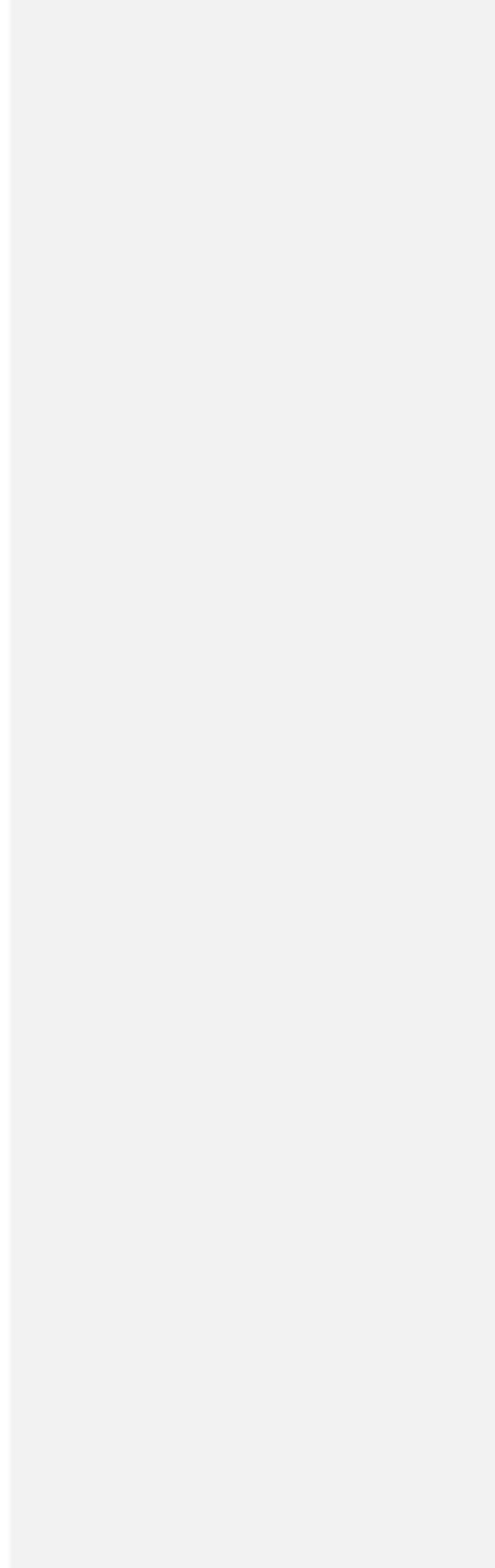






## **7. STAFF DEVELOPMENT AND TRAINING**

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exemplified by professional experience. The University values the wider contribution that a student can make to University life.

10.2 Entry criteria are published for each programme. Applicants who do not meet these entry requirements but are nonetheless assessed as being suitably qualified to undertake the programme of study might be granted a concession<sup>2</sup>.

10.3 Some applicants will be interviewed prior to a decision on their application, such as is typical for the MBA, MSW or PGCE programmes. Some programmes require applicants to submit examples of written work or, in the case of programmes within our Music department, compositions or sound/video files of performance. Information is provided on our website.

10.4 We seek to ensure that all of our selection methods are reliable and valid. Our admission selection methods are developed and approved by University Education Committee, which reports to Senate, with support provided by Recruitment & Admissions. Any change in selection method requires approval from EC and Senate. Admissions Staff will make decisions in accordance with University admissions policy.

## **11. APPLICANTS WITH A DISABILITY**

11.1 We strongly encourage applicants with a disability to disclose this to the University, to enable any necessary reasonable adjustments to be planned in support of their education.

11.2 Applications from students who declare a disability will be considered on the same criteria and principles as for other candidates.

11.3 In exceptional circumstances, the University may need to take into account any overriding health and safety concerns, barriers relating to professional requirements such as fitness to practice, or the University's ability or inability to make any necessary adjustments. Such cases will be addressed on an individual basis and in discussion with the individual applicant to find solutions and/or alternative programmes.

11.4 The Durham University Disability Service provides advice and practical support to all applicants to the University who have stated a disability.<sup>3</sup>

## **12. APPLICANTS WITH A CRIMINAL CONVICTION**

12.1 Admissions staff will disregard any criminal convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974, unless the programme of study is likely to bring the student into contact with children or vulnerable adults. Where this is the case, a disclosure will be sought through the Criminal Records Bureau. Where an applicant has an unspent conviction or has a conviction that affects fitness to practice, a decision on whether to offer a place will be made according to the procedure for considering applicants with criminal convictions.

## **13. ATAS**

13.1 In order to avoid the proliferation of potentially dangerous technologies, the Foreign and Commonwealth Office (FCO) runs an [Academic Technology Approval Scheme \(ATAS\)](#). This scheme is compulsory for overseas applicants to specific programmes. If this applies to a programme of study, applicants will be directly notified that ATAS is required. Approval by the FCO under the terms of the scheme will be a requirement for entry for these programmes.

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#### **14. DEPOSITS**

14.1 The University reserves the right to charge a tuition fee deposit. All self-financing overseas students applying for postgraduate taught programmes at Durham University are required to pay a tuition fee deposit if they accept an offer. The tuition fee deposit is paid before the University issues a Confirmation of Acceptance to Study (CAS) number, which overseas students need in order to apply for a visa.

14.2 Deposits are also payable by Home/EU applicants to some programmes, e.g. Masters programmes in Business and Finance.

14.3 Applicants will be notified that a deposit is required as part of their offer.

#### **15. UNIVERSITY SCHOLARSHIPS**

15.1 An offer of a place on a postgraduate programme is independent from a decision about funding. Durham University offers a wide range of full and partial funding opportunities to outstanding applicants wishing to study towards PGCE and Masters degrees. Further

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#### **16. FEEDBACK**

16.1 Admissions staff are required to document the reasons for admissions decisions.

16.2 Feedback will be provided only on request. A request must be made in writing, including application reference number, full name, date of birth, home address and programme applied for.

16.3 Under the Data Protection Act a request for feedback should come from the applicant or from someone to whom the applicant gives express and voluntary consent, in writing, to act on

17.2 Requests by an unsuccessful applicant for a formal review of the outcome of an admissions decision, with an aim of overturning or changing that decision, will not be considered.

17.3 Applicants will not be discriminated against in any further application should they request

**18. FRAUDULENT STATEMENTS/OMISSIONS AND PLAGIARISM**

18.1 Every applicant and registered student is required to disclose to the University all academic and personal information material to an application made by the applicant or in their name and to their matriculation<sup>6</sup> and registration. Applicants and matriculated and/or registered students, and those acting in their name, also have a continuous obligation to notify the University of changes in their circumstances.

18.2 The University has the power to withdraw an offer or acceptance prior to matriculation and registration and to require a matriculated and/or registered student to withdraw, immediately, upon written notice, where the University becomes:

- a) of the reasonable opinion that the applicant, or someone making the application in their name, or the matriculated or registered student failed to supply relevant information

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