# Admissions Policy and Procedure

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**If required, this document is available in an alternative format. To request this please contact the Admissions team.**

## 1. Introduction

This policy and procedure document describes the principles and processes which are used to select and admit new students to Brunel University of London. The policy covers admissions to all Undergraduate, Postgraduate Taught, Postgraduate Research and Language Centre awards. It covers all study modes including full time, part time, distance and online learning.

In recruiting, selecting and admitting students to Brunel, the University is mindful of its legal and regulatory obligations including those in respect of equality, fairness and consumer protection, and of the expectations and requirements of the Office for Students (OfS). The University strives to ensure that its admissions arrangements and processes are accessible, transparent and clear, fair, inclusive and equitable, and consistent in their application. The University recognises the diversity of its prospective students and encourages applicants from all backgrounds who are suitably qualified for its programmes and have the potential to succeed.

The Admissions team are responsible for the operational aspects of the admissions process and academic Admissions Tutors in the Colleges have designated responsibilities at programme level.

## 2. Access and Participation

Brunel University of London encourages applications from a wide range of prospective students and from all those with the ability to benefit from higher education. The University runs outreach activities in support of its commitment to widening access and recognises the importance of financial assistance to help ensure that anyone who is qualified to study at Brunel can do so, regardless of their circumstances.

Details of the Scholarships and Bursaries that are available to applicants can be found here: https://www.brunel.ac.uk/scholarships

**Contextual Admissions**

To counter disadvantage, the University adopts a contextual admissions approach when reviewing undergraduate applications. This applies to applicants eligible for Home fees.

Contextual data includes educational and socio-economic background. Contextual data relates to individual applicant circumstances, such as if they have been in care, or involved in widening access activities. The contextual data will enable the University to consider additional factors which may have impacted on an applicant's education to make more informed decisions on applications.

Our Contextual Admissions approach includes exercising flexibility (where appropriate) with entry qualifications and/or grades. This includes making lower graded contextual offers (details can be found on individual course pages).

Applicants will be deemed to be contextual if they meet one (or more) of the following criteria:

- Applicants from areas of Low Higher Education participation (POLAR4 Quintiles 1 and 2)
- Applicants who have a disability
- Care-experienced applicants/Care Leavers https://www.brunel.ac.uk/study/schools-and-colleges/widening-access/Care-Leavers
- Mature applicants (aged 21 or over as of 1st September of the academic year when their course starts) https://www.brunel.ac.uk/study/schools-and-colleges/widening-access/mature-students
- Students who attended the Brunel Bridging Scholars programme (a Saturday programme for school pupils) https://www.brunel.ac.uk/education/urban-scholars
- Young carer (aged 25 years or under at enrolment with a dependent family member or)
- People estranged from their parents or carers (aged 25 years or under at enrolment)
- People from Gypsy, Roma and Traveller communities
- Refugees
- People granted Humanitarian Protection
- Asylum Seekers
- Applicants from UK Armed Forces Families (Service Children)
- Applicants who have served in the Armed Forces
- Applicants who receive or are eligible to receive Free School Meals

Please note, the Admissions team reserves the right to request verification of an applicant's contextual marker(s) where they deem it necessary.

Please note the contextual admissions policy does not guarantee admission for an applicant's chosen course nor for an alternative course.

If you are applying to Medicine MBBS, please view the Medicine Contextual Admissions Policy for further details (Section 30 of this policy).

Admissions has a dedicated Contextual admissions webpage for prospective applicants with tips and guidance when applying as a prospective contextual applicant: https://www.brunel.ac.uk/about/admissions/contextual-admissions

## 3. Equity and Inclusion

Through its Equity and Inclusion and Admissions policies, the University is committed to providing equity of access to the courses and opportunities its offers and to treating all applicants fairly, transparently and consistently. We work to create and maintain an inclusive and respectful environment where people can belong, , access the opportunities that the University offers and thrive. We are committed to celebrating diversity and advancing equality of opportunity.

## 4. Disability and neurodivergence

Applicants with disabilities/neurodivergent profiles (including applicants with mental health concerns or other health conditions) are encouraged to disclose the nature of their disability at the earliest opportunity; so that the University (through its Wellbeing, Inclusion and Support Team) can consider what arrangements may be put in place to remove or lessen the impact of any barriers to their application and eventual study with the University and in good time and to enhance the applicant and student experience. Further applicant information can be found here: https://www.brunel.ac.uk/life/supporting-you/disability-and-dyslexia/home. Please also visit the Student Wellbeing Department at: https://www.brunel.ac.uk/life/supporting-you

## 5. Information for applicants

Brunel University of London recognises the importance of providing prospective students with clear, accurate and comprehensive information about the programmes, services and facilities it offers. This information is provided in various forms including prospectuses, the University website (www.brunel.ac.uk) and the UCAS website www.ucas.com

This information includes the aims, content and structure of individual programmes; entry criteria, skills requirements for individual programmes (which can all be located on the individual course pages). Guidance about how to apply (for undergraduate can be found here https://www.brunel.ac.uk/study/applicants/undergraduate-courses-how-to-apply and for postgraduate can be found here https://www.brunel.ac.uk/study/applicants/postgraduate-courses-how-to-apply. The expected fees and other costs of being a student can all be located on the individual course pages; and the additional course related costs page: https://www.brunel.ac.uk/about/admissions/course-related-costs. The financial support available (details of the Undergraduate and Postgraduate Scholarships and Bursaries that are available to applicants can be found at https://www.brunel.ac.uk/scholarships .

## 6. Discontinued courses

The University makes all reasonable efforts to deliver the programmes of study, research opportunities and other services and facilities described in its information for students.

However, the University may in some circumstances be required to:

- Make reasonable variations to the content and/or syllabus of programmes of study
- Alter the timetable, location, number of classes and/or method of delivery of programmes of study and methods of timings of assessments, provided such alterations are reasonable and necessary
- Make reasonable changes to its statutes, Ordinances, regulations, policies and procedures
- Combine programmes of study

- Suspend, discontinue or not provide programmes of study

If the University makes changes in this way, it will take reasonable steps to notify affected applicants promptly to minimise any disruption to commencing their studies.

For further information about the circumstances and/or reasons the University may be required to take the actions above in relation to (1) changes to pre-contract information and (2) changes after an applicant has entered into a contract with the University please visit: https://www.brunel.ac.uk/About-this-website/the-student-contract to view our student contract.

## 7. Criteria for admission

The University seeks to admit applicants, who are suitably qualified for its programmes and who it believes have the potential to succeed. This commitment is underpinned by three factors which are key to indicating the likely success of a student:

- Ability at a certain level in thinking and learning
- A foundation of skills from which to extend their study
- Motivation and commitment

These factors, alongside formal qualifications and experience, may be assessed through a student's personal statement and in some cases at an audition, interview, portfolio etc. Additional assessment of professional capability will apply to the professional courses.

**Undergraduate programmes:**

The published entry criteria refer to qualifications taken in one sitting and at the first attempt. Qualifications taken as re-sits or over several sittings will be considered on an individual basis.

The published entry criteria are valid for level three qualifications e.g. A-level, BTEC and International Baccalaureate completed in the ten years immediately prior to the start of a course. Qualifications taken more than ten years before will be considered on an individual basis. However, the University may look for evidence of recent study or learning and assess suitable preparation for study at the University.

In addition to level three requirements for the course the University also expects applicants to have five GCSEs at C/4 or above including English and Maths. The University may consider alternative qualifications if the applicant has not had the opportunity to take GCSEs. For the new GCSE grading system, we would accept Grade 4 or above as equivalent to GCSE Grade C.

The University's website and prospectus provide clear information on the entry criteria for each programme. The website will be updated as soon as any criteria changes occur although criteria published in print may take longer to update.

For International and EU applicants, qualification equivalencies can be found on each course page. Applicants holding qualifications which do not appear on the list on the website should contact the Admissions team prior to application to check equivalence. Applicants are advised to visit www.enic.org.uk for more information about their qualification (equivalency to UK qualifications) prior to applying.

For further information please visit: http://www.brunel.ac.uk/study

Course Entry Profiles can also be viewed on the UCAS website:
https://www.ucas.com/applying/you-apply/what-and-where-study/choosing-course

**Postgraduate taught programmes:**

Entry to taught postgraduate programmes normally requires an undergraduate degree; however, relevant work experience, can replace this requirement, in some cases. Entry to programmes without an undergraduate degree is at the University's discretion.

Specific entry criteria can be found on the course pages of the University website: http://www.brunel.ac.uk/study

**Research degrees:**

Entry to postgraduate research programmes normally requires an undergraduate degree and, in some departments, also a post graduate qualification. Entry to programmes without a postgraduate qualification is at the University's discretion and dependent on the availability of appropriate supervisors. Please note that Doctoral Training Partnerships and externally funded studentships have different entry requirements and may require a master's degree in the relevant area.

Prior to applying, applicants should enquire whether the University has appropriate supervisors or research areas of interest to support their Research Proposal. To find out more about the Research degree application process, please visit this advice page: https://www.brunel.ac.uk/research/Research-degrees/How-to-apply

If applicants are responding to an advertisement for a pre-defined research project being marketed by the University, they will need to provide a personal statement about their suitability.

In certain situations, applicants may have had informal contacts with members of staff and have discussed their ideas for their research degree prior to making a formal application. Any informal contacts are not a guarantee of an offer of a place at the University. Decisions to admit applicants are made by the relevant College on behalf of the University and communicated to the applicant via the Admissions team.

For details of entry requirements and application specifications please refer to the University Course Finder http://www.brunel.ac.uk/study and Code of Practice for Research Degrees http://www.brunel.ac.uk/about/quality-assurance/research.

## 8. How to apply

Applications for full-time undergraduate programmes are normally submitted via UCAS. Detailed information on how and when to apply can be found at www.ucas.com or on the University website at: https://www.brunel.ac.uk/study/applicants/undergraduate-courses-how-to-apply Applications for undergraduate part-time programmes are submitted via the University's Online Application form which can be found on the individual course pages on the main website www.brunel.ac.uk/study.

Applications for Initial Teacher Training (PGCE) are submitted via DfE Apply https://www.gov.uk/apply-for-teacher-training . Detailed information on how and when to apply can be found on the University website at: https://www.brunel.ac.uk/study/applicants/postgraduate-courses-how-to-apply/postgraduate-courses

Applications for postgraduate taught programmes (except PGCE and MSc Social Work and MSc Registered Nurse) are submitted via the University's Online Application form. Information on how and when to apply can be found on the University website at: https://www.brunel.ac.uk/study/applicants/postgraduate-courses-how-to-apply . Applications for MSc Social Work and MSc Registered Nurse must be made through UCAS at www.ucas.com.

Applications for postgraduate research programmes are submitted via the University's Online Application form. Information on how and when to apply can be found on the University website at: https://www.brunel.ac.uk/research/Research-degrees/How-to-apply

Applications to Pre-Sessional English and other English programmes delivered by the Brunel Language Centre are submitted via the University's Online Application Form. Information on how and when to apply can be found on the Brunel Language Centre webpage on: https://www.brunel.ac.uk/international/language-centre

Applications to programmes delivered by Brunel Pathway College (BPC) in collaboration with a third-party provider Navitas are submitted to BPC directly via the BPC webpages. This information is then used by Navitas to create an application record in their admissions systems and is shared with Brunel; a record will then be added to the Brunel system. Detailed information on how and when to apply can be found at https://pathway.brunel.ac.uk Further information on how any personal information is used when applying to BPC can be found in our Privacy Notice.

Applicants who are current students at the University and wish to apply for a further programme of study at the University, which is not an undergraduate degree, a Teacher Training (PGCE) degree, MSc Social Work or MSc Registered Nurse, can apply through the Quick Application. The Quick Application form can be found on the students eVision account.

International applicants who are considering applying via an Education Agent, can find more information here: https://www.brunel.ac.uk/international/Applying-to-Brunel-University-of-London-through-an-Agent.

The University accepts undergraduate applications up to and including, the official UCAS January deadline (14th January for 2026 entry). Applicants are invited to apply for programmes beyond this date, up to and including, the final UCAS deadline of 30th June (after this date Clearing begins). Applicants wishing to apply after the January deadline should note that the quota for some courses is reached early in the academic cycle. Applicants are therefore advised to submit their applications to UCAS before the January deadline. Applicants to Medicine MBBS are encouraged to apply by the October deadline.

The University accepts postgraduate applications on a first come first served basis, subject to interview in some cases. Applicants are advised to submit their applications as soon as they can, more information can be found here: https://www.brunel.ac.uk/study/applicants/postgraduate-courses-how-to-apply/postgraduate-courses . The dates on this page are indicative, however we urge applicants to apply early for their chosen course, as courses may close during the cycle if demand is high.

Some courses have specific capacity limits and may be subject to additional application, acceptance or deposit deadlines. Applicants will be notified of any relevant deadlines during the admissions cycle. Please refer to Section 7 of the Student Contract, which requires applicants to pay any course deposit fees when due. If the university is unable to accommodate applicants due to high demand, we may seek to defer applications to the next available entry point.

## 9. Decision making and offers

The University is committed to providing a professional admissions service to applicants. The University has an Admissions team who are responsible for all operational aspects of the process..

Admissions decisions are usually made by the Admissions team or the relevant academic Admissions Tutors. The University uses limited automation to support provisional admissions decisions during Clearing where applications clearly meet pre-defined entry requirements. We do not use automated decision-making to reject applications. Where automation may be used, applicants will be informed as part of the Clearing application process. The limited use of automation helps us provide a timely, consistent and efficient service during busy periods, while ensuring admissions decisions continue to be supported by appropriate human oversight.

The Admissions team are responsible for all communications with UCAS, including the transmission of admissions decisions. In special circumstances other members of the University staff may, from time to time, be appointed to make provisional offers on behalf of the Admissions team. The offer will be formally communicated in the form of an official offer email after full review of the formal application.

In assessing the academic suitability and potential of applicants, the following information is considered:

- Standard of awarded qualifications
- Predicted achievement in qualifications which are being studied
- Relevant experience or prior learning
- Personal or supporting statement
- References, for confirmation of academic potential and personal qualities.

In assessing the academic suitability and potential of applicants, staff of the University may also draw on a variety of additional methods including:

- Interview/audition
- Portfolio of work
- Research Statement (for postgraduate research applications)
- Contextual information (for undergraduate applications)

The University will consider applications and make decisions as quickly as possible. The time taken to respond will vary according to the type of application, the completeness of information provided and seasonal variations in the workload of the Admissions team. We would recommend applicants apply as early as possible to be considered for an offer of a place on a course. The fairness and consistency of offer making for each programme is managed by the Admissions team under the direction of the Associate Director of Recruitment and Admissions.

Some of the courses offered by the University use mandatory interviews or have other selection activities as part of the decision-making process. Various interview formats are in use e.g. individual or group related. Other selection activities may include a sample of writing, audition, portfolio or set tests. Reasonable notice and information will be provided in advance of interview dates. Where an applicant resides outside of the UK, consideration will be given to alternative arrangements including remote interview.

The University may, at its discretion, consider applicants for an alternative or related programme where they are not eligible for their original course choice. The University is under no obligation to offer consideration for an alternative programme.
Applicants may also be offered a place, where appropriate, on a foundation programme with the University's partner provider Brunel Pathway College (BPC) if they have not qualified for direct entry. More details on BPC admissions and how to apply can be found at: https://pathway.brunel.ac.uk

Applicants being considered for an offer of a place will normally be encouraged to visit the University, either as part of the selection process before a decision is reached, or after an offer has been made at an Applicant/Open day.

Successful applicants will receive an offer of entry from the University. The offer of entry will either be unconditional or conditional based on qualifications or requirements yet to be completed. Applicants who are made conditional offers must meet all the conditions listed before the start of the course. In the case of applications submitted through UCAS or DfE Apply, applicants must meet all the conditions within the cycle in which they have applied (including applicants who have applied for deferred entry).

Academic conditions made in conditional offers can include specific grades in pending qualifications and English Language qualifications at specific grades. Non-academic conditions made in conditional offers can include provision of suitable references, health check and/or criminal convictions declarations or payment of deposits.

Applicants must meet all their offer and registration conditions to be able to register with the University. Applicants who have met part of their academic conditions or narrowly missed their academic conditions may be considered, on a case-by-case basis, at the discretion of the Admissions team and Academic Tutors. If an applicant does not meet the academic or non-academic conditions of offer, the student contract will be terminated, and the offer of a place will be withdrawn. Confirmation of the decision will be updated on the eVision Applicant portal and UCAS (if an applicant applied via UCAS).

Unconditional offers will only be made once an applicant has met all offer conditions for entry to the course. If all conditions are met at the time of application an initial offer could be unconditional. Once all conditions are met from a conditional offer this will be converted to an unconditional offer.

When an applicant receives an offer, they will also receive instructions on how to reply to the offer, information on Scholarships and Bursaries, Accommodation and upcoming events such as Applicant/Open Days. Once an offer has been accepted and there are no conditions outstanding, information will be sent out detailing how to register on the programme close to the start of the programme.

We advise applicants to respond to their offer and meet their offer conditions as soon as possible. If conditions are met late in the cycle, there may not be enough time to register the applicant or make a visa application, at this point, the Admissions team may recommend an applicant defers their offer (if the course allows an offer deferral).

Applicants are encouraged to accept offers and meet any conditions as early as possible. Additional deadlines may apply for certain, high demand courses and will be communicated during the admissions cycle. Please refer to Section 7 of the Student Contract, which requires applicants to pay any course deposit fees when due. If the university is unable to accommodate applicants due to high demand, we may seek to defer applications to the next available entry point. Further information for Postgraduate Admissions can be found here: https://www.brunel.ac.uk/study/applicants/postgraduate-courses-how-to-apply/postgraduate-courses

Decisions for Online Learning courses will be processed by the Future Learn Admissions team. The team can be contacted directly here: study@online.brunel.ac.uk

Applications for MBBS will be assessed both against this Admissions Policy and the Medicine Admissions Policy, which is in section 30 of this policy.

Please note, Brunel University of London reserves the right to withdraw an offer or application if we have reason to believe that the individual may contravene Senate Regulation 6, point 19 and pose a potential threat to the safety, security, good order or reputation of the University, its members or members of the public.

**Re-admission policy**

Applicants who have previously studied within Brunel University of London, but did not fully complete the course, will be reviewed on a case-by-case basis. Applicants with outstanding misconduct or appeals decisions will have their application 'held' at Admissions stage, until a resolution has been agreed. All re-admissions decisions will be sent to the appropriate Admissions Tutor for review.

In accordance to Senate Regulation 3, "Students will not normally be permitted to register at the same time for more than one programme of study and assessment leading to an award offered under this Regulation". If a current student is applying to another course at Brunel, the Admissions team must receive confirmation that all taught/examined elements of the course have been completed, and confirmation that the dissertation has been submitted, before the applicant can enrol onto their new course.

Applications to another course leading to an award at the same level in a related subject area will not be considered from previous students who have been 'Fail/Withdrawn' at an examination board. Applications from Fail/Withdrawn applicants to a different department may be considered on a case-by-case basis by the Admissions team.

For applicants studying within BPC who fail to successfully progress onto their chosen Brunel pathway, it is the Admissions Tutors decision whether to allow the applicant to begin another course within BPC (providing there are no shared modules or visa restrictions).

Applications received from anyone who has previously been a student at the University and has had their registration terminated for academic and/or non-academic disciplinary offences will be considered at the discretion of the Associate Director of Recruitment and Admissions.

You will not be able to re-enrol at the University if you have outstanding university fees. You will need to clear these debts to be able to continue with your studies. This applies to any university fees owed to the University or its academic partners (i.e. Brunel Pathway College).

## 10. Requirements for International applicants

Applicants for whom English is not a first language are required to hold a recognised qualification with the required minimum score for their chosen course. Further guidance and regulations on International student entry requirements can be found on each course page on our website at http://www.brunel.ac.uk/study by using the International entry requirements link.

Applicants to specific, professional programmes (e.g. Physiotherapy, Occupational Therapy, Social Work, Nursing, Medicine and Teaching) may be required to undertake a written assessment to demonstrate that an appropriate level of ability in English language has been achieved.

Brunel reserves the right to require applicants to apply to our courses via one of our trusted partners (i.e. Agents), to support Brunel's assessment processes for visa sponsorship and the increased likelihood of a successful Student visa application. To locate your dedicated country manager or the representatives in your country, please visit this link: https://www.brunel.ac.uk/international/yourcountry

**Student Visa requirements and the issue of a Confirmation of Acceptance for Studies (CAS)**

Applicants who require a Student Visa to study in the UK must also meet all the Home Office requirements to be able to make a valid visa application before the University will make an unconditional offer and issue a CAS. Upon receiving a conditional offer, applicants will be asked to complete a CAS Shield application and to supply relevant documents such as copies of passports, qualifications, visas and financial documents that relate to these requirements. Applicants may also be asked to provide information about their past immigration history and previous study in the UK (if applicable). Brunel University of London also reserves the right to undertake pre-CAS interview of applicants before deciding to issue a CAS. Please see the CAS Shield Interview Policy for further information regarding this located here: https://www.brunel.ac.uk/about/administration/documents-and-policies.

Admission to a course and eligibility for Student Visa sponsorship are separate assessments. An offer of admission does not guarantee the issue of a Confirmation of Acceptance for Studies (CAS). Applicants must meet both academic requirements and the University's sponsorship requirements. Brunel University of London will not accept any responsibility for Student Visa applications that are refused by the Home Office or loss of finances due to the unsuccessful visa application.

The CAS will not be issued by the Admissions team to applicants until all conditions of the offer have been met, and it has been determined that the applicant meets all of Brunel's requirements to be sponsored for a Student visa. This includes an assessment that the applicant will, to the best of our knowledge, be able to successfully apply for a Student visa and has a genuine intention to study at Brunel. It is the applicant's responsibility to request the CAS, if needed urgently. The offer of an academic place of study does not guarantee the issuing of a CAS after assessment of CAS Shield applications. Further information can be found at: https://www.brunel.ac.uk/international/visas-and-immigration.

The University reserves the right to withhold the issuing of a CAS to any applicant who we have any reason to believe will not be able to make a successful Student Visa application and/or we have concerns about a student's credibility. Note that Brunel also reserves the right to withdraw a CAS after it has been assigned, if new information is received that was not originally known at this point, that leads us to doubt a successful visa application can be made.

Instances where this may be applicable include, but are not restricted to, the following examples:

- There is insufficient time to make a Student Visa application prior to the latest registration date for the course, or a decision has not been made on the visa application at this point.
- The applicant does not have, or is unable to provide evidence that they have, sufficient funds to be able to make a successful Student Visa application.
- The applicant does not meet certain Home Office requirements to be successful in a Student visa application, such as academic progression and study cap regulations.
- The applicant is currently residing in the UK as an 'overstayer' (remaining in the UK beyond the expiry date of their visa) or cannot make a valid permission to stay application while resident on the UK. In certain circumstances Brunel may withhold the issuing of a CAS until evidence has been supplied that the applicant has exited the UK to be able to make a valid visa application.
- It is discovered that the applicant has either withheld or provided false information in their original application, for example in relation to their previous immigration history or application details.
- As referenced in section 18 below, a CAS will not be issued if it is found that any form of fraudulent/falsified documents have been supplied in support of the application.
- Concerns are raised in a CAS Shield application or pre-CAS interview that the applicant does not have a genuine intention to study at Brunel and/or would not be successful in a Student Visa application (where an interview may also take place).

It is the applicant's responsibility to ensure that all details on their Confirmation of Acceptance for Studies (CAS) are accurate, including course name, course length, and any other relevant information. If any amendments are required, applicants must contact the Admissions team immediately. A CAS must not be used to apply for a visa unless the applicant is certain that all information is correct. Failure to check the CAS thoroughly may result in additional financial consequences, such as having to pay for a new visa application.

**Tuition Fee Deposit process**

International students applying for courses at Brunel University of London are required to pay a deposit to secure their place at the University and prior to a CAS being issued (if required). This deposit is counted as a payment towards the tuition fee. The deposit amount required will be listed in the offer email. Applicants are advised within their offer email to pay their deposit within 28 days to secure their place on the course. For any deposits paid after this date, places will be reviewed subject to course vacancies. For applicants applying via UCAS, we recommend you pay your deposit within 28 days of accepting your offer as your firm choice, to secure your place.

When International students have met their Academic and English Language offer conditions they will receive an email requesting payment of the deposit as soon as possible. If the applicant's course fees are paid by a sponsor,

the applicant may be exempt from the tuition fee deposit payment. In such cases, the Admissions team will request proof of sponsorship, which should be provided in the form of a signed letter.

Applicants enrolling onto MBBS Medicine are required to pay a deposit prior to any unconditional offer being issued, a deposit payment deadline will be sent following an offer of a place on the course.

**For certain Postgraduate courses, 50% payment of tuition fees pre-CAS for students from countries not listed under the differential evidence requirement** (from 2024/5 entry)

The UKVI/Home Office will only give International students permission to enter the country, or extend their existing visa, if they can show that they have enough money to pay for their course and support themselves in the UK.

Some student visa applicants do not need to provide evidence of their finances when they are applying for entry clearance in their country of nationality or ordinary residence, or for leave to remain in the UK. However, they might be asked to provide this evidence before they get a decision on their application. The Home Office calls this the "differential evidence requirement".

Find out if your country or territory is included by looking at section ST 22.1 under "Eligibility requirements for a student" on the gov.uk website: https://www.gov.uk/guidance/immigration-rules/appendix-student

In addition to the UKVI's financial requirements, applicants will need a CAS to make their student visa application, and the University will normally want to see proof that applicants have the correct level of money needed for their student visa application in the correct format before issuing a CAS.

As indicated within an offer email, certain courses will require applicants to follow the below process prior to a CAS being issued. Currently, this process includes all MRes courses. Brunel reserves the right to include any other courses at any point in the cycle.

**For certain Postgraduate courses, applicants from a country listed under the 'differential evidence requirement'** will be required to pay the deposit amount listed in the offer email before the CAS is issued to secure their place and 50% of the tuition fees for the first year before registration.

**For certain Postgraduate courses, applicants from a country not listed under the 'differential evidence requirement'** will be required to pay the deposit amount listed in the offer email to secure their place and 50% of the tuition fees for the first year before the CAS is issued.

It will be clearly stated within your offer email whether you are required to pay the 50% tuition fee payment ahead of CAS issuance or during registration. Further information can be found here: https://www.brunel.ac.uk/about/admissions/Deposits-and-tuition-fee-instalments

**Students enrolling onto an English language programme**

Students enrolling onto an English language programme provided by the Brunel Language Centre are required to pay a deposit prior to any unconditional offer being issued. The deposit payment will be requested from International students when they have met the Academic and English conditions of their offer. This request will be sent by email and will ask the payment to be made as soon as possible. Any students requiring a CAS to apply for a Student Visa will need to pay the deposit first and meet any other outstanding conditions, before a CAS can be issued to them. For departments in high demand, applicants must pay their main degree programme deposit, to secure their place. Applicants must pay the deposit amount listed in the offer email, or the full course fees (if lower than the deposit amount).

**Students enrolling onto an English language and a degree programme requiring a single CAS for the degree programme**

For any students enrolling onto an English language programme followed by a degree programme at Brunel and who require a single CAS for the degree programme, a deposit will be required to receive an unconditional offer for the English language programme. The student must meet the English language requirements to progress onto

the main degree programme and receive an unconditional offer for the degree programme. For departments in high demand, applicants must pay their main degree programme deposit when requested, to secure their place.

**Students enrolling onto an English language and a degree programme requiring a joint CAS to cover both programmes**

For any students enrolling onto an English language programme followed by a degree programme at Brunel and who require a joint CAS to cover both programmes, a deposit will be required to receive an unconditional offer for the English language programme and a further deposit will be required for the degree programme (alternatively one payment may be made when the student wants to receive an unconditional offer for the English language programme). The deposit amounts will be listed in the offer emails. The deposits will be required, even though in most cases the student will not have yet met all the conditions of their degree programme. Both deposits are required for Brunel to issue a joint CAS, as the student is being allocated two places on Brunel programmes. This is viewed as sufficient collateral to secure two places prior to arriving at Brunel as well as being issued with a joint CAS.

**Tuition Fee Deposit refund process**

You should only pay your tuition fee deposit if you are certain you will join Brunel University of London.

Although in the normal course of events the tuition fee deposits and instalment payments are non-refundable, there may be exceptional circumstances where a refund will be issued. These instances are listed below:

- The application for a Student Visa has been refused, and a scanned copy of the UKVI's refusal letter has been provided to Brunel University of London, provided the refusal reason is not due to a fraudulent application or false representation.
- The applicant paid the deposit before meeting the Academic requirements of the course and has subsequently not met the conditions of offer, provided the failure to meet the conditions is not as a result of making a fraudulent application, as per below. You must submit academic results to the University as soon as they are available and before the start date of your programme. If we subsequently offer you a place on the same programme and you choose not to take up the place, your deposit payment will be retained.
- The applicant paid the deposit before meeting the English Language requirements of the course and has subsequently not met the conditions of offer, provided the failure to meet the conditions is not as a result of making a fraudulent application, as per below. You must provide evidence of having taken a recognised test within 12 weeks prior to the start date of your programme in order to qualify and evidence of this must be provided. Failure to arrange to take an appropriate English Language test prior to the start of your programme will not be considered grounds for a refund.
- The applicant is attending a Brunel Language Centre course and fails to meet the progression requirements to the main degree programme.
- The University withdraws or suspends the course to which the applicant has applied. However, if the applicant is offered an alternative programme they will be entitled to a deposit refund within 14 days of the alternative offer being made should they decide not to accept it. If an alternative offer is accepted the original terms of the deposit policy apply and the applicant would not be entitled to a refund, should they change their mind at a later date.
- The applicant asks to cancel their application within the 14-day cooling off period after an offer has been accepted, or after the deposit has been received. Please note, if the applicant is made a late offer (post-teaching start date) and starts the course within the 14 day period, the Student Financial Policy (https://www.brunel.ac.uk/about/administration/documents-and-policies) outlines the costs of withdrawing from the course.
- Death of the applicant, subject to an official death certificate being provided.
- Death of an immediate family member after the payment of the deposit (e.g. parent, sibling, child or spouse including relatives through marriage), resulting in you no longer being able to study in the UK. The applicant will need to provide an official death certificate.
- If the applicant is seriously ill, prior to the start of the course, and demonstrable evidence of this from an official medical practitioner has been provided to Brunel University of London.
- The applicant is unable to meet the requirements for Brunel University of London to sponsor them on a Student Visa, provided this is not due to false information or fraud as per the below.
- The student is prevented from completing registration before a given deadline due to a genuine delay with the visa application beyond normal service standards with UK Visas and Immigration (UKVI). Evidence must be

provided such as the date of the visa application, any correspondence with UKVI and (if applicable) a copy of any student visa issued.

- The applicant paid the deposit whilst Brunel was listed as the UCAS Insurance choice, and the applicant has subsequently met the conditions of their Firm choice requirements.
- Serious family event, resulting in withdrawal of tuition fee sponsorship. The applicant will need to provide evidence of a change in financial circumstances that was not known at the time a deposit was paid. For example, evidence that sponsorship was secured prior to the deposit payment and then later withdrawn for reasons outside of the applicant's control.
- The applicant was required to complete a pre-CAS interview and was rejected, provided the reason for the rejection was not because of fraud and/or cheating during the interview. Such behaviour would be considered an attempt to gain entry to Brunel via a fraudulent application, as per the below.

To apply for a refund, you must complete the 'Deposit and Tuition Fee Refund request form': https://forms.office.com/e/43jkEZynJV and provide the necessary documentary evidence by uploading it to your eVision MyApplications portal. Otherwise, a refund will not be issued. By completing this form, you are consenting for the Admissions team to verify any documents uploaded as part of your application.

Requests for deposit refunds must be submitted no later than 60 days after the official start date of the course, any requests after this date will not be considered.

If further information is requested from the Admissions team, you must provide the information requested within 10 working days, or this will invalidate your request.

Applicants must include all information within one refund request, if you meet more than one of the refund criteria, please include this within your statement. Subsequent refund requests will not be considered.

Applicants must be able to produce (as applicable):

- an academic transcript dated after the deposit was paid to show that you did not meet the conditions of your offer.
- a valid English language certificate dated after the deposit was paid and within 12 weeks of the start date of the course to show that you did not meet the conditions of their offer.
- a visa refusal notice to show your visa was refused.
- evidence that an application for funding has been denied or that financial circumstances have changed since the deposit was paid.
- verifiable official documentation to support their claim of ill health or exceptional circumstances.

Applicants to Online Learning courses (through FutureLearn) should also follow the above Refund application process.

If an applicant requests a refund, the Admissions team will request evidence that the applicant has not travelled to the UK or 'used' their CAS, before a refund request will be reviewed. If a student enters the UK with a Student visa sponsored by Brunel, but fails to register/enrol, a refund may only be considered upon receiving evidence the student has left the UK. No refunds will be issued to applicants who remained in the UK, post study withdrawal, (this includes applicants who switch immigration category and remain in the UK).

If your refund request is granted, you will be told in writing via email.

Refunds will only be made to the account from which the payment was originally made. Refunds are processed by the Student Finance team and can take up to 12 weeks to be refunded.

Where Brunel agrees to provide a refund to an applicant and a CAS has already been issued to the applicant in question, it will deduct a fee of £250 from the refund to cover administration costs.

If an applicant would like to defer their place to the next intake, the deposit will be held until that intake. Deposits rolled forward to the next intake will be non-refundable except when the criteria listed above are met after the deferral and/or the applicant has demonstrable evidence that the relevant circumstances are ongoing (if they occurred prior to the deferral) and continue to have an impact on their University application.

The University will **not** process a refund in the below instances:

- The University will not process a refund if it determines that an applicant/student has made a fraudulent application to gain entry to Brunel University of London. This would include (but is not limited to) the use of fraudulent qualification documents and/or the use of false information in the application form. Please see Section 18 below for further detail.
- The University will not process a refund to an applicant/student whose Student visa application is refused on the grounds of 'false representation'. This includes using false information or documentation in a visa application, or failing to disclose relevant facts requested in the visa application form
- The University will not process a refund if the applicant is stopped by the UK Border Force and is refused entry to the UK because of concerns they do not have a 'genuine' intention to study in the UK and/or it has subsequently been discovered that 'false representation' was used to obtain the Student visa (see above)

**Financial Sanctions**

A sanction is a restrictive measure which is put in place to comply with UN and other international obligations, to support foreign policy and national security objectives as well as maintaining international peace. Sanctions can include a variety of restrictive measures. The list of countries affected by sanctions changes regularly. More information can be found on this page: https://www.brunel.ac.uk/international/fees-and-funding/making-a-payment

All payments made to Brunel University of London must be compliant with international sanction laws. It is your responsibility to ensure that you are not breaching any of these laws when making payments to us. As part of the admissions process, applicants will be required to complete a questionnaire to determine the source of funding.

You must not arrange for Fees to be paid by any sanctioned individual or entity or using any monies that originated from any sanctioned individual or entity.

If you are found to have broken any of these regulations, the University will take action, which could include withdrawal of an offer of a place or de-registration from the course, if suitable and compliant payments cannot be made.

## 11. Admission with credit and transferring

The University operates processes in relation to the accreditation of prior (experiential or certified) learning, which are aligned to sector practice. Career experience, or credits accumulated from a programme at another educational organisation may, where appropriate, be counted towards a degree programme at Brunel. In these cases, credits may be counted which can be used to gain advanced entry or exemption from specific modules. Applicants seeking to transfer credits should contact the Admissions team for advice.

Transferring takes place where an applicant who is already studying at another University wishes to leave that institution and come to Brunel to join a programme. A transfer can take place very shortly after they start, or even after one year at another University. The University's policy on transferring, including students transferring out of Brunel and between Brunel programmes, can be found at: https://www.brunel.ac.uk/about/admissions/transfer-policy
For applicants wanting exemptions applied to their records, the Exemptions Policy can be found here: https://www.brunel.ac.uk/about/administration/documents-and-policies

## 12. Confirmation of results

The confirmation of unconditional offers occurs when examination results are received by the Admissions team. The process involves the comparison of achieved results against the original offer made by the University. If academic conditions and any non-academic conditions are met the University can 'confirm' places to applicants.

Once offers are confirmed, applicants' offer status will move from CF (conditional firm) to UF (unconditional firm). Applicants who applied through UCAS will be able to view this on their UCAS account and their eVision Applicant portal. Applicants who have applied directly to Brunel will be able to view this on their Applicant portal. It is the applicant's responsibility to track their application and follow up with the Admissions team to convert their offer to Unconditional stage, once they have supplied their evidence of meeting the offer conditions in good time ahead of the registration period. We recommend applicants meeting their offer conditions at least 2 months ahead of the registration period (or by an individual deadline stated by the Admissions team), to assure that registration can be completed on time.

Offers are assessed, and results compared with offers, on an individual basis. It is at this point that the nature and potential impact of any individual exceptional circumstances are also considered. Please see section 14 for further information regarding Exceptional Circumstances.

Applicants who apply to Brunel (including via Clearing), should be aware that we will verify examination grades through various sources, including (but not limited to): direct verification with the School/College/University, various online verification portals (e.g. LRS), and the applicant's referee. Any applicants that are found to have provided fraudulent documents will be reported to the UCAS Verification Team and other relevant outlets (e.g. English Language provider, previous School/College/university etc. and in some cases may be referred to the Police).

## 13. Clearing

During Clearing, eligible applicants may be considered for available vacancies on a first-come, first-served basis. Applicants who meet the entry requirements may receive a provisional offer, subject to verification of their qualifications and application details. Detailed information about the Clearing process will be published on the University's website each year.

Applicants who have applied to Brunel previously and were unsuccessful and then re-apply in Clearing to the same course, may not be confirmed with a place and the original decision may stand.

Applicants for MSc Social Work and MSc Registered Nurse, must apply via UCAS Clearing (if there are vacancies on these courses).

Further help and guidance regarding the Clearing process, can be found here: www.brunel.ac.uk/clearing

Vacancies will be advertised on the University website www.brunel.ac.uk/clearing as well as the UCAS website: www.ucas.com/clearing.

## 14. Exceptional circumstances

Exceptional circumstances which may affect an applicant's examination attainment may include (but are not limited to) illness, bereavement or adverse family circumstances. If an applicant believes they have exceptional circumstances, which have or may result in lower attainment in examinations or prevent them from meeting the academic conditions of their offer, they should complete this exceptional circumstances form: https://forms.office.com/e/KKtH5GgjGt

Any further supporting evidence should be sent to admissionsappeals@brunel.ac.uk where they will be received and handled confidentially.

Letters of explanation should, where relevant, be accompanied by evidence from an appropriate person, qualified and able, to confirm the exceptional circumstances, e.g. doctor or teacher.

Letters explaining exceptional circumstances will be reviewed by the Admissions Managers alongside an applicant's examination results and may be considered when making final admissions decisions. Submission of exceptional circumstances does not guarantee admission.

If an applicant would like to appeal the decision made, they should follow the relevant appeals process (Section 23 of this Policy).

## 15. Fee status assessment

To assess whether an applicant should pay 'Home' or 'Overseas' fees, information will be assessed from the original application. Where required, a fee status questionnaire may be sent to the applicant to complete. Fee status assessments will only be undertaken once an application has been submitted. Assessments are made based on immigration and residency criteria as set by the UK Government. As fee status is determined by immigration and residency criteria it is possible for applicants who do not require a visa to study in the UK to be classed as 'overseas' for the purposes of fees.

Fee status assessments are undertaken by the Admissions Team, prior to an offer being made. Appeals to fee status decisions are directed to an Admissions Manager, who will review any additional information provided

within the appeal. Brunel reserves the right to amend a fee status for an applicant, considering updated information.

Failure to return the form or to provide additional requested evidence within the deadline provided will mean the Admissions team will have to make an assessment based solely on the information available and may be assessed as overseas for fees purposes. If an applicant would like to appeal this decision, the applicant should complete the Fee Status Questionnaire or provide the relevant documents that were originally requested.

If an applicant neglects to include any requested or relevant information or provides false or misleading information or documentation, whether before or after the outcome of their fee status assessment, Brunel University of London reserves the right to amend an applicant's fee status after the formal offer has been made.

More information on fee status assessments, can be found on the UKCisa website:
https://www.ukcisa.org.uk/student-advice/find-your-fee-status/

## 16. Deferred applications

Apart from PGCE and professional Clinical Science courses, applicants who are offered a place to study at Brunel can defer entry for one year to the next academic cycle, for example a September 2025 offer may be deferred to September 2026 entry, but no further. Applicants wishing to defer more than one academic cycle, must complete a new application.

UCAS applicants who are deferring their offer must meet all the Academic and English conditions of their offer by the end of the application cycle in which they apply.

If an applicant wishes to change their entry year, either to defer their entry or to request to attend a year earlier, this request must be made in writing by email to the Admissions team who will take course availability into account (admissions@brunel.ac.uk).

## 17. Admission of students under 18 years of age

The University welcomes applications from people of over the age of 16. We have a duty of care towards all our students, employees and visitors and in the case of students joining before their 18th birthday, this duty may be enhanced as these students are regarded as children under English law.

The University is committed to ensuring that it has arrangements in place, across the breadth of its activities, which safeguard and promote the welfare of children and vulnerable adults whether they are registered students at the University. For the University's Policy and Guidance on Safeguarding Children and Vulnerable People please visit:
https://students.brunel.ac.uk/documents/Policies/Updated-Safeguarding-Children-and-Vulnerable-People-Policy-2-8-22.pdf

It is important that individuals under the age of 18 and their parents or guardians understand that the University community and campus is predominantly an adult environment. The University does not take on the rights and responsibilities of parents or guardians in relation to under 18s.

The minimum age for applicants to undergraduate Nursing, Occupational Therapy and Physiotherapy programmes is 17. Applicants must be 18 years old before commencing their first placement, which takes place in the second year of the programme. Applicants to the MBBS Medicine course must be over the age of 18 by 31st October.

Where an applicant is under the age of 18, the University will require the applicant's parent/guardian to sign the University's Consent Form ( https://www.brunel.ac.uk/study/admissions/how-to-apply-for-undergraduate-courses/applicants-who-are-under-18 ) and return it to the Admissions team as confirmation that they, the parent or guardian, have read and understood the nature of the obligations which the University owes to its students under the age of 18 and the extent of the services and facilities available to them. No applicant under the age of 18 will be admitted by the University unless and until the Acknowledgment Form has been signed and returned to the Admissions team.

Where the parents or guardians of a student under the age of 18 are not resident in the UK the University requires a UK-based guardian for the student to be appointed and the guardian's details provided in writing to the University as a condition of admission.

If an applicant is unable to provide details of a named guardian who is resident in the UK, Brunel University of London will appoint the Student Support and Welfare Manager (or nominee) to act as a UK Guardian.

The Student Support and Welfare Manager (or nominee) will contact any students under the age of 18 to make further arrangements and to gain consent to share information where necessary.

Enrolled students under the age of 18 must attend a meeting with the Student Support and Welfare Manager (or nominee) monthly until the student turns 18 years old or until they are no longer enrolled at Brunel University of London (whichever comes first).

The University may allocate accommodation on campus to students aged 16 or 17 subject to availability and to the University's normal arrangements for the provision of accommodation. However, students under the age of 18 are unable to enter into licence agreements with the University. The University will require a parent or guardian or other responsible person over the age of 18 to act as guarantor and to sign/accept the licence agreement. Please view the Accommodation Under 18's policy at: http://www.brunel.ac.uk/life/accommodation/residence-regulations

The University must comply with regulations set by the UK Visas and Immigration https://www.gov.uk/government/publications/student-sponsor-guidance. Such parents or guardians must ensure suitable care arrangements are in place for a child under the age of 18 who will study in the UK and be sponsored by the University under its Student Visa licence.

These include arrangements for the students:

- Travel
- Reception when they arrive in the UK
- Living arrangements while in the UK

When a student aged 16 or 17 applies for a Student Visa, they must have their parents' or legal guardian's permission both to travel to the UK and to live independently.

If an applicant completes the Under 18 consent form and is undertaking a Pre-sessional English course or foundation with Brunel Pathway College, no additional Under 18 acknowledgement forms will be required on progression to Brunel University of London.

## 18. Fraudulent Applications and Academic Misconduct

It is the applicant's responsibility to provide the University with fully accurate, complete and true information in the application and admissions process. It is also the applicant's responsibility to provide additional information when requested to do so.

The University will investigate any applicant suspected of including false, plagiarised, incomplete or fraudulent information as part of the application and admission process. The University may request additional information to fully assess the application. If the University finds evidence that the applicant has submitted fraudulent, inaccurate, incomplete, false or misleading information the University may withdraw or cancel the application or any offer at any point in the admissions cycle. This will include withdrawing registration if an applicant has been admitted onto a programme and registered as a student.

Any withdrawals will be assessed against the Student Financial Policy: https://www.brunel.ac.uk/about/administration/documents-and-policies by the Student Records team regarding any costs that have been incurred. Withholding information about prior study will also be regarded as misleading.

The UCAS Verification team will be notified by the University if any part of the application is found to be fraudulent or misleading, to avoid anyone benefitting from an unfair advantage and securing a place by deception.

For personal statement plagiarism, UCAS will notify the University if an application has been highlighted under the Similarity Detection Service, for applicants applying through UCAS. Their application will continue to be assessed by the University under the standard selection process; however, if an offer can be made, the applicant will be advised of the serious nature of plagiarism, and a note will remain on the applicant's university record.

For BrunELT exam academic misconduct, the Brunel Language Centre will investigate the applicant and inform the Admissions team of the outcome. If the University finds evidence that the applicant has submitted fraudulent,

inaccurate, incomplete, false or misleading information the University may withdraw or cancel the application or any offer at any point in the admissions cycle, this includes when an external English test result is revoked

Applicants who incorrectly assign themselves to a trusted agent, where the agent confirms the applicant should not be assigned with them, will be classed as providing false information.

Any subsequent applications from applicants previously found to be fraudulent, false or include misleading information will be reviewed on a case-by-case basis. The University reserves the right to reject the subsequent application.

## 19. Criminal offences for applicants to professional courses

Applicants to professional courses may be required to undergo criminal-record and related suitability checks where this is necessary because of the nature of the course, professional regulation, safeguarding requirements or placements involving children or adults at risk. These courses currently include Teaching, Social Work, Physiotherapy, Occupational Therapy, Medicine, Nursing, Art Psychotherapy and Dramatherapy programmes. Having a criminal record will not automatically prevent admission. Each case will be considered fairly, individually and proportionately.

**Information applicants must disclose**

Applicants must provide complete and accurate information when asked. They are required to disclose only relevant convictions, cautions or other criminal-record information that the University is legally entitled to request for the relevant course and level of check. Applicants must not disclose a protected conviction or caution, or other information which is filtered from disclosure under applicable rehabilitation and DBS rules, unless another legal requirement applies. The University will explain what must be disclosed and will signpost applicants to current Disclosure and Barring Service guidance. Equivalent information arising outside the UK may also be requested where necessary and lawful.

Applicants to relevant Teaching programmes may also be subject to prohibition, children's barred list and childcare-disqualification checks where the University is legally entitled or required to undertake them. Applicants on all professional courses should complete a mandatory Enhanced Disclosure and Barring Service (DBS) application and provide an overseas criminal-record certificate only when instructed to do so.

**Data protection**

Information about criminal allegations, investigations, proceedings, convictions and related security measures is criminal-offence data. The University will process this information only where it has an Article 6 UK GDPR lawful basis and processes the data under official authority or meets an applicable condition in Schedule 1 to the Data Protection Act 2018. The precise basis and condition will depend on the course and purpose of the check and will be recorded by the University. Where required, the processing will be covered by an Appropriate Policy Document and a data protection impact assessment.

The University will tell applicants why the information is required, whether providing it is mandatory, the possible consequences of not providing it, the sources from which it may be obtained, who may receive it, how long it will be retained and the rights available to the applicant. Further information is provided in the Admissions Privacy Notice and the University's Data Protection Policy.

**Assessment process**

Applicants on professional courses are required to complete a Criminal Conviction Disclaimer as part of the application process. If an applicant declares relevant conviction, caution or other criminal-record information as part of this process the criminal conviction information will be held securely until the Admissions team consider the course application and whether an offer of a place can be made.

If an offer can be made and the offence is 'relevant', further information will be requested from the applicant, and their application will be put on hold until the matter has been assessed.

In addition to the completion of the Criminal Conviction Disclaimer, applicants on professional courses are required to complete a mandatory DBS application, as described above.

A DBS certificate or other disclosure does not need to be clear of information in order to be satisfactory. Where relevant information is disclosed or otherwise lawfully obtained, the University will assess whether it affects the applicant's suitability for the course, placement or profession. No adverse decision will be based solely on the existence of a criminal record or on an unverified allegation.

The University may consider, so far as relevant and proportionate:

- the nature, seriousness and circumstances of the conduct;
- its relevance to the course, professional standards, placements, safeguarding responsibilities or the safety of the University community;
- the date of the conduct, the applicant's age at the time and any penalty or outcome;
- whether the conduct was isolated or repeated, and any reliable evidence of subsequent conduct, rehabilitation or changed circumstances;
- the accuracy, source and current status of the information, including whether an allegation resulted in no further action, acquittal or another outcome;
- any explanation, contextual information or supporting evidence provided by the applicant;
- relevant requirements or guidance issued by a professional, statutory or regulatory body or placement provider; and
- whether any identified risk can be managed by reasonable and proportionate safeguards.

Where information is disputed, incomplete or based on an allegation, the University will take reasonable steps to verify its accuracy and reliability and will give the applicant a fair opportunity to respond before an adverse decision is made.

**Further enquiries and sharing**

Where necessary, the University may request further information from the applicant and may contact relevant third parties, such as the Disclosure and Barring Service, an overseas authority, a probation service, a professional or regulatory body, a placement provider, a referee or an appropriately qualified practitioner. Any enquiry or disclosure will have a documented lawful basis, be limited to information that is necessary and proportionate, and be made securely. The University will not rely on consent where the processing is not genuinely optional.

**Decision-making and review**

Relevant cases will be considered by authorised staff and, where appropriate, a Criminal Convictions Panel or the relevant fitness-to-practise or conduct process. Information will be passed to the Chair of the Department Criminal Convictions Panel or Health & Conduct Panel to make a decision on whether the applicant can be offered a place. If no decision can be made by the Chair e.g. because of the seriousness or quantity of the offences, the information will be considered by a Criminal Convictions Panel, made up of nominated senior members of Brunel staff. Depending on the course applied for national or governmental professional policy guidelines may be considered, where applicable.
Information will be pseudonymised for panel consideration where practicable,and identifying details will be disclosed only where necessary. Decision-makers will record the information considered, the applicable course or professional requirements, the risks identified, any mitigating factors, the proportionality of the outcome and the reasons for the decision.

The applicant will be informed of the decision and the reasons for it, subject to any lawful restriction. An applicant may request a review where they believe that information relied upon was inaccurate, the procedure was not followed, relevant evidence was not considered, or the decision was otherwise unlawful or disproportionate. A reviewer who was not responsible for the original decision will consider the request under the admissions appeals procedure in section 23. This does not create a right to challenge a properly made professional or academic judgement solely because the applicant disagrees with it.

### Security and retention

Criminal-offence information will be held securely, separately from the general application record where appropriate, and is accessible only to authorised staff who require it for their role. Access and disclosures will be controlled and auditable. The University will retain the information only for the period necessary for the relevant purpose and in accordance with an approved retention schedule. Where an application does not proceed, detailed criminal-record information will be deleted when it is no longer required, subject to any justified need to retain a limited record of the decision or to establish, exercise or defend legal claims. DBS certificate information will be handled in accordance with applicable DBS requirements.

### Failure to disclose and information arising after admission

Failure to disclose information which the applicant was lawfully required and clearly instructed to provide, or the provision of materially false or misleading information, may result in an application being placed on hold, an offer being withdrawn or, after registration, action under the relevant disciplinary or fitness-to-practise procedure. Before taking action, the University will consider whether the omission was material, deliberate and relevant, and will give the applicant an opportunity to respond. Information which was protected, filtered or not lawfully required to be disclosed will not be treated as non-disclosure.

Students on relevant professional courses must notify the University of criminal proceedings or other matters arising after admission where this is required by the applicable professional, regulatory, placement, contractual or University rules. Any resulting action will be necessary, fair and proportionate and may include referral to the relevant professional or regulatory body where there is a lawful basis to do so.

### Applicants applying from prison

An applicant who is serving a custodial sentence should submit their application through the relevant prison authority where this is necessary to confirm their ability and availability to undertake the course. The University will request only information relevant to admission, course participation, release arrangements and any necessary risk management. The applicant's prison address may be used for correspondence where appropriate. Information received from prison authorities will be processed and assessed in accordance with the safeguards in this section.

## 20. Health requirements (Occupational Health Assessment)

If you are applying to one of our professional programmes (Teaching, Social Work, Physiotherapy, Occupational Therapy, Medicine, Nursing, Art Psychotherapy, Dramatherapy courses) you will be required to disclose certain information about your health conditions or any disabilities that could be relevant to your proposed course. After you have completed the health assessment, the occupational health service will review your submission and contact you if further assessment or investigation is required.

For some courses you will also have to produce evidence of immunisation against certain diseases to take up your place and/or continue with your studies. Our offer letter will outline initial information and follow up instructions will be sent to you prior to registration. Further information about these health requirements apply can be found here: https://www.brunel.ac.uk/study/admissions/professional-course-requirements

The University will consider whether the information resulting from any disclosure, health checks and/or immunisation history is compatible with you taking up your place or continuing your programme or placement.

## 21. Registration

### How to register

Applicants are responsible for completing registration by the published deadline. Information about registration requirements and deadlines is available on the University website.

Information on how to register can be found here: https://students.brunel.ac.uk/welcome/important-steps-before-you-arrive

In accordance to Senate Regulation 3, "Students will not normally be permitted to register at the same time for more than one programme of study and assessment leading to an award offered under this Regulation".

If a current student is applying to another course at Brunel, the Admissions team must receive confirmation that all taught/examined elements of the course have been completed, and confirmation that the dissertation has been submitted, before the applicant can enrol onto their new course.

**Documentation**

All applicants are required to provide relevant documentation as part of the Registration process. This will include a form of ID, i.e. passport. All applicants are required to provide a scan of their passport for the university to fully assess identity and fee status. If a passport cannot be obtained in time, applicants are required to notify the Admissions team to discuss what alternative forms of identification may be accepted.

Applicants are also required to upload scans of the qualifications they were admitted with (for some programmes, this may include GCSE certificates). Full details of the Registration process can be found at: https://students.brunel.ac.uk/welcome/important-steps-before-you-arrive/step-1

Please note, some courses (e.g. PGCE) may require applicants to bring their original certificates (including GCSE's) to register.

For awareness, postgraduate researchers that are funded by United Kingdom Research an Innovation (UKRI) for PhD study must enrol by no later than the 21st of September of each academic year. This is to ensure that they are paid in advance. All other funded postgraduate researchers are paid in arrears.

Please note, applicants may not normally be allowed to have active registration on more than one programme. Applicants in this scenario, are required to raise this with the Admissions team, who will liaise with the College, to ensure that all taught elements of the course have been completed, and all exams, assignments, coursework and dissertation submitted.

**Late Registration**

It is the applicant's responsibility to ensure that they have registered in good time, ahead of the start of the course. If an applicant cannot join their course on the Registration Date (indicated in the offer email) this will be classed as late registration. Late registration will not normally be permitted after the second week of any academic year for admission in that cycle.

All decisions for admitting applicants after the agreed registration deadline, will be reviewed by the appropriate Admissions Tutor in conjunction with the Admissions Managers. The decision of the Associate Director of Recruitment and Admissions is final.

## 22. Feedback

All unsuccessful applicants will be given a reason why they were unsuccessful when the decision is made, either through the UCAS system or directly from the University.
Applicants may request additional feedback on admissions decisions within 10 working days of receiving the outcome.

For feedback on unsuccessful decisions for Online Learning courses, please contact the FutureLearn Admissions team: admissions@online.brunel.ac.uk

Written feedback will be provided by the Admissions team, normally within 10 working days. If applicants believe that they have grounds for a formal review of the admissions decision, they should consult the Appeals or Complaints procedure referred to in sections 23 and 25 below.

If the applicant is not satisfied with the outcome of the University Scholarship and Bursary allocation and wishes to appeal, they should request feedback to seek why a scholarship or bursary was not awarded. All requests should be made by email to the Scholarships Team scholarships@brunel.ac.uk

Written feedback will be provided by the Scholarships Team, normally within 10 working days. If students believe that they have grounds for a formal review of the scholarship or bursary decision, they should consult the Appeals procedure referred to in sections 24 below.

## 23. Appeals against admissions decisions

An appeal can be made by applicants who believe they meet the grounds for appeal to permit a second review of their application. There will be no discrimination or prejudice against any applicant who makes an appeal. The University will only accept appeals from the applicant directly and not from any third-party representative such as parents, agents or school representatives unless the University assess that such representation is a "reasonable adjustment" for the purposes of the Equality Act 2010.

The University will seek to ensure that all appeals are dealt with promptly, with fairness and consistency. If an appeal is upheld, the University will take such action or provide such remedy as may be appropriate and will do so promptly. If an appeal is not upheld, the reasons for the decision will be communicated to the applicant.

In the first instance, applicants who wish to appeal a decision should follow the feedback process (section 22) to request information from the Admissions team as to why an application was unsuccessful.

If the applicant is not satisfied with the outcome from the Admissions team, they must complete this Appeal form: https://forms.office.com/e/KKtH5GgjGt stating the grounds on which the appeal is being made. Any further supporting evidence should be sent to admissionsappeals@brunel.ac.uk where they will be received and handled confidentially.

The appeal should normally be made within 10 working days of receipt of the feedback given by the Admissions team (noted in section 22).

Applicants can use the following grounds for appeal against an admissions decision:

- Failure to follow the published admissions procedure (procedural irregularity)- where an applicant believes that the University has not followed the procedures stated within the Admissions Policy and that there is reasonable doubt as to whether the outcome might have been different had the error not occurred.
- New material information- where an applicant can provide new information to support their application which was not available at the point when the application decision was made.
- Exceptional circumstances- which had not been known at the time when the decision was made.

All appeals will be considered on their individual merit, however, if an appeal is based on the grounds below it will not be considered:

- Academic judgment
- Retrospective reporting of exceptional circumstances (which would have been known at the point of application)
- Failure by the applicant to attain the entry qualifications as stated in the conditions of offer

The appeal will be investigated in consultation with the relevant Admissions Tutors / administrators. A written decision will be given by the Senior Admissions Officer, normally within 10 working days of an appeal being made. If it proves impracticable to respond fully within ten working days, the applicant will be informed of a realistic timescale in which to expect a response.

If the applicant is dissatisfied with the response received from the Senior Admissions Officer, a written appeal should be made to the Admissions Manager within 10 working days of the date of the written response. This should set out briefly:

- the nature of the appeal.
- the steps already taken.
- details of the response received.
- a statement as to why the applicant remains dissatisfied; and
- without prejudice to any formal remedy which might be determined, the remedy which is sought.

The Admissions Manager will investigate the appeal and may call together a Case Review Panel which will consider all the relevant facts. The applicant may submit any evidence or make a statement if they choose. Full minutes will be taken at the Panel, and the applicant will receive the decision of the Panel within 10 working days

of the meeting. The Case Review Panel's decision, supported by reasons, following completion of this process will be considered as final. If a Case Review Panel is not held, the decision from the Admissions Manager will be final.

For Online Learning applicants, the appeal should be directed to the Brunel Online Admissions team (for the attention of the Admissions Manager) admissions@online.brunel.ac.uk

## 24. Appeals against scholarship or bursary decisions

An appeal can be made by applicants who believe they meet the grounds for appeal to permit a second review of their eligibility for a scholarship or bursary. There will be no discrimination or prejudice against any student who makes an appeal. The University will only accept appeals from the student directly and not from any third-party representative such as parents, agents or school representatives unless the University assess that such representation is a "reasonable adjustment" for the purposes of the Equality Act 2010.

The University will seek to ensure that all appeals are dealt with promptly, with fairness and consistently. If an appeal is upheld, the University will take such action or provide such remedy as may be appropriate and will do so promptly. If an appeal is not upheld, the reasons for the decision will be communicated to the student. In the first instance, students who wish to appeal a decision should follow the feedback process (section 22) to request information from the Scholarships Team in Admissions scholarships@brunel.ac.uk as to why a scholarship or bursary was not awarded and to seek clarity on what eligibility criteria were not met.

If the student is not satisfied with the outcome from the Scholarships team they should submit an appeal by email to scholarships@brunel.ac.uk for the attention of the Scholarships Manager stating the grounds on which the appeal is being made. The appeal should normally be made within 10 working days of receipt of the feedback given by the Scholarships team (noted in section 22).

Students can appeal a scholarship/bursary application or eligibility decision on the grounds of a:

- procedural irregularity- namely, where a student believes that the University has not followed the procedures stated within the relevant Scholarship or Bursary Terms and Conditions and that there is reasonable doubt as to whether the outcome might have been different had the error not occurred

Appeals relating to Scholarship or Bursary allocation must be lodged within the student's first academic year at the University.

The appeal will be investigated in consultation with relevant departments involved in the allocation of scholarships and bursaries. A written decision will be given by the Scholarships Manager, normally within 10 working days of an appeal being made. If it proves impracticable to respond fully within 10 working days, the student will be informed of a realistic timescale in which to expect a response.

If the student is dissatisfied with the response received from the Scholarships Manager, a written appeal should be made to the Senior Admissions Manager within 10 working days of the date of the written response. This should set out briefly:

- the nature of the appeal.
- the steps already taken.
- details of the response received.
- a statement as to why the student remains dissatisfied; and
- without prejudice to any formal remedy which might be determined, the remedy which is sought.

The Senior Admissions Manager will investigate the appeal and may call together a Case Review Panel which will consider all the relevant facts. The student may submit any evidence or make a statement if they choose. Full minutes will be taken at the Panel, and the student will receive the decision of the Panel within 10 working days of the meeting. The Case Review Panel's decision, supported by reasons, following completion of this process will be considered as final. If a Case Review Panel is not held, the decision from the Senior Admissions Manager will be final.

## 25. Complaints regarding the Admissions service

A complaint is when an applicant is unhappy with the service received from the Admissions team. There will be no discrimination or prejudice against any person who makes a complaint. The University will ensure that all complaints are treated seriously and dealt with promptly, with fairness and consistency. If a complaint is upheld, the University will take such action or provide such remedy as may be appropriate and will do so promptly. If a complaint is not upheld, the reasons for the decision will be communicated to the complainant.

The Associate Director of Recruitment and Admissions will monitor formal complaints on an annual basis and will be responsible for implementing or recommending to the Student Numbers and Growth Sub-Committee, changes to systems or procedures suggested by the nature and pattern of the complaints received.

In the first instance, anyone with a complaint should raise it informally with the relevant member of staff in the Admissions team. If a complaint has not been resolved satisfactorily on an informal basis, the complainant should complete this Complaints form: https://forms.office.com/e/KKtH5GgjGt outlining the nature and details of the complaint. Any further supporting evidence should be sent to admissionsappeals@brunel.ac.uk where they will be received and handled confidentially.

The complaint must be made within 10 working days of the actions (or lack of actions) that prompted the complaint. The complaint will be responded to, supported by reasons, within 10 working days of the complaint being submitted. If it proves impracticable to respond fully within 10 working days, the complainant will be informed of the timescale for the receipt of a full response.

## 26. Data protection

The University will process personal data used in the admissions process in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. Personal data will be processed lawfully, fairly and transparently; collected for specified purposes; limited to what is necessary; kept accurate and up to date where appropriate; retained only for as long as required; and protected by appropriate technical and organisational measures. Further information about the purposes for which personal data is used, the lawful bases relied upon, who information may be shared with, retention periods and applicants' rights is set out in the Admissions Privacy Notice below.

Where the University uses artificial intelligence or other automated tools to support admissions activities, it will do so only for a defined and lawful purpose and with appropriate human oversight. Personal data must not be entered into unapproved public AI tools. Any approved use will be subject to data protection, information security, procurement and equality requirements, including data minimisation, accuracy checks, access controls, retention controls and assessment of risks to applicants. The University will not make a decision producing legal or similarly significant effects for an applicant solely by automated means unless this is permitted by law and appropriate safeguards are in place. Where applicable, applicants will be given meaningful information about the use of automated decision-making and how to request human intervention or challenge a decision.

The University will normally communicate directly with the applicant rather than with a parent, guardian, agent or other third party. Information about an applicant will only be disclosed to a third party where the applicant has given valid authority, where disclosure is otherwise permitted or required by law, or where it is necessary to protect the applicant or another person. This applies even where an applicant is under 18, although the University may share information without consent where there is an appropriate lawful basis, including safeguarding or other legal obligations. Any disclosure will be limited to information that is necessary and proportionate in the circumstances.

Applicants have rights in relation to their personal data, including the right to request access to personal data held about them. A request may be made verbally or in writing. To help the University identify the information requested and respond promptly, applicants should provide sufficient details and may contact the University's Data Protection Officer at data-protection@brunel.ac.uk. The University may request proof of identity where it has reasonable doubts about the identity of the person making the request. Requests may also be sent by post to:

Head of Privacy
Brunel University of London
Kingston Lane
UXBRIDGE
UB8 3PH

The University will respond without undue delay and normally within one month. Where permitted by data protection law, the University may extend the response period or pause it while awaiting information reasonably required to clarify the request or confirm identity and will explain this to the applicant.

The University's Data Protection Policy can be found at:
https://www.brunel.ac.uk/about/administration/information-access/data-protection

Further information on data protection can be found on the government website below: https://ico.org.uk/for-the-public/your-data-matters-blog/

The Admissions Privacy Notice can be found here:
https://www.brunel.ac.uk/about/admissions/admissions-privacy-policy

## 27. Freedom of information

Anyone may request recorded information held by the University under the Freedom of Information Act 2000. A valid request must be made in writing, give the requester's name and an address for correspondence, and describe the information requested. The requester does not need to mention the Act. Requests may be sent to foirequests@brunel.ac.uk.

Further information, including how to make a request, is available at
https://www.brunel.ac.uk/about/administration/information-access/freedom-of-information

## 28. Freedom of Speech at Brunel

Brunel University of London is under legal and regulatory duties to take reasonably practicable steps to secure free speech within the law for its students, staff and members and for visiting speakers. It also requires the university to maintain a free speech code of practice and to promote the importance of freedom of speech within the law and academic freedom in the provision of higher education.

The University has published a statement relating to freedom of speech and academic freedom: https://www.brunel.ac.uk/about/administration/Freedom-of-speech-statement . This makes clear that the University will support freedom of speech that may be controversial or unpopular or that may shock, offend or disturb, but it will not support unlawful speech, which for example, may incite violence, incite hatred on grounds of a protected characteristic, amount to a terrorism related offence or cause harassment, alarm or distress contrary to the law. Free 'speech' includes written materials and other forms of expression. It is not limited to the spoken word. All University staff, members, students, visiting speakers and people invited or being lawfully present on university premises will at all times assist the University in upholding the free speech principles of the Freedom of Speech statement within the University.

This statement should be read in conjunction with the University's Code of Practice on Free Speech and Academic Freedom. The Code of Practice governs the process for ensuring this statement represents practice at the University and for managing events involving external speakers. The presumption is that all speakers should not be denied access to University premises on grounds of their opinions and beliefs and that all such events can proceed unless a particular risk is identified and cannot be mitigated.

In implementing the Admissions Policy, and in cases of uncertainty, the definitive and up-to-date position of the university is set out in the University's Freedom of speech statement and Code of Practice on Freedom of Speech and Academic Freedom.

## 29. Monitoring

Brunel University of London aims to regularly review and monitor its processes and practices with regards to Admissions. This ensures that it remains aware of changes in practice and policy within the sector and can provide adequate training for employees and give the best possible service to its applicants. The policy is normally reviewed and updated on an annual basis in the context of the access and participation plan. In accordance with our ongoing process to review and update our policies periodically, this may have been updated since the date of your application.

## 30. How to contact us

**Email queries**:
For Pre-application queries- enquiries@brunel.ac.uk
For Post application queries- admissions@brunel.ac.uk
For Post application Medicine queries- BMS-Admissions@brunel.ac.uk
For Registration or enrolment queries- registration@brunel.ac.uk
For DBS queries- dbs@brunel.ac.uk
For Scholarships or Bursary queries- scholarships@brunel.ac.uk
For Clearing queries (from July)- clearing@brunel.ac.uk
For Contextual Admissions queries- contextual-admissions@brunel.ac.uk
For Data Protection requests – data-protection@brunel.ac.uk
For Freedom of Information requests – foirequests@brunel.ac.uk

**Postal address:**
Admissions Office
Bishops Hall- Lower Ground Floor,
Brunel University of London,
Kingston Lane,
Uxbridge,
Middlesex
UB8 3PH

**Telephone queries:**
Tel: +44 (0)1895 265265

Brunel University of London

Brunel University of London Medical School

# ADMISSION POLICY

# MBBS

*(UCAS Code: A100)*

# 2027-28 Entry

## Brunel Medical School Admissions Policy

**MBBS (A100)**

### 1. General principles

Brunel Medical School (BMS) aims to operate a transparent and evidence-based admissions policy for the recruitment and selection of students to our Medicine programme (MBBS programme; UCAS Code: A100 select students who have demonstrated the academic acumen and personal qualities to acquire the knowledge, skills and professional values to meet the requirements of Good Medical Practice (2024).

The MBBS admissions policy is compliant with the Brunel University of London; admissions policy and these areas are referenced within this document. The MBBS Admissions policy complies with General Medical Council (GMC) guidance, specifically Promoting Excellence - equality and diversity considerations and welcomed and valued. This policy also takes reference from the Medical Schools Council's statement on the core values and attributes needed to study medicine, and applies the MSC recommendation for selection, i.e., a medicine aptitude test, e.g., UCAT, Multiple Mini Interviews (MMIs). This complex series of processes for candidate selection serves to evaluate both personal qualities as well as academic achievement.

For academic year 2027-28, applications for the MBBS programme are open to 53 home students and 115 international students. The number of offers made each year is determined by the number of students who apply and those who can be made unconditional offers. To note that like other UK medical schools, BMS receives around 2000 applications each year for its MBBS programme.

### 2. Scope

The MBBS admissions policy describes the processes that govern the recruitment and selection of students to the BMS MBBS programme. It sets out details of the following:

- Who is involved in the management of admissions procedures?
- Admissions process.
- Widening participation and fair opportunity
- Equality, diversity and inclusion considerations
- Occupational Health clearance (see Part C)
- Disclosure and Barring Service (DBS) clearance (see Part C)
- Excluded student database check (see Part C)
- International applicants - student visas (see Part C)
- Feedback to unsuccessful applicants
- Appeals and complaints (see Part C)

### 3. Who is involved in the management of admissions procedures?

Recruitment and selection for the MBBS programme are managed jointly by members of the University's Admissions Office, Marketing teams and the BMS Admissions Committee.

Accordingly, these teams work alongside the Academic Head of Admissions to ensure that applicants for the MBBS programme are selected by open, fair and transparent procedures and that recruitment targets are met. The governance and oversight of admissions procedures and their implementation is via the Admissions Committee, reporting to the Board of Studies (BoS). Our selection procedures are aligned to Good Medical Practice (2024) (see Appendix 1).

An EDI monitoring form is sent to all applicants by Brunel's Admissions Team – this is to ensure our admissions and selection processes are fair and consistent to applicants from all backgrounds.

## 4 Admissions process.

### 4.1 Admissions requirements

The general and academic criteria for admission are summarized on the BMS website General requirements assessed during Stage 1 of the admission process include:

- Age (normally 18 years of age by the time of registration on the MBBS programme).
- Medicine Aptitude Test scores (UCAT / GAMSAT) – compulsory requirement for home student applications
- International or UK fee status
- English language proficiency (assessed once an offer has been made).
- Applications for a deferred entry are not normally considered.
- Applicants who have sat a virtual multiple mini-interview (vMMI) at Brunel may be considered for one further vMMI in a subsequent year.

Applicants are advised that meeting the general criteria for admission and achieving the minimum academic criteria is not a guarantee of invitation to interview.

Although admissions requirements may be changed on an annual basis, BMS does not normally change the published admissions requirements during an admissions cycle.

### 4.2 Exclusion criteria for admissions

The following normally exclude the applicant from entry to the MBBS course:

- Previous enrolment on a medicine course in UK or abroad, whether completed or not,
- Transfer from another undergraduate science or medicine programme, which has not been completed,
- Students listed on the excluded student database.

Note: The University reserves the right to reject an application and withdraw any offer if it is established that it either included false or misleading information, or that requested information was not provided.

### 4.3 Application routes

**4.3.1 UK applicants** applying to the MBBS programme are required to apply via the UK's Universities and Colleges Admissions Service (UCAS). Applications via UCAS are expected to be made by the UCAS deadline for applications to medical degrees, which is typically October 15th of the year before entry. Depending on the number of applications received, BMS may open up an additional application window through UCAS Extra.

**4.3.2 International applicants** to the MBBS programme may apply:

(a) apply via the UK's Universities and Colleges Admissions Service (UCAS). Applications via UCAS are expected to be made by the UCAS deadline for applications to medical degrees, which is typically October 15th of the year before entry. Depending on the number of applications received, BMS may open up an additional application window through UCAS Extra. or,

(b) apply directly to Brunel University of London

### 4.4 Four-stage admissions process

*Stage 1: Brunel Admissions team screening*

An initial assessment of all applications is made by the Brunel Admissions team. Applicants who meet or are predicted to meet the general requirements and minimum academic requirements (see BMS website) have their applications advanced to Stage 2. Applicants are advised to include all supporting information with their application, including copies of English Language (e.g. IELTS) and academic qualifications (scans of qualifications can be uploaded to the University's MyApplications portal). Also to be included, are a personal statement, reference and a letter of verification to confirm any work experience, if available. The documentation required for submission of applications is available on the BMS website.

Guidance is also provided regarding their personal statement and reference (Appendix 2).

Incomplete applications could delay their consideration by the BMS Admissions team and thus the invitation to attend a vMMI. Where there are gaps in an applicant's education and / or employment record, additional information may be requested, and a deadline given to respond. Failure to reply promptly could result in the rejection of their application.

*Applicants who do not meet the MBBS requirements have their applications rejected. The Brunel Admissions team may cascade the application for consideration for admission by a different programme at the University.*

**Medicine Aptitude test – UCAT / GAMSAT.**

UCAT or GAMSAT scores are checked by the Brunel Admissions team and applicants ranked on their total UCAT/GAMSAT score. Applicants with a verified widening participation background are eligible for a UCAT uplift as described in Section 5 (see below) The highest ranked applicants are invited to register for a vMMI, and invitations to interview are communicated by email.

Applicants who have not taken UCAT or GAMSAT in the year prior to planned entry:

If places become available, applicants who have either (a) not taken UCAT or GAMSAT, or (b) have not taken UCAT or GAMSAT in the year preceding that of intended entry, may be invited to interview**.** In such cases, the ranking for interview of these applicants is based on their predicted or achieved academic criteria. The academic criteria have been calibrated for the purpose of ranking at the different stages of the admissions process.

*International applicants do not require a UCAT score as a pre-requisite for invitation for interview.*

*Stage 2: Virtual Multiple Mini Interviews (vMMIs)*

For 2027-28 entrants, vMMIs are scheduled online, using the *Shortlister* platform – all interviews are asynchronous and held between November 2026 and July 2027. It is expected that invitations for these asynchronous vMMIs will commence from November or December of the year preceding the year of entry.

An online interview pack is provided for candidates to explain the process. A candidate is assessed at six mini-interview 'stations', each designed to assess a different attribute and blueprinted to Good Medical Practice. Assessment at each station comprises of:

- 30 seconds for scenario-reading
- Five minutes to complete the task,

Applicants are marked on their performance in each of the six mini-interviews and their final score is the sum of those marks.

*Stage 3: Ranking*

Applicants are ranked according to their total score in the vMMIs (with no pre-determined requirement to pass a minimum number of stations). Candidates' vMMI scores are presented to the Admissions Committee and a cut-off score is agreed, based on past and current cohort performance. Applicants reaching the cut-off score are offered a place or put on the offer waiting list, according to the number of available places. Applicants will be contacted to gain consent to remain on the waiting list should a place become available (even if the applicant is placed elsewhere subject to UCAS business rules).

*Stage 4: Offers*

Offers are made to applicants based on ranking in their vMMI performance. Applicants who are not selected for offer but achieved an acceptable score, are offered a place on a waiting list.

The waiting list is reviewed regularly and offers made in rank order as vacancies become available.

Offers made to applicants may be:

- Conditional on achieving the academic admissions requirements, or
- Academically unconditional for those who already meet the necessary academic qualifications.

Requests for offers to be deferred to a subsequent year are not normally considered.

Non-academic conditions to be met include:

- Meeting student visa requirements,
- Professional course requirement,
  - Occupational Health clearance,
  - Satisfactory enhanced criminal record check
  - Satisfactory excluded student database check.

Confirmation of acceptance for studies (CAS) is issued when all requirements for admission have been met; apart from Occupational Health clearance, which is normally achieved closer to the time of registration, but not earlier than six months before the course start date,

For international fee-paying students, a deposit of £10,000 is required, applicants are advised to pay their deposit as soon as possible to secure a place on the MBBS programme (or by the given deadline).

**2. Contextual Admissions: widening participation and fair opportunity:**

BMS is committed to fostering an inclusive environment that supports students from all backgrounds with the potential to succeed in medicine. The University adopts a contextualized admissions approach when reviewing our MBBS applications. This applies to applicants eligible for home fees.

Contextual data includes educational and socio-economic background and relates to individual applicant circumstances, such as if they have been in care, or involved in widening access activities. The contextual data will enable the University to consider additional factors which may have impacted on an applicant's education. Our approach includes accepting lower grades or making lower offers to applicants from disadvantaged and under-represented backgrounds. Our Contextual Admissions approach includes exercising flexibility (where appropriate) with entry qualifications and/or grades, this includes:

A) an adjusted A-level or IB offer to contextual applicants, and (b) and applying a 5% UCAT uplift to those that meet one of the criteria below.

- Index of Multiple Deprivation (IMD) 1 and 2
- Care-experienced applicants/ (Care Leavers | Brunel University of London
- Young carer (Under 25 years at enrolment with a dependent family member or friend -verified by a referee)
- People estranged from their parents or carers.
- Refugees, Humanitarian Protection and Asylum Seekers
- Free school meals (an official letter from your school/college confirming this)
- UCAT Bursary scheme recipient (https://www.ucat.ac.uk/register/bursary-scheme)

Applicants are encouraged to disclose this information in their UCAS application to ensure the Admissions Office can consider their circumstances to facilitate an invitation to interview and a contextual offer. UCAS referees should also include this information in their reference.

BMS aims to provide fair opportunities to all applicants with the potential to benefit from the programme. The recruitment, selection, and admissions processes are transparent and focused on supporting a diverse community of future medical professionals.

Applicants who meet the widening access criteria and who are successful in the vMMI, may be given an adjusted contextualized offer.

**6. Other application routes into the MBBS programme**

**a) Brunel Pathway College**

- Brunel Pathway College offers a one-year Gateway programme to the MBBS programme for international applicants. Students who successfully complete this programme and meet the progression criteria are eligible to progress to the 5-year MBBS programme.
- UCAT: Not required (as they are international)
- Personal statement: Not required

**b) Biomedical Sciences programme.**

Students undertaking the Biomedical Science programme of Brunel are eligible for consideration to transfer to Year 1 of the MBBS programme provided they meet the following criteria. Students will be assessed for progression after Year 1 BSc Biomedical Science to the MBBS based on:

- The A-Level entry grades to Biomedical Sciences, i.e., A-levels ABB or equivalent with grade B in Biology or Chemistry and B in a second science (Biology, Chemistry, Physics or Maths)
- Grade profile of 1st class during the 1st year of the biomedical sciences programme,
- Successful reference from biomedical sciences faculty,
- Successful Interview (MMI),
- UCAT: Not required,
- Personal statement: Not required,

  Biomedical science students who might wish to be considered for a transfer to the MBBS programme are required to inform the Biomedical Science department (Head and Personal Tutor) by the end of Term 1.

## 7. Equality, diversity and inclusion considerations

In accordance with the GMC's Promoting Excellence - Equality and Diversity considerations and the University's equity-strategy-2025-2029 updated. Selection for a primary medical qualification implies selection for the medical profession. Hence, applicants must be able to demonstrate their potential to attain all the Outcomes for Graduates (GMC, 2024) and fulfil the duties of a doctor as stated in Good Medical Practice (GMC, 2024)

A diverse population is better served by a diverse workforce. BMS welcomes applications from students from diverse backgrounds and is committed to providing an inclusive environment during the admissions process to ensure all prospective students feel welcomed and included. BMS ensures that personal data relating to disability or other protected characteristics is not available to staff involved in making student selection decisions. **Health conditions, disabilities and specific learning differences (SpLDs)**

Applicants are encouraged to declare any relevant disability or health condition (including any mental health difficulties) at the time of application - that way the university can consider arrangements when invited to participate in a virtual multiple mini-interview (vMMI) and when registering for the vMMI. Referring to a disability in personal statements does not impact the selection decisions made during the application process. Our aim is, where possible, to facilitate applicants to achieve their potential at university.

For further information, please visit the BMS Student Support and Wellbeing team.
•Quad North 229
•Email: BMS-Support@brunel.ac.uk
•Telephone Number: 01895 266 435

The Admissions Committee may refer the case to the BMS Student Support and Wellbeing team if an applicant is observed to have a disability that may have impacted on their performance. In such cases where the applicant would have benefitted from reasonable adjustments, the possibility of a new vMMI with reasonable adjustments may be considered.

**8. Decision-making and offers.**

In assessing the suitability of an applicant to study medicine, the following information is considered:

- Academic qualifications (awarded or predicted)
- References to confirm academic potential and personal qualities.
- Performance in the vMMI.

There are two types of MBBS offers:

- A conditional offer is based on the applicant achieving the academic admissions requirements.
- An unconditional offer is made to those who already meet the necessary academic qualifications.

Non-academic conditions to be met include:

- meeting Student Visa requirements (for international applicants)
- all professional course requirements described in Part B (see below)

A Confirmation of Acceptance for Studies (CAS) is issued when all requirements for admission have been met (with the exception of occupational health clearance, which will usually be achieved close to the time of registration but not earlier than 6 months before the course start date).

For international students, the checks include that a deposit has been received which is normally payable by the UCAS offer deadline (at the end of May in the year of entry).

**PART B Medicine Health and Conduct Requirements**

**B1 Occupational Health clearance**

BMS follows the Department of Health guidelines for the protection of patients and healthcare workers. Occupational Health assessment is a condition of registration to the programme. A fitness certificate is issued, stating whether the student is fit to study and to attend placement, documenting any adjustments necessary to allow them to fulfil the required competencies for graduation and professional practice. Confirmation of OH clearance, evidenced by a fitness certificate issued by the University's OH provider, must be obtained before the start of clinical placements.

The purpose of OH clearance is to confirm that students are fit to study on the MBBS programmes, and to identify any adjustments to support learning and clinical training. The OH process is initiated as soon as the applicant accepts an offer and is managed by the Brunel OH provider. This information is recorded in the fitness certificate, in accordance with guidelines by the Higher Educational Occupational Practitioners (HEOPS) for medical students. The fitness certificate is held securely, accessible only to nominated senior medical school staff and does not include any clinical information. BMS must have evidence that students accepted on the MBBS programme are able to complete their studies and achieve the competencies required in the GMC documents *Outcomes for Graduates and Practical Skills and Procedures (2024)*

In rare cases, the nature of a student's disability or health condition may raise concerns about their ability to achieve the necessary competencies required for graduation. Nonetheless, with appropriate support, most health conditions and disabilities should not affect a student's ability to study on the MBBS programme.

B1.1. **Completion of a confidential online health questionnaire**. If no health condition or disability is declared, students are automatically cleared for registration. If a health condition or disability is declared, a consultation is arranged with a member of the OH team or relevant specialist. These consultations can be online, telephone, and in certain cases face to face.

B1.2. **Vaccinations and immunity screening:** A list of required vaccinations and blood tests can be found on the University's website. These should be certified by the student's GP or family doctor (or equivalent). These vaccinations and blood tests are a registration requirement for the MBBS programme, therefore students are strongly advised to make all reasonable attempts to have these completed prior to registration, and to provide evidence of relevant vaccinations and blood test results. Although it is unlikely that a student has a bloodborne infection, it is in their interest to know if they are infected as treatment may be advantageous. Risk of infections is significant for MBBS students and other healthcare workers when carrying out exposure prone procedures (EPPs). These are procedures where a gloved hand may be in contact with a sharp instrument, needle tip or sharp tissues, e.g., bone spicule, within a body cavity or wound where the hand is not completely visible.

B1.3. **Appointment with the Brunel OH provider:** Prior to full registration on the MBBS programme, all students have given an appointment with the Brunel OH provider (*OHWorks*), and this normally takes place on the Brunel campus. Confirmatory blood tests are taken to screen for immunity and prior exposure to a range of infections. A fitness certificate is issued based on the response to the health questionnaire, record of vaccinations, blood tests and the results of any other investigations.

Failure to comply with OH procedures, including having the required vaccinations and screening protocols, would lead to the offer of a place being withdrawn, or once registered, withdrawal from their programme of study.

### B2 Disclosure and Barring Service (DBS) Clearance

All MBBS offers are made subject to satisfactory DBS clearance, and more details may be found in Brunel's Admissions Policy.

For non-UK based applicants, a criminal clearance certificate must be provided from in-country police check and submitted to the BMS Admissions team by the agreed deadline. All applicants must complete a Brunel University of London criminal conviction disclaimer prior to interview.

All applicants are advised to visit the DBS Website which provides a full list of offences that will never be filtered from a criminal record (i.e. not protected regardless of time). Listed offences must be declared as BMS has a duty of care to our associated clinical placement providers, and the patients and public they serve. Cautions and convictions received outside of the UK that meet the same criteria as above also do not need to be declared. Applicants must inform us on the UCAS application about non-protected criminal convictions, including spent sentences, cautions (including verbal cautions), reprimands and bind over orders. Applicants are advised to apply for their DBS as soon as instructed by the Brunel Admissions team, to prevent delays with registration.

Information on DBS may be found in Section 19 of the Brunel Admissions Policy- (see above)

### B3. Excluded student database (ESD) check.

As a condition of acceptance for a place to study on the MBBS programme, it is made explicit in the offer letter that the applicant:

- Must disclose any prior formal fitness to practise procedures undertaken whilst they were registered on another professional programme of study.

- Understands that prior to registration on the MBBS programme, their information is shared with the ESD to verify whether they have been excluded from another UK programme of study (medicine, dentistry, veterinary medicine, pharmacy) on fitness to practise grounds.
- Understands that once registered on the MBBS programme, if they are withdrawn from the programme owing to a fitness to practise outcome, this information and a copy of the decision will be stored on the ESD.

Data Protection legislation permits the University to check the ESD for all students who have accepted an offer of a place on the programme. Student consent to make this check is not required as the University has a public interest duty to ensure patient safety. The check of the database is carried out by the Academic Lead for Student Support and Wellbeing, or delegated representative, once an offer of a place has been accepted by the candidate. Candidates who have not accepted an offer are not checked against the database.

Any applicant who has not declared a previous fitness to practise investigation whilst registered on another professional course is referred to the Academic Lead for Student Support and Wellbeing and the Health and Conduct Panel (HACP; see also section B8). This normally results in their application being rejected.

**B4. International applicants - student visa**

Once an international applicant has met all conditions of their offer, the Brunel Admissions team assesses their suitability for sponsorship in accordance with Brunel University of London policies. A CAS is only issued to those who meet student visa requirements and have a realistic prospect of obtaining a student visa. The CAS is normally issued 6 months before the start of the programme.

**B5. Feedback to unsuccessful applicants**

Feedback is given on request to applicants. Applicants who participated in the vMMI, but who did not reach the threshold for an offer, are provided with an indication of the decile reached in the ranking process. BMS does not release details of performance at individual stations, or the precise rank attained.

**B6. Governance of the BMS admissions process**

The BMS Admissions team provides an annual review and quality improvement report on the implementation of the admissions procedures, for consideration by the BMS Board of Studies, and an action plan for implementation of improvements. Hence, we welcome feedback from candidates and assessors as it contributes to the quality assurance of our annual cycle of admissions and recruitment.

**B7. Appeals and complaints.**

Brunel aims to consider all applications fairly and in line with our admissions policy. We recognise that occasionally, applicants may wish to appeal against the BMS decision. BMS follows the Brunel policy on appeals and complaints against admissions process and decisions (section 23 above).

**B8. Health and Conduct Panel (HACP)**

The HACP considers health and professionalism concerns that have arisen on a case-by-case basis, considering the nature of the concern. If, during the admissions process, a concern is raised about an applicant's fitness to practise, the matter is referred to the BMS Health and Conduct Panel for consideration.

## Appendices

Appendix 1: Blueprint of the MBBS Admissions Procedures

| Good Medical Practice | | Stage of the admissions procedure | |
|---|---|---|---|
| **Domain** | **Standard** | **Application (pre-interview and / or post-offer)** | **vMMI station** |
| **1. Knowledge, skills and development** | Develop and maintain professional performance | • High academic threshold<br>• English Language Qualification (e.g. IELTS score) | • Data interpretation station<br>• Resilience and adaptability station |
| | Apply knowledge and experience to practice | | |
| | Record work clearly, accurately, and legibly | | |
| **2. Patients, partnership and communication** | Communicate effectively | | • Communication assessed in all stations<br>• Teamwork station<br>• Perspective-taking station |
| | Work collaboratively with colleagues | | |
| | Establish partnership with patients | | |
| | Continuity and coordination of care | | |
| **3. Colleagues, culture and safety** | Teaching, training, supporting, and assessing | • Declaration of relevant criminal conviction<br>• Disclosure of prior formal fitness to practise procedures<br>• OH assessment.<br>• Excluded student database check | • Ethical reasoning station |
| | Contribute to and comply with systems to protect patients | | |
| | Respond to risks to safety | | |
| **4. Trust and professionalism** | Protect patients and colleagues from any risk posed by your health | • Personal statement<br>• Reference | • Commitment to healthcare station<br>• Perspective-taking station |
| | Show respect for patients | | |
| | Treat patients and colleagues fairly and without discrimination | | |

**Appendix 2 - MBBS - Guidance on personal statement and references**

As part of the application process, you have been asked to provide a personal statement and reference. The UCAS guidelines for completing the personal statement should be adhered to.

Below is additional guidance on how to choose your referee and what your referee should include in the reference they write. We recommend that you share this guidance with your referee.

How to choose your referee

Your referee should be someone who is, or has been, in a position to make a judgement about your academic performance and personal qualities; if you are currently in school or college, your referee would normally be a head teacher, head of year, form tutor, or a designated individual in your institution. If you are in university, or you have completed a university qualification, your referee would normally be an academic supervisor. Please note that your referee must not be a family member or close family friend. Your referee should confirm they have known you for a period of at least 6 months. If the referee is a school tutor or counsellor and does not know you personally, they must take input from teachers who have known you for at least 6 months.

Information that your referee should include.

We recommend that your referee is familiar with the Medical School Council's 'Core attributes and values expected of medical students'. Your referee should state how long they have known you and in which capacity. They should state whether the information contained in their reference relates to conversations with a third party or is a first-hand account.

The reference should:

- Indicate whether your referee believes you have the appropriate academic ability commensurate with the requirements of medical school.
- Comment on whether you have demonstrated any of the core attributes and values expected of medical students, which may include:
  - Commitment to studying medicine and an interest in the medical profession.
  - Teamwork, empathy, effective communication and conscientiousness
  - Honesty
  - Perseverance and resilience
  - Personal organisation
  - Insights into personal strengths and weaknesses
  - Ability to treat people with respect.
  - Ability to take responsibility for own actions.
  - Ability to reflect on own work.
  - Ability to deal with uncertainty.

Your referee should also comment on any extenuating circumstances that may affect (or have affected) your academic performance, or any other aspect of the information contained within your application.

Brunel Medical School takes dishonesty during the admissions process seriously and any evidence of dishonesty in relation to your reference may result in your application being rejected or an offer of a place being withdrawn.




# Student Transfer Policy

## Student Transfer Policy

### 1 Introduction and General Rules

Transferring is the process whereby a current student, either at Brunel or at another institution, moves from one degree programme to another, or one mode of study, for example full time to part time, to another.

Brunel commits to fully considering all transfer requests; and will ensure, where a student or staff member is joining Brunel or moving internally, that individuals have the right academic qualifications and skills to successfully complete their course.

This policy applies to:

- students external to Brunel;
- current Brunel students1;
- and Brunel staff involved in the transfer process

In-year transfers to or between Brunel programmes will not normally be permitted if more than 2 weeks of the academic year has passed.

Where a student's prior attainment exempts them from a modular block(s), a delayed start to a programme may be possible if the timetable permits it, and this will be at the discretion of the relevant academic department.

### 2 Process for Students Transferring to Brunel from another Institution

The eligibility of a student from another institution to transfer to a Brunel programme is determined by the relevant programme's entry criteria, the timing of the request, and the University's Exemptions Policy (available here).

Students from another institution wishing to transfer to a Brunel **undergraduate** programme should contact Admissions at admissions@brunel.ac.uk who will, following a preliminary check, advise the student if they should apply, which is via UCAS. Once the UCAS application is received, it will be referred to the relevant academic department for consideration[2].

Students wishing to transfer to the University for third year entry must apply through UCAS. The applicant must have completed Year 1 and 2 from a similar degree programme from an OfS Registered University. All applications will be referred to the relevant academic department for consideration.

Students wishing to transfer to a **postgraduate taught** programme should contact Admissions at admissions@brunel.ac.uk who will assess the information and, if appropriate, advise the student to

[1] "Current" Brunel students means students who are fully enrolled on the date the transfer is requested

[2] Brunel staff seeking guidance on the application of the University's Exemptions Policy should contact Quality Assurance.

apply via the Brunel website. Once the application is received, it will be referred to the relevant academic department for consideration.

Postgraduate research students wishing to transfer to Brunel must be advised that, in line with practice in the sector, postgraduate researchers will normally had to have completed at least two-thirds of their work whilst registered with Brunel to be eligible for a final award. Therefore, applicants who are in the advanced stages of their research may be best advised to remain registered at their current institution.

Following approval of an applicant's request to transfer to a Brunel programme, the University's Admissions Team will provide confirmation to the applicant.

Students transferring in to the University whose admission is based on prior attainment will be required to provide the original certificate or transcript at registration.

In the event that the transfer into Brunel is denied, the applicant will be informed by Admissions and should they wish to appeal the decision, are advised to consult the University's Admissions Policy (available here)

## 3 Process for registered Brunel Students Transferring out of the University to another Institution

To begin the process of transferring out of a programme, a registered Brunel student must use the "Withdraw from my Course" function in eVision.

Once the withdrawal has been confirmed, confirmation of the student's achievement at the University will be provided as follows.

Students with an Interim Award

Where a student wishes to transfer from Brunel to another institution following completion of a level of study which provides for an award – for example, a Certificate of Higher Education is achieved through successful completion of level 4 at Brunel (120 credits) – a certificate and transcript will be provided. This certificate is made available following confirmation of the award by a Board of Examiners, and through the "Certificate Request" task in eVision.

In addition to receiving a certificate, former Brunel students wishing to provide another institution with evidence of their award are able to use the online award verification service, VerifyAward, which enables students to view and share securely award and module result information with third parties.

Students without an Interim Award but with Completed Modular Blocks

Where a student wishes to transfer from Brunel to another institution following completion of one or more modular blocks (which has not resulted in an interim award), or a foundation programme, they should request from the Awarding Office a "No Award Transcript". This transcript will be provided in an electronic or hard copy and will be endorsed by the relevant department. The transcript will provide details on all assessment and modular blocks undertaken by the student whilst registered on their current programme, and will include the level of study, the number of credits and the grades achieved.

## 4 Process for registered Brunel Students Transferring between Brunel Programmes (Course Change)

The formal request to transfer between Brunel programmes is made using the “Change My Course” function in eVision, which provides detailed guidance on the process. The relevant academic department for the programme the student wishes to transfer to will consider the course change request.

Departments will confirm or reject course change requests via the eVision facility. Where a course change request is accepted by the department, the request will be forwarded to either Admissions (if there is a change of discipline) or Business Support-Records Team (if there is no change of discipline), to create the new record. If the department rejects a course change request, the student can discuss this with the Hub.

Department staff can request a course change on behalf of the student at any time.

BPC (Brunel Pathway College) students do not have the option to self-serve for course changes and these requests must be undertaken by the BPC departmental team.

The process for transferring from a non-placement version of programme to the placement version (and vice versa) is facilitated through the “Change My Mode of Attendance” function in eVision.

For postgraduate research students already enrolled at the University wishing to transfer between Colleges, this must be approved by the respective Deputy Deans Academic Affairs.

## 5 Process for registered Brunel Students Transferring between Modes of Study (part-time/full-time)

The formal request to transfer to a different mode of study (part-time/full-time) on the same programme is made using the “Change My Mode of Attendance” function in eVision, which provides detailed guidance on the process. A transfer to a different mode of study (part-time/full-time) will be considered during the first semester only.

Where a change in mode of study is included in the transfer from one programme to another, this will be incorporated into the Course Change process.

## 6 Overseas Students and Programme Transfers

Overseas students wishing to transfer in to Brunel from another higher education institution, or wishing to transfer out of Brunel to another higher education institution, will remain subject to UK immigration rules at all times.

Overseas students wishing to transfer to another institution must first withdraw from the University using the “Withdraw from My Course” function in eVision.

Overseas students who are transferring to another institution will have their sponsorship from Brunel withdrawn. Students are advised to contact their new institution for details on how to apply for a new Student Visa.

Overseas students who are transferring to Brunel from another institution will have their sponsorship from their current institution withdrawn. Students are advised to contact immigration@brunel.ac.uk on how to apply for a new Student Visa.

A current Overseas student at Brunel wishing to transfer to another Brunel programme should refer to the “Your responsibilities as a Student Visa holder” webpage available here.

Further information is available from UK Visas and Immigrations at https://www.gov.uk/government/publications/points-based-system-student-route

## 7 Additional Advice and Guidance

For additional guidance regarding transfer process, external students should contact admissions@brunel.ac.uk and current Brunel students should contact the Hub or Hub@brunel.ac.uk.