not need to apply for an ATAS certificate:

Australia  
Austria  
Belgium  
Bulgaria  
Canada  
Croatia  
Republic of Cyprus  
Czech Republic  
Denmark  
Estonia  
Finland  
France  
Germany  
Greece  
Hungary  
Iceland  
Ireland

Italy  
Japan  
Latvia  
Liechtenstein  
Lithuania  
Luxembourg  
Malta  
Netherlands  
New Zealand  
Norway  
Poland  
Portugal  
Romania  
Singapore  
Slovakia  
Slovenia  
South Korea  
Spain  
Sweden  
Switzerland  
United States of America

If you have Indefinite Leave to Remain (ILR) in the UK, you do not need an ATAS certificate to study in the UK.

- 9.17 You do not need an ATAS certificate if you're studying for a postgraduate diploma or PGCE.
- 9.18 The above exemption list may be subject to change in line with Home Office Guidance and the updated Guidance should always be checked if relying on an exemption - <https://www.gov.uk/guidance/academic-technology-approval-scheme>

### **How to obtain an ATAS certificate**

- 9.19 The application is free of charge and is completed online on the GOV.UK website.
- 9.20 You will be required to show your ATAS certificate in order to enrol on your programme.

## **10. Applicants with disabilities**

- 10.1 We are committed to providing an inclusive and accessible environment, and to making reasonable adjustments to accommodate individual disabilities. We encourage early disclosure of any disability you may have so we can make any adjustments as reasonably justified to support the application and enrolment process. You are encouraged to register with the LSBU Disability and Dyslexia Support team as early as possible if you have any support needs related to a disability. You can also let us know at any time during your studies. You can inform us about a disability through your application to the University, and you can call the Disability and Dyslexia Support team

directly on 0207 815 6454, email [disability@lsbu.ac.uk](mailto:disability@lsbu.ac.uk), or come and find a member of the team at the Student Life Centre helpdesk in the Student Centre. All offers of places are conditional on us being able to implement the specific adjustments reasonably needed for you to complete your course.

- 10.2 Offers of places on courses are subject to entry requirements that relate to the potential of you being able to achieve specific learning outcomes and/or competence standards of the resulting qualifications. There may also be occupational health requirements which apply to specific courses.
- 10.3 We will not normally consider whether your disability would prevent you from following a career subsequent to graduation. Instead, we normally focus on your ability to complete your chosen course. However, in certain areas, such as allied health, nursing and/or teaching or courses which otherwise involve working with children or vulnerable adults, we are obliged to do so for regulatory reasons.
- 10.4 We will make reasonable adjustments to entry requirements if this will enable a disabled applicant to meet the learning outcomes and meet any specific criteria set by a professional or regulatory body. Where the applicant is unable to meet the fitness to practise requirement, or if we are unable to make an appropriate reasonable adjustment, the University may suggest an alternative course/pathway, where any reasonable adjustments that are required can be made.
- 10.5 Early contact with the Disability and Dyslexia Support team can allow for reasonable adjustments to be put in place ahead of the start of a student's course. However, adjustments can be discussed and, provided that they are reasonable, agreed at any point that a student discloses a disability. Disability & Dyslexia Support would normally be able to discuss and agree reasonable provision and support arrangements. This would be done in consultation with course tutors if appropriate. One of the exceptions to this is where the fitness to practise requirement has not been met.
- 10.6 In exceptional circumstances, where we are unable to meet the reasonable adjustment in a timely manner, the applicant may be offered a deferred place for the following semester or academic year.

## **11. Applicants with criminal convictions**

- 11.1 We require applicants, including international applicants, to provide information on previous criminal convictions (including cautions). The extent of disclosure required will depend on the type of course applied for. We may withdraw an offer or exclude a student where we discover that the applicant failed to make the relevant disclosure at the required stage in the application process or if a mandatory disclosure demonstrates an applicant's ability to successfully complete their chosen course.
- 11.2 The University's policy on applicants with criminal convictions is intended to fulfil the following purposes:
  - To ensure that the admissions process is fair, inclusive and transparent;
  - To help to identify and minimise any risk to the safety of staff, students and visitors;

- To protect the University's property;
- To enable the University to assess eligibility for admission to, and ability to complete, specific courses.

11.3 International students and those students who intend to apply for a course leading to a professional qualification (as set out in paragraph 11.4) are required to make the disclosure when making an application to the University. All other students are required to do so when accepting an offer of a place on a University course. All applicants are encouraged to make disclosures and provide any supporting documentation (such as that outlined at paragraph 11.6) at an earlier stage, on a voluntary basis, to enable the University to conduct a risk assessment in good time and, in appropriate cases, to help to put any arrangements in place to mitigate risk. Offers of places will be made conditional upon disclosure of all convictions as set out in paragraphs 11.4 and 11.5 as relevant, subject to approving the applicant as suitable to study on the course at the University and any additional conditions that may be imposed following the process set out in paragraph 11.8. The duty to disclose convictions under 11.4 and 11.5 will continue to apply in relation to any new convictions (including cautions) obtained after the time for disclosure as part of the admissions process as set out in this policy and will continue until the student has completed a course at the University or leaves the University prior to completion. The University reserves the right to move the applicant to a future intake should the criminal convictions information be provided later than two weeks before the teaching commences to allow for proper checks and assessments to be made.

11.4 For courses leading to a professional qualification (for example allied health professions, nursing and teaching) or courses which otherwise involve working with children or vulnerable adults, applicants are required to disclose all spent and unspent convictions (including cautions), unless the convictions are "filtered" (i.e. convictions/cautions that are minor and are historic and would not appear on a Disclosure and Barring Service (DBS) check<sup>1</sup>). Applications for these courses are exempt from the prohibition under the Rehabilitation of Offenders Act 1974 on asking questions regarding spent convictions by virtue of the Rehabilitation of Offenders (Exceptions) Order 1975. We therefore also require successful applicants to undergo a DBS check. Students with criminal convictions may not be able to undertake work or placements, depending on the convictions in question and hence may not be able to complete their course or where completed, may not be able to register and practise. It is for that reason that applicants to those courses are asked to make the disclosures and to undergo DBS checks. Admissions decisions relating to courses leading to a professional qualification will be made by the relevant school.

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<sup>1</sup> For information on filtering, see <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

- 11.5 Applicants (unless applying for a visa) for all other courses are not required to disclose spent convictions<sup>2</sup> but instead to declare all unspent convictions for a relevant offence. A “relevant” offence is one or more of the following:
- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
  - Sexual offences, including those listed in the Sexual Offences Act 2003 (or similar legislation where conviction obtained outside the UK);
  - The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences);
  - Offences involving firearms;
  - Offences involving arson;
  - Offences involving terrorism
  - Specific unspent convictions which may be a barrier to completing specified courses other than the courses referred to in paragraph 11.4. For example, in computing and electrical engineering courses, computer misuse, cybercrime are specific areas where unspent convictions may be a barrier. For full details, please contact the Admissions team.
- 11.6 We may, in appropriate cases, seek additional information from you e.g. a probation officer’s report, pre-sentencing report, employer reference. Applicants are also encouraged to consider self-referral to services that provide assessments and reports, such as the Portman clinic<sup>3</sup>. Third parties will be approached for such information only with the applicant’s consent. A 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, we may be unable to make an offer of a place or withdraw the offer if had been made.
- 11.7 Having a criminal conviction will not be an automatic bar to admission to the University. The following factors will, depending on the particular course, usually be taken into account when assessing the possible risks posed by the convictions:
- the nature of the offence(s);
  - the nature of the course applied to and the relevance of the offence if any to the course;
  - the seriousness of the offence(s));
  - the date(s) on which the offence(s) occurred;
  - the frequency of offence(s) and any pattern of offending;
  - any changes since the conviction e.g. treatment received by the applicant;
  - any additional relevant information e.g. probation officer’s report, pre-sentencing report and/or details of the circumstances surrounding the commission of the offence.
- 11.8 Except for courses referred to in paragraph 11.4 above, a nominated member of the Admissions Team will usually determine whether to admit an applicant with criminal

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<sup>2</sup> For information on spent convictions as defined by the Rehabilitation of Offenders Act 1974, see <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

<sup>3</sup> <https://tavistockandportman.nhs.uk/care-and-treatment/our-clinical-services/portman-clinic/>

convictions in the light of a risk assessment, which is separate to and will not influence a decision relating to an applicant's academic eligibility to be admitted to the University.

- 11.9 Where the nominated member of the Admissions Team considers that the matter is complex, they may refer the case to the Criminal Convictions Panel to conduct a risk assessment in the form contained in Appendix 1 to this procedure and to make the admissions decision.
- 11.10 The Criminal Convictions Panel is comprised of the Dean of the relevant school (or nominee), the Head of Admissions (or nominee) and a senior manager from Student Services. Admission may, in appropriate cases, be subject to additional conditions to mitigate risk, e.g. access to the course may be provided by means of distance learning only or admission may be deferred. Where admission to the course is denied on the basis of the conviction, the applicant will be notified of the decision in writing supported by reasons by the Head of Admissions (or nominee).
- 11.11 If the matter concerns an international student requiring a Student Visa, the decision will be made by either Head of Operations or the Immigration and Compliance manager in the International team.
- 11.12 Information relating to criminal convictions will be stored separately from the applicant's other application-related information and will only be made available to those who need to consider it as part of our risk assessment and admissions process. The information will be anonymised where reasonably possible and appropriate. Information will usually be retained in a form that identifies the applicant for no longer than is necessary [http://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0003/11928/student-records-retention-schedule.pdf](http://www.lsbu.ac.uk/_data/assets/pdf_file/0003/11928/student-records-retention-schedule.pdf).
- 11.13 If an applicant with criminal convictions believes that their application has not been dealt with in accordance with this policy, they can submit a request for a review of the decision in accordance with the University's Applicant Complaints and Appeals of Admission Decision process, which can be found at: [http://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf](http://www.lsbu.ac.uk/_data/assets/pdf_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf)

## **12. Fitness to study and fitness to practise**

- 12.1 Applicants must be physically and mentally fit to undertake the course they have applied for taking into account any reasonable adjustments to be made in the context of applicants/students with disabilities. Where we reasonably determine that an occupational health check is necessary, applicants must complete a confidential medical questionnaire which will be sent to the designated (or approved) occupational health service. They will make a recommendation on the applicant's fitness to study and/or (in appropriate cases) practise. Some courses have a specific fitness to practise (including

health) requirement. Applicants to such courses may be invited to also attend suitability interviews.

- 12.2 Applicants who do not complete the occupational health process when reasonably requested to do so will not normally be permitted to enrol. Where the report recommends that adjustments reasonably need to be made to ensure the safety of the applicant or others, we will work with the applicant to put those adjustments in place and may make compliance with such adjustments in appropriate cases a condition of enrolment. We will not normally refuse admission to an applicant who complies with the occupational health process, but may do so in cases where there is a risk to the safety of the applicant or others that cannot be mitigated by other means. An unsuccessful applicant will have the right to appeal under the Applicant Complaints and Appeals of Admissions procedure:  
[http://www.lsbu.ac.uk/data/assets/pdf\\_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf](http://www.lsbu.ac.uk/data/assets/pdf_file/0007/96253/applicant-complaints-appeals-admission-decision-procedure.pdf)

### 13. Deferring admission

- 13.1 The University makes an offer to an applicant for a particular course, year and point of entry. Applicants have no automatic right to defer their entry to a different entry point.
- 13.2 Candidates who have been made an unconditional offer of a place and have firmly accepted that offer but not yet enrolled may apply to have their admission deferred for up to one academic year. The deadline for deferral application is 31<sup>st</sup> October for Semester 1 start. Applicants need to check with the Admissions team the deadlines for deferral for start at other entry points. We will normally permit such deferral except where:
- the offer in question is for full-time undergraduate study and has been made in clearing;
  - the offer is for an apprenticeship programme;
  - the University has no plan to offer the course for that entry point in future; and/or
  - other regulatory reasons (such as immigration rules or professional body requirements) apply.
- 13.3 If you have already enrolled, you cannot defer the place and will need to interrupt under Student Interruption and Withdrawal procedure <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>.
- 13.4 If you are an international applicant, you may be able to defer admission depending on the circumstances of your case. Please contact the International team at [international.admissions@lsbu.ac.uk](mailto:international.admissions@lsbu.ac.uk) to discuss.
- 13.5 Applicants who defer need to be aware that there may be changes to the terms, fees, courses and dates when they commence their studies.



## 14. Use of data

14.1 The University will collect data on admissions and enrolment cases under this procedure and use the data:

- i. internally for reporting, evaluation, learning and training; and
- ii. externally for discussion with regulators in the higher education sector.

14.2 The data used by the University for the purposes set out in paragraphs 14.1 i) and ii) will be anonymised. Your personal data and sensitive personal data (“Personal Data”) as defined by the Data Protection Act 2018 (the “DPA”) (and obtained in the course of the admissions process may be disclosed to the University’s members of staff and regulators for the purpose of dealing with your admission and/or enrolment, a complaint arising out of it and/or implementing any recommendations. Personal Data will not be shared with any other third parties unless the University has your express consent, has a statutory obligation to do so (e.g. sharing the details where necessary with the Home Office), or is otherwise permitted to do so under the DPA. The University’s privacy notice for applicants can be found at:  
[https://www.lsbu.ac.uk/data/assets/pdf\\_file/0007/127915/applicants-students-privacy-notice.pdf](https://www.lsbu.ac.uk/data/assets/pdf_file/0007/127915/applicants-students-privacy-notice.pdf)

## 15. University enrolment

15.1 You must enrol before the start of your course. In order to enrol you must:

- a) meet any conditions which may have been placed on the offer of a place to study, for example occupational health or criminal record checks, as well as academic conditions;
- b) be invited to enrol by the University;
- c) provide proof of the right to study in the United Kingdom (if being taught in the United Kingdom) (for further details, please see part 17, Right to Study checks);
- d) provide original proofs of identity which must be a passport or national ID card;
- e) provide proof of your qualifications;
- f) provide all the personal and other data reasonably required by us to manage the course and comply with statutory obligations;
- g) agree to be bound by all the University’s policies, regulations and procedures, through signing the Enrolment Terms;
- h) pay tuition fees or provide evidence of funding in accordance with the [Tuition Fee Regulations](http://www.lsbu.ac.uk/data/assets/pdf_file/0011/12143/tuition-fee-regulations.pdf) [http://www.lsbu.ac.uk/data/assets/pdf\\_file/0011/12143/tuition-fee-regulations.pdf](http://www.lsbu.ac.uk/data/assets/pdf_file/0011/12143/tuition-fee-regulations.pdf).

15.2 The documentation and level of proof needed to enrol may vary depending on variety of circumstances, e.g. more extensive documentation will be required where a financial benefit directly accrues to the student as a result of enrolment.

- 15.3 Applicants will not usually be enrolled until all the requirements set out in 15.1 above have been met. However, if only some of the criteria have been met, you may be given temporary conditional access to take part in University activities (including attendance at classes associated with the course you applied for) pending completion of the outstanding requirements (for instance, while waiting for authorised copies of documents). Attendance will be at your own risk (for example, fees may be payable), as you will not be enrolled unless and until all the requirements are met. You must agree to be bound by all University terms and conditions during this period. If you are not enrolled in the University because you failed to meet all of the requirements above, you will not usually be awarded academic credit or any kind of academic award including for any temporary access to courses and resources that you have been given.
- 15.4 Applicants are enrolled onto a specific course with the aim of achieving a specific qualification (usually a named award). You may not transfer to another course or pursue a different qualification after enrolment without the consent of the University. If you wish to apply to transfer course you must keep to the conditions set out in the [Changing Courses Procedure](https://www.lsbu.ac.uk/_data/assets/pdf_file/0009/96255/changing-courses-procedure.pdf) [https://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0009/96255/changing-courses-procedure.pdf](https://www.lsbu.ac.uk/_data/assets/pdf_file/0009/96255/changing-courses-procedure.pdf).

Enrolment takes place prior to the commencement of the course in the first year of study. We set dates for the beginning and end of the enrolment process each year. Applicants who are not enrolled by the relevant deadlines will not usually be enrolled on the course even if they can subsequently meet the conditions for enrolment. If this happens, the University may either move your application to the future intake or ask you to reapply. Exceptionally the University will allow students to enrol late, on a case by case basis and with input from the relevant academic department.

- 15.5 Your enrolment will be for a specified period of time during which you will study a specified course. You will need to confirm certain information to us at the beginning of each academic year and may be asked to re-enrol. You will receive an email close to the relevant time explaining how the confirmation can be made.
- 15.6 Once you have enrolled, you can apply to interrupt from your studies at any time or withdraw from your course but you may still be liable to pay some or all of the tuition fees. For more information, please see the [Interruption and Withdrawal Procedure](https://www.lsbu.ac.uk/_data/assets/pdf_file/0015/123423/student-interruption-withdrawal-procedure.pdf) (see [https://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0015/123423/student-interruption-withdrawal-procedure.pdf](https://www.lsbu.ac.uk/_data/assets/pdf_file/0015/123423/student-interruption-withdrawal-procedure.pdf)) and the [Tuition Fee Regulations](https://www.lsbu.ac.uk/_data/assets/pdf_file/0011/12143/tuition-fee-regulations.pdf) (see [https://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0011/12143/tuition-fee-regulations.pdf](https://www.lsbu.ac.uk/_data/assets/pdf_file/0011/12143/tuition-fee-regulations.pdf)).

## 16. Right to Study Checks

Prospective Students / Applicants / Offer Holders

- 16.1 Please ensure that you refer to Appendix 2 and 3 below which give examples of visas and immigration status.

- 16.2 It is important that you understand if you have the right to study prior to commencing enrolment as a student at LSBU. This is because the 'right to study' check is conducted when you enrol as a student at LSBU. We may not be permitted to commence the enrolment process with you and you may be unable to start your course if you are unable to show evidence of this right to study when you attend enrolment as a student. If your immigration status is due to expire shortly after your course commences, or if you have a pending application which may mean we cannot determine if you have the right to study, you may wish to consider deferring your studies until your immigration status has been extended or granted. If this applies to you, please contact the Enrolment team and the Immigration and Compliance team. Please email [tier4compliance@lsbu.ac.uk](mailto:tier4compliance@lsbu.ac.uk)
- 16.3 If your immigration status is due to expire before the expected end date of your course, you will be required to sign a declaration prior to enrolment, confirming that you understand that you will be required to obtain new, valid immigration permission with the right to study in order to complete your studies. LSBU reserves the right not to assign a CAS to enrolled students in these circumstances if they do not meet the requirements set out in the Student Sponsorship and Issuing of Confirmation of Acceptance for Studies (CAS) Policy.
- 16.4 Apprentices need to supply evidence that their visa covers the full duration of their apprenticeship, which includes their end point assessment.
- 16.5 Please note: you will also be required to separately have a student status assessment to determine whether you are Home/Overseas for fees purposes, and you may be required to provide other documentation to verify that assessment.

### **Current Students**

- 16.6 It is important that you maintain your immigration status throughout your studies at LSBU. You must take action to maintain your immigration status where your permission to stay is due to expire, or where your circumstances change which affects your immigration status. LSBU must ensure that every student who is enrolled at LSBU has the right to study so we will take action to suspend or exclude students if it transpires that you no longer have the right to study. It is your responsibility to make sure that you take the appropriate action to maintain your immigration status prior to the expiry of your stay. If you require a CAS, please get in touch with us at least a month in advance or provide evidence of in-time submission of your extension application (where relevant) to the Student Life Centre [studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.ac.uk).
- 16.7 The 'right to study' means that you have permission to remain in the UK and this permission does not restrict you from studying at LSBU. The 'right to study' means that you have permission to remain in the UK and this permission does not restrict you from studying at LSBU.
- 16.9 'Permission' could be a visa or endorsement, or you may be entitled to remain in the UK because you are the family member of someone who has permission to remain in the UK.

- 16.10 LSBU is required by the UK Government to take steps to ensure that every student studying at the institution has permission to study in the UK throughout the whole period of their study.
- 16.11 Please ensure that you refer to Appendix 2 and 3 below which give examples of visas and immigration status.
- 16.12 It is important that you understand if you have the right to study prior to commencing enrolment as a student at LSBU. This is because the 'right to study' check is conducted when you enrol as a student at LSBU. We may not be permitted to commence the enrolment process with you and you may be unable to start your course if you are unable to show evidence of this right to study when you attend enrolment as a student. If your immigration status is due to expire shortly after your course commences, or if you have a pending application which may mean we cannot determine if you have the right to study, you may wish to consider deferring your studies until your immigration status has been extended or granted. If this applies to you, please contact the International Student Advice Team in the first instance: [international.advice@lsbu.ac.uk](mailto:international.advice@lsbu.ac.uk)
- 16.13 If your immigration status is due to expire before the expected end date of your course, you will be required to sign a declaration prior to enrolment, confirming that you understand that you will be required to obtain new, valid immigration permission with the right to study in order to complete your studies. LSBU reserves the right not to assign a CAS to enrolled students in these circumstances if they do not meet the requirements set out in the Student Sponsorship and issuing of Confirmation of Acceptance for Studies (CAS) Policy available under Immigration Regulations on <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>.
- 16.14 Please note: you will also be required to separately have a student status assessment to determine whether you are Home/EU/Overseas for fees purposes, and you may be required to provide other documentation to verify that assessment.
- 16.15 It is important that you maintain your immigration status throughout your studies at LSBU. You must take action to maintain your immigration status where your permission to stay is due to expire, or where your circumstances change which affects your immigration status. LSBU must ensure that every student who is enrolled at LSBU has the right to study so we will take action to suspend or exclude students if it transpires that you no longer have the right to study. It is your responsibility to make sure that you take the appropriate action to maintain your immigration status prior to the expiry of your stay and that you provide evidence of in-time submission of your extension application where relevant to the International Student Advice Team: [international.advice@lsbu.ac.uk](mailto:international.advice@lsbu.ac.uk)
- 16.16 For applicants who are under 18, additional information is required as, set out in paragraph 17 of this policy

## **17. Additional procedure for applicants under the age of 18 on admission**

### **Introduction**

- 17.1 LSBU is primarily an adult environment, though a very small proportion of the students admitted to its courses are under 18 years of age at the time of entry. Such students are children in the eyes of the law, which imposes some restrictions on the activities in which they can engage.
- 17.2 This procedure is part of the overall admissions policy and has been written in order to:
- set out LSBU's additional policy provisions in respect of admissions and welfare responsibilities for students who are under 18;
  - outline those key legal and pastoral responsibilities that LSBU has in respect of those whom the law defines as children;
  - define the procedures that have been put into place to ensure that LSBU meets those responsibilities.
- 17.3 LSBU's policy is to treat students who are under 18 years of age as much as possible in the same way that it treats all other students. The provisions applicable to admissions and enrolment generally as set out in this policy therefore also apply to applicants who are under 18. Such students will also be subject to the LSBU's normal rules and regulations and will be able to access the majority of the campus facilities and opportunities offered in the same way as all other students. There are however restrictions imposed by law on those who are under 18, for example in respect of the sale and supply of alcohol and age-restricted video recordings (set out further below). LSBU will vary its normal procedures, or restrict access to some of its facilities and opportunities, whenever LSBU deems it to be in the best interests of those who are under the age of 18, or when it is required to do so by the law. The University will also ensure that students under the age of 18 are provided with appropriate welfare arrangements, particularly when they are resident in University accommodation.
- 17.4 The students and their parents, guardians and/or advisors must be aware that LSBU cannot be considered to be acting **in loco parentis** for any student under the age of 18. In addition, it is the University's usual policy to deal with applicants and students (with whom it has its contractual relationship) rather than parents/guardians and that policy will also apply to applicants and students who are under 18, except as expressly provided for in this policy.
- 17.5 **LSBU does not normally admit students who are under 18 years and applications from such a cohort will be considered on a case-by-case basis by the Head of Admissions in consultation with the others referred to below.** While the general principles of this policy will be adhered to in all cases of students under the age of 18, it may be necessary to make additional welfare and other arrangements for students who will be under 17 at the time of admission, particularly for those under 16, and offers of places may be made conditional on such arrangements being implemented and/or on the student complying with additional conditions.
- 17.6 The University undertakes to ensure that those University staff members who have pastoral/adviser responsibilities for students under 18 are checked for their suitability

to undertake such roles. It will also ensure that appropriate reporting arrangements are in place for University staff to contact the Designated Officer if there are concerns about a risk of harm in accordance with LSBU's Safeguarding Policy

### **Data protection**

- 17.7 Students under the age of 18 (but over 13 depending on the maturity and understanding of the individual)) have the same rights under UK data protection legislation as those over 18.
- 17.8 This means that LSBU will not disclose any information to parents/guardians about such students or to any other third party without the students' consent, where there is no other lawful basis for making the disclosure in question.

### **Contracts**

- 17.9 Students who are under 18 have the capacity to enter into contracts for necessities e.g. education and accommodation, but until their 18th birthday will not be legally competent to enter into all legal contracts. In circumstances where a person must be aged 18 or over to be legally competent to enter into a contract, LSBU requires a student's parent/guardian to honour all obligations under any such contracts with LSBU that the student enters into prior to their 18th birthday.

### **Staff-student relationships – breach of trust**

- 17.10 Section 16-19 of the Sexual Offences Act 2003 make it an offence for a person who is 18 or over to engage in sexual activity with a person who is under 18, where the older person is in a position of trust, notwithstanding that the age of consent is 16. A person is in a position of trust if they care for, train, supervise or are in sole charge of a student who is under 18.

### **Sale of alcohol and other restricted goods and services**

- 17.11 It is an offence for a person under 18 to purchase alcohol and for anyone to sell alcohol to such a person. It is also an offence to purchase alcohol on behalf of someone under 18, whether this is for consumption in licensed premises or publicly elsewhere. There are also age restrictions for a number of other goods including:
- Solvents
  - Gas lighter refills
  - Fireworks
  - Knives, blades and axes
  - Some videos and DVDs
  - Video and computer games
  - Services, including entrance to venues in which films with an 18 certificate are being shown

An up-to-date list can be found on the PASS website (<http://www.pass-scheme.org.uk/agecharts/>).

### **Student visa**

- 17.12 In addition to the requirements regarding Student visas for applicants generally, the following also apply to applicants who are under 18.
- 17.13 Under the current guidance produced by the Home Office applicants can apply for a Student visa to study in the UK if they are 16 years old or older instead of a Child Student visa. This would mean that if an international applicant is 15 or younger when studying, we would be unable to support their application to study.
- 17.14 If you are under 18 when you make your visa Student application, you must include a letter from your parent(s) or legal guardian(s) to show that they support your application. Their letter must confirm all of the following:
- their contact details
  - their relationship to you
  - that they consent to your application as a sponsored Student
  - that they consent to your living arrangements in the UK<sup>4</sup>
  - that they consent to your independent travel to the UK
- 17.15 If one parent or legal guardian has legal custody or sole responsibility of you, the letter must confirm this and be signed by that parent or legal guardian. If not, then both parents or legal guardians must give their consent and the letter must be signed by both of them. A copy of this letter must also be brought with you to your Registration event at the university.
- 17.16 The university requires that the parent or legal guardian has nominated a suitable contact in the UK (preferably in the South East region) whom the university will liaise with as required.

### **LSBU procedures and responsibilities**

- 17.17 LSBU's Designated Safeguarding Lead (DSL) has oversight of child protection issues within LSBU, i.e. responding to suspicions or concerns of abuse neglect or serious harm. The DSL will have responsibility for monitoring the effectiveness of this under 18 section

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<sup>4</sup> If the students are living independently then it is recommended that the letter confirms their child will be living independently in the UK in accommodation which their child has independently arranged or is arranged by parents/guardians.

of the Admissions policy including ensuring that relevant equality impact assessments are undertaken.

## **Admission**

17.18 The Admissions Service are responsible for seeking consent from a parent/guardian based in the UK and will ensure that no identified student minor under the age of 18 is able to register for their course until the consent has been received. The process will follow as below:

- a) The applicant will be contacted first, to provide contact details of their parent/guardian. They will be asked to complete a form.
- b) Once this information has been gathered, the parent/guardian will then be contacted and asked to complete a consent form to be stored on the University student management system in accordance to the Data Protection Act 2018.
- c) The University is not able to assist parents/guardians in finding a suitable guardian. A list of accredited agencies is available from The Association of Educational Guardians for International Students (AEGIS)
- d) The Admissions Service will commence the process of contacting applicants in early May and will continue to do so until the start of the academic year or until we have received contact details of all those applicants who fall under the policy.
- e) The Admissions Service will provide details of applicants expected to register with the University, which will be made accessible to the members of staff requiring this information for other purposes.
- f) These include:
  - The Student Support Service
  - The Head of School and School Director of Education and Student Experience (DESE)
  - The LSBU Accommodation Office (if applicants apply for University Accommodation)
  - The Head of the International Team (in respect of International/EU students)
- g) Details provided by the Admissions Service, of the applicants expected to register with the University, include; name, course applied for, fee status, date of birth and age on entry. The Admissions Service will begin providing information of applicants under the age of 18 who are expected to register for the new academic cycle, in July of that year.]

## **Emergency contact**



17.19 Students who are under 18 usually have the capacity to consent to medical treatment. They are not however regarded as having capacity to refuse medical treatment, which can be overridden by parents/guardians and hence, emergency contact details must be provided by students **prior to the student's arrival at LSBU.**

## Appendix 1: Criminal Convictions Panel risk assessment form

<b>Name of Applicant:</b>	
<b>UCAS PID Number:</b>	
<b>Course Applied for:</b>	<b>Proposed Year of Entry:</b>

			Additional Notes		Risk Assessment		
Did the applicant disclose past convictions/cautions in the application form and/or admissions questionnaire?	Yes	No			If no, question applicant about why <ul style="list-style-type: none"> <li>▪ If mitigating circumstances then complete assessment.</li> <li>▪ If no mitigating circumstances, end application process if appropriate.</li> </ul> If yes, complete this assessment.		
Date and description of the offence(s)							
Sentence(s)					<b>High</b> Custodial	<b>Medium</b> Suspended, community, conditional discharge	<b>Low</b> Warning, caution, reprimand, fine, absolute discharge
			Additional Notes		Risk Assessment		
Is the type/nature of the offence(s) directly relevant to the programme applied for?	Yes	No			<b>High</b>  Yes	<b>Medium</b> Some link between offence and	<b>Low</b>  No

If yes, in what way?						aspects of course of study	
Is there a pattern of specific offences? If yes, state nature of pattern:	Yes	No			<b>High</b> Yes	<b>Medium</b> Some instances	<b>Low</b> No pattern
Has the applicant supplied additional references?	Yes	No			<b>High</b>  Referees declare applicant unsuitable	<b>Medium</b>  Referees share some reservations	<b>Low</b>  Referees declare applicant suitable
How do the referees rate the applicant's suitability for attendance at the HE provider and participation in the HE community?	Yes	No					
Does the applicant/referee offer any mitigating circumstances concerning past offence(s)?	Yes	No			<b>High</b> No	<b>Medium</b> Some mitigating circumstances	<b>Low</b> Yes
Any aggravating factors to take into account (e.g. intent/harm/exploitation/breach of trust)	Yes	No			What has changed since offence occurred? (e.g. treatment etc.) Applicant's attitude towards offence/s?		
Who else has been consulted about this disclosure (partner agencies/probation officer etc.)					Name: Position: Date consulted: Reply:	Name: Position: Date consulted: Reply:	Name: Position: Date consulted: Reply:
Is there evidence of a risk of reoffending?					<b>High</b>	<b>Medium</b>	<b>Low</b>

<ul style="list-style-type: none"> <li>• Does the pre-sentencing report or any other official documentation provided indicate a risk of reoffending?</li> <li>• Is there any other evidence of behaviour which suggests likelihood of reoffending e.g. applicant's attitude to the offence)?</li> <li>• To what extent is time since the offence a factor in the risk of reoffending?</li> <li>• What has changed since the offence occurred? (e.g. treatment or other form of remediation etc)</li> </ul>		Significant evidence, consistently held across reports	Some evidence, may be inconsistent or not sustained across all reports	Little or no evidence
<b>Overall risk evaluation</b>		<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>

Criminal Convictions Panel – Declaration and Decision

The Panel understands the University's policy on the recruitment of applicants with criminal convictions and has recognised this in its deliberations.

On consideration of the risk assessment form and other materials submitted by the applicant and others the Panel believes that the applicant **should/should not be invited to proceed with the admissions process** for the following reasons:

Signed:

Date:

Date applicant informed:

Copy of letter appended? Y/N

Details of additional attachments/appendices/reports/letter from applicant or referee or probation officer or similar:

Form completed by: \_\_\_\_\_ (name) \_\_\_\_\_ (signed) \_\_\_\_\_ (date)

## Appendix 2: Right to study categories

Below are some examples of common visas and immigration status and whether LSBU will be able to commence your enrolment on the basis of this visa or immigration status. It also indicates the documents you will need to submit in order for us to enrol you. Please note, this is not an exhaustive list – you are strongly advised to contact the Immigration Advice team before you try to enrol if you think that you do not fit into any of the categories given: [international.advice@lsbu.ac.uk](mailto:international.advice@lsbu.ac.uk)

Nationality	Study restrictions	Documentation required
British citizen	There is no restriction on study	British Passport
		Birth certificate and additional documentation as per: <a href="https://www.gov.uk/government/publications/right-to-work-checklist">https://www.gov.uk/government/publications/right-to-work-checklist</a> (only for British citizens who do not hold a passport)
		Certificate of naturalisation or registration as a British citizen
Non-EU/EEA national	This will depend on the type of immigration status you hold.	See below for immigration categories applicable to you
Long resident and Windrush generation		If you are a long resident of the UK (pre-1988) and believe you are part of the Windrush generation. Please contact <a href="mailto:international.advice@lsbu.ac.uk">international.advice@lsbu.ac.uk</a> who can advise you further.

Immigration category	Study restrictions	Documentation required
Student – sponsored by LSBU (1F2MGYXUX)	There is no restriction on study as long as it is for study at LSBU for the course for which the CAS was issued. Supplementary study may also be permitted.	Valid Biometric Residence Permit (BRP) with Sponsor Licence Number 1F2MGYXUX, issued for the duration of the course you are currently studying or enrolling onto or eVisa, <b>or</b>
		EU/EEA students sponsored from 1 January 2021 – Will not be issued with a vignette or a physical Biometric Residence Permit, such students will need to prove their status by accessing the following link <a href="https://www.gov.uk/view-prove-immigration-status">https://www.gov.uk/view-prove-immigration-status</a> And provide a share code which can be used to prove their immigration status. They also need to provide confirmation of the date they entered the UK.
		Valid Biometric Residence Permit (BRP) with Sponsor Licence Number 1F2MGYXUX, issued for your previous course. We will enrol you on your new course but you must make a new visa application using a CAS issued for your new course within 6 weeks of enrolment and before your visa expires with proof of application submitted using a CAS issued by LSBU

		<p>- you will need to show evidence that the application was made before your previous visa expired. This should be:</p> <ul style="list-style-type: none"> <li>- A copy of the Document Checklist, and</li> <li>- Confirmation of biometric appointment (if available as part of the application process)</li> </ul>
Visitor visa from 1 December 2020	There is no restriction on study for non-recreational courses of 6 months or less	<p>Valid vignette, or</p> <p>Valid stamp which states 'Visitor' issued from 1 December 2020, or Evidence of entry e.g. used ticket if entered the UK through e-gates.</p>

	There is no restriction on study, but you are expected to study only part-time. We will be unable to keep you enrolled at LSBU if you cannot show your right to study in the UK.	Valid Biometric Residence Permit (BRP) or eVisa, <b>or</b>
Global Talent		Valid vignette, <b>or</b>
Tier 1 (Entrepreneur)*		Pending applications: we will need to see evidence of your previous immigration application, evidence that you submitted your application before your previous leave expired, and recent evidence that it is still pending.
Start-up		
Tier 2 (General)*		
Tier 2 (Intra Company Transfer)*		
Tier 5 (Temporary Workers)*		

	There is no restriction on study, but you will be responsible for ensuring you can extend your leave to remain if it expires before your course ends. We will be unable to keep you enrolled at LSBU if you cannot show your right to study in the UK.	Valid Biometric Residence Permit (BRP) or eVisa, <b>or</b>
Tier 1 (Investor)*		Valid vignette, <b>or</b>
Tier 5 (Youth Mobility Scheme)*		Pending applications: we will need to see evidence of your previous immigration application, evidence that you submitted your application before your previous leave expired, and recent evidence that it is still pending.
Ancestry visa*		

Points Based System Dependants (Tiers 1 and 2)*	There is no restriction on study. We will be unable to keep you enrolled at LSBU if you cannot show your right to study in the UK.	Valid Biometric Residence Permit (BRP) or eVisa, <b>or</b>
Points Based System Dependants (Student)*		Valid vignette, <b>or</b>
		Pending applications: we will need to see evidence of your previous immigration application, evidence that you submitted your application before your previous leave expired, and recent evidence that it is still pending.

\*It is necessary to obtain an ATAS certificate to study certain disciplines listed at Appendix ATAS of the Rules before a person can study in these categories unless exempt.



Non-EEA Spouse/Civil Partners/Unmarried Partner of EEA/EU National	No restrictions on study	Settlement Scheme granted or Student visa dependent status granted (if arrival in the UK after Dec 31 <sup>st</sup> 2020), <b>or</b>
		Pending applications: Certificate of Application issued within last 6 months can be accepted in certain circumstances. We will need to contact you regularly to find out the progress of this application
Spouse/Civil Partner/Unmarried Partner of a British citizen or a settled person	No restrictions on study	Biometric Residence Permit or eVisa, <b>or</b>
		Pending applications: we will need to see evidence of your previous immigration application, evidence that you submitted your application before your previous leave expired, and recent evidence that it is still pending.
Indefinite Leave to Remain or Permanent Residence	No restrictions on study. Status may be lost where you have been out of the UK for a continuous period of two years or more since the ILR was granted	Valid Biometrics Residence Permit (BRP) or eVisa, <b>or</b>
		Vignette, <b>or</b>
		Stamp in valid passport,
Asylum*/Refugees/ Discretionary leave/Humanitarian protection	There are no restrictions on study for this category.	Valid Biometrics Residence Permit (BRP) or eVisa, <b>or</b>
		Valid vignette, <b>or</b>
		Valid Immigration Status Document, <b>or</b>

<p><i>*Not to be confused with Asylum seekers (below)</i></p>	<p>Decisions are made on a case-by case basis.</p>	<p>Letter confirming you have been granted leave to remain</p> <p><b>Please note</b>, a travel document alone is insufficient evidence to demonstrate your right to study. It must be accompanied by one of the above.</p>
<p>Asylum seekers</p>	<p>Study is usually not permitted unless you hold an Application registration Card which permits study or you have been given permission to work and study on your Immigration Bail Notice.</p>	<p>Application Registration Card (ARC)</p>

*Pending applications*

If you have an application pending for any of the above immigration categories, we reserve the right to contact the Home Office for confirmation of your right to study before allowing you to commence enrolment. We will ask you to sign a form which grants us permission for the Home Office to share information about yourself and your immigration history/status. Please note, such requests can take up to five working days for the Home Office to process.

*Pending appeals*

If you have an outstanding appeal against a Home Office decision to refuse an application for any of the above immigration categories, LSBU will contact the Home Office for confirmation of your right to study before allowing you to commence enrolment. We will ask you to sign a form which grants us permission for the Home Office to share information about yourself and your immigration history/status. Please note, such requests can take up to five working days for the Home Office to process.

## Appendix 3: Examples of visas and immigration documents

Here are some examples of the types of documentation which you will be required to produce:

1) **Biometric residence permit (BRP)**



2) **Vignette (usually a sticker in passport)**





# Home Office

Immigration and Nationality Directorate

Lunar House  
40 Wellesley Road  
Croydon  
CR9 2BY  
Telephone 0870 606 7766 Fax

FORENAMES SURNAME

Our Ref      Our Ref

Date of Birth:    DATE

Your Ref      Your Ref

Nationality:    NATIONALITY

Case ID      CID Case ID

Date      Date

Dear Salutation

## GRANT OF HUMANITARIAN PROTECTION

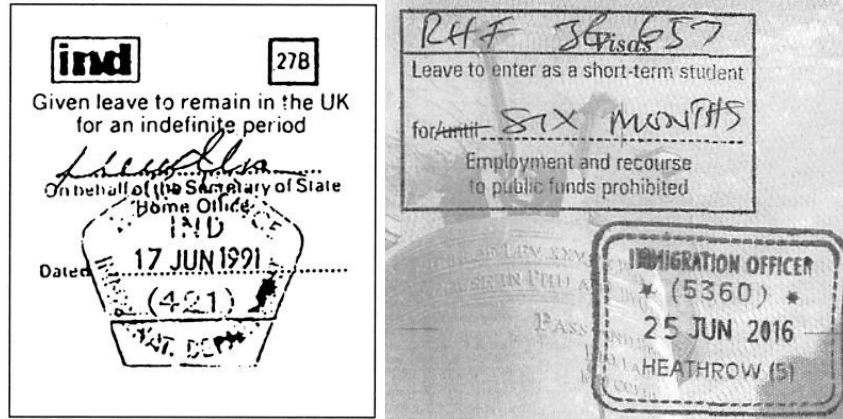
You have/Your claim has been reviewed and you have been granted limited leave to enter/remain in the United Kingdom for a reason not covered by the Immigration Rules.

**THIS LETTER IN ITSELF CONFERS NO LEAVE TO ENTER OR REMAIN IN THE UNITED KINGDOM AND DOES NOT CONSTITUTE PROOF OF YOUR STATUS.**


Please find enclosed your Immigration Status Document/Passport. This has been endorsed with your leave to enter/remain in the United Kingdom. The date this leave to enter or remain expires is shown on the endorsement. It is this endorsement that constitutes proof of your immigration status in the United Kingdom.

You have been granted this leave in accordance with the published Home Office Asylum Policy Instruction on Humanitarian Protection.

4) Stamps



5) Immigration Status Document



**Home Office**  
Immigration and Nationality Directorate

# IMMIGRATION STATUS DOCUMENT

### Personal Details

Full Name  
SURNAME, FORENAME(S)

Nationality  
NATIONALITY

Date of Birth  
DATE OF BIRTH

Place of Birth

Gender  
MALE/FEMALE

Case ID  
CID CASE REFERENCE

# SPECIMEN

### Refugee Status

The person named on this document has been recognised by the Secretary of State as a refugee as defined by the 1951 Geneva Convention relating to the Status of Refugees and its Protocol.

The period for which leave to enter or remain in the United Kingdom has been granted is indicated in the endorsement.

While this period of leave endorsed remains valid, the holder is able to work in the United Kingdom without any immigration restrictions limiting the type of work they can undertake.

This endorsement must be accompanied by the holder's valid passport. The holder must also carry with them a copy of this document. The holder must also carry with them a copy of the endorsement. It remains the responsibility of the holder to ensure that they are accompanied by a valid passport and a copy of this document and a copy of the endorsement at all times. If the holder is unable to produce a valid passport and a copy of this document and a copy of the endorsement, they may be liable to arrest under the provisions of the Immigration Act 1971. If the holder is unable to produce a valid passport and a copy of this document and a copy of the endorsement, they may be liable to arrest under the provisions of the Immigration Act 1971. If the holder is unable to produce a valid passport and a copy of this document and a copy of the endorsement, they may be liable to arrest under the provisions of the Immigration Act 1971.

VIGNETTE

6) Residence cards







**UK Visas and Immigration**  
Permanent Migration  
PO Box 305  
Liverpool  
L2 0QH  
**Tel** 0870 606 7766  
**Fax** 0151 213 2909  
**Email**  
**Web** [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

Address

Our Ref

Case ID

Your Ref Your Ref

Date 04 June 2014

Dear Sir/Madam,

Re:

#### **CERTIFICATE OF APPLICATION**

Thank you for your application for a Residence Card/Permanent Residence Card/Derivative Residence Card. We will make a decision on the application as soon as we can and, in any event, within the next 6 months.

Please do not telephone or make enquiries about the progress of the application before you hear from us unless a passport or other document is needed urgently, as this diverts resources from making decisions.

We advise you not to make any non-urgent travel plans until we have decided your application and returned your passport(s) or travel document(s).

**You are permitted to accept offers of employment in the United Kingdom, or to continue in employment in the United Kingdom, whilst your application is under consideration and until either you are issued with residence documentation or, if your application is refused, until your appeal rights are exhausted.**

An employer may ask to see this document as evidence of eligibility to work, so you should keep it in a safe place until the application has been decided as it may not be replaced.

#### **Note for employers**

This document may form part of a statutory defence against liability to pay a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 for employing an illegal migrant worker. However, it should only be accepted for this purpose if presented within 6 months of the date of issue and provided you can demonstrate that the document has been verified by the Home Office Employer Checking Service.

The holder must present the original document. You should request verification of the document by downloading the Employer Checking Service form from the Home Office website and e-mailing it to [Employerchecking@ukba.gsi.gov.uk](mailto:Employerchecking@ukba.gsi.gov.uk) and retain a copy of it in your records. Further information about the Employer Checking Service and the responsibilities of employers can be found at <https://www.gov.uk/government/organisations/home-office>.

ECD.4820

1 of 2

## 8) Tier 4 (Student) 'Document Checklist'



## Document Checklist

Payment notification number: 2PAA001143352

Payment amount: £439.00

Immigration health surcharge reference number : IHS003439948

Email: [REDACTED]@gmail.com

Submitted date: 10 February 2016 21:16 +00:00 (+00:00)

### Applicant

Product name/service: Tier 4 (General) student

Applicant's full name: Miss [REDACTED]

Date of birth: 9 December 1987

Nationality: Albania

### Documents

All documents must be originals.

You have agreed to include the following documents in your application. Please tick the box beside each document to confirm that you are enclosing it:

#### Mandatory documents