



Admissions Policy

2024-2025

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Note: When periods of days are referred to in this document, unless otherwise stated, a 'day' is normally a *University working day*, which is any day except weekends, bank holidays and the period between Christmas and New Year, when the University's administrative offices are closed. This applies even when some areas of the University, such as libraries and learning spaces, are open during these times

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1. Admissions Statement and Guiding Principles

Here at Kingston University, we fully appreciate that choosing to attend university is a big step, probably, the most important decision you have had to make to date.

To support you, your parent(s), guardian or adviser through the process, we have developed the following, easy to follow, Admissions Policy using clear and transparent language.

The principles of this policy apply to all courses leading to a Kingston University award, whether on campus or offsite, or through collaborative provision at a UK partner, regardless of subject, level, mode or location of intended study, or of the nationality or other characteristics of prospective students, unless otherwise specified.

As a large, multi-faculty University, Kingston offers courses on and off campus; some courses are delivered with or by collaborative partners, so we have a range of staff who are trained and contribute to our approach to the admission of students.

Kingston University takes pride in its reputation for its quality of service and “student friendliness”, and our staff are dedicated to making sure that your applicant journey is as smooth as possible whilst still respecting the UCAS deadlines and the University processes. To ensure this, we have developed our Admissions Policy with a commitment to provide all our applicants with a well-organised, objective and fair service, making sure that equal opportunities, fair access and inclusion are observed, and that no applicant is disadvantaged or, in any way, treated unfairly (please see Kingston University’s Equality and Diversity Policy).

This Policy ensures that our approach to admissions:

- is both in line with and appropriate to our mission
- helps us to achieve our strategic aims and operating & equality objectives
- is informed by sector best practice, relevant sector and government legislation, and impact assessment under our Access and Participation Agreement for equality, diversity and inclusion.

Prospective students for courses at other UK or overseas partners should refer to the partners’ policies on admission.

Admissions makes it a priority to not only make sure we match you with the course of study that best meets your academic and vocational needs, but also your individual circumstances. In order to do this, we are very clear about who does what in admitting students. University and partner staff are trained and regularly updated for their roles, so they will always be up to date.

Our admissions support to all applicants is:

- transparent
- fair
- honest, comprehensive and inclusive in coverage
- consistent
- accessible, through the use of clear language, appropriate media and alternative formats for prospective students with disabilities or particular needs, without making assumptions about how people get information
- personalised - identifying target audiences and meeting individual needs
- timely

This enables you to make informed choices based on a thorough and accurate picture of what your studies at the University will entail in terms of academic and financial matters; student life and support, graduate outcomes and careers.

1. Admissions Process

Applications to the University are normally made through one of the following routes:

2.1 The Applicant Journey

Applications to the University are normally made through one of the following routes:

Undergraduate:

Full Time Application Pathway

- **UCAS** (the Universities and Colleges Admissions Service) for full-time undergraduate courses, this includes:
- **UCAS Extra:** This route is only if you have applied to universities via UCAS but have either not received any offers or have declined all offers you have received. This route is an extra opportunity for you to apply for a place at the University if we have vacancies (end of February to end of June)
- **Clearing:** This route is only if you have applied through UCAS but are not holding any current offers of a place. If this is the case, you can apply for a place at the University (July onwards)

As a prospective undergraduate student applying through UCAS, you will be required to apply online via the UCAS Hub. You can apply for up to five different courses and once you have submitted your application, you will be able to follow the progress of your application via your UCAS Hub account.

The UCAS application window is usually from the start of September to the middle of January in the academic year prior to your course start date (please check the UCAS website just in case), but we strongly advise you to apply early and not leave your application to the last minute.

The UCAS application window is usually from the start of September to the last Wednesday of January in the academic year prior to your course start date (please check the UCAS website just in case), but we strongly advise you to apply early and not leave your application to the last minute.

You will need the UCAS code K84 for Kingston University when applying. Your UCAS Hub account will guide you through how to complete your application. The UCAS hub offers a personal statement builder tool, a UCAS tariff calculator, the ability to chat to students and university course taster sessions.

Part Time Application Pathway

Applicants wishing to study a Part-time Undergraduate course will apply directly to the University via our Online Student Information System (OSIS).

Postgraduate and Research:

- Department of Education (DfE) Apply for Teacher training for Postgraduate Certificate in Education (PGCE) courses
- Online application form on the University website – for entry to all other postgraduate courses (taught and research).

The only exceptions to the above being:

- i) Courses delivered at those partner organisations which have delegated responsibility for admissions
- ii) Prospective students who choose to apply through our educational representatives (agents) overseas.

When preparing your application for postgraduate study, please pay attention to making sure you detail your level of achievement, breadth and depth of previous study/qualifications, along with any relevant work experience, as we give particular weight to existing qualifications, references and demonstrated academic and research skills, along with the research proposal (where appropriate).

2.2 Decisions and Offers

Kingston works hard to improve participation in higher education through the work we undertake with students at schools and colleges via collaboration, partnerships, and progression agreements. We are committed to widening participation and giving opportunities to individuals who come from challenging or disadvantaged backgrounds and to help them fulfil their true potential.

We place the applicant journey at the centre of all that we do and engage in principles of continuous improvement to enhance the applicant experience. As part of these principles, we have embedded some automated outcomes into our admissions processes including offer making. This means that some applicants may receive a system generated offer. This enables us to provide a swifter service and begin engaging with our offer holders as soon as possible. Our aim is

to offer to as many applicants as possible where they have shown us the potential to succeed on our courses. All applications are carefully reviewed by our admissions professionals prior to any unsuccessful outcomes being processed.

The University may take your circumstances, background etc. (contextual information) into consideration when considering your application, we may even adjust our offer where we believe it appropriate to do so.

Usually, Admissions make the decision to offer you a place based on your application meeting the entry criteria for the course you have chosen. In some cases, Admissions may need to refer an application to the relevant faculty for an academic decision; this may be due to a course having considerably more applications than places, it is selective, or because of a requirement from a professional statutory regulated body (PSRB) (e.g., the HCPC, NMC, SWE, NHS); there is also the possibility that there might be an irregularity that needs to be checked and/or confirmed.

Once your application has been received and checked, you will be sent one of the following:

- an unconditional offer (a place without conditions)
- a conditional offer (a place conditional on the results of
 - i) academic assessments and/or
 - ii) English language tests and/or
 - iii) satisfactory background checks, such as Disclosure and Barring Service (DBS) or occupational health assessments (they can also be conditional on proving your vaccination status for certain NHS related courses)
- a decision not to offer you a place

If your course requires an interview, test, portfolio, audition (or similar), you will receive an invitation and details of the selection process. Once a decision has been made after one of the activities above, Admissions will communicate that decision to you promptly.

If you accept our offer of a place, made conditionally on the results of academic and/or English language assessments yet to be taken, you will usually be told of our final decision within fifteen working days of our receipt of the complete set of results for those assessments.

You will either be informed through UCAS, or DfE Apply (Teacher training) for PGCE, or directly by us, in line with how you applied.

Applications for postgraduate research courses are first assessed by the potential supervisor, with the final decision made by the Faculty and University Research Degrees Committee.

For applications to courses at our partner institutions, responsibility for admission, assessing and communicating with prospective students is either:

- i) devolved to the partner or
- ii) carried out as above with partner staff contributing to the role of the relevant Faculty.

If you have chosen to apply through one of our approved representatives/agents overseas, they will provide you with the necessary information and communicate with the University on your behalf. We entrust some of our representatives to undertake assessment of applicants and recommend to us where an offer is appropriate.

Please note: If, for any reason, you no longer wish to study at Kingston University, you can decline the offer that was made to you. If you have not yet received an offer, you can request to have your application withdrawn. Please contact the Admissions Team and your withdrawal will be confirmed to you by email, usually within 15 working days. If you have paid any fees or deposits, including tuition and accommodation payments, you may not be eligible for a refund. Please do contact admissions directly to confirm.

2.3 Collaborative Partners

If one of our collaborative partners is responsible admissions and/or the teaching and delivery of all or part of a course leading to a Kingston University award, the University will make it clear if there are any specific arrangements and responsibilities relating to the criteria for admissions.

2.4 Responding to Offers

Undergraduate

If you are offered a place on one or more of our courses, you will be required to respond to us by a set date to let us know if you intend to accept our offer. The set date is determined by UCAS for full time undergraduate courses.

If you have applied through UCAS, you may accept our offer either as a firm or insurance choice. If you have not applied through UCAS, your acceptance can only be on a firm basis and, unless relating to part time courses that can be studied together, you will be unable to firmly accept more than one offer of a university place for a given year

Postgraduate

If you are offered a place on one of our PGCE courses, the set date to respond to an offer is determined by DfE Apply.

If you have made a direct application to us at the University, you are required to reply to us within ten working days of our decision being communicated you.

In the event that you fail to accept your place by the appropriate due date, the University will assume that you have turned down our offer to you and your application may be withdrawn.

By accepting our offer of admission, you agree to abide by the rules and regulations of the University. If the University becomes aware that, prior to registering as a student, you have failed to abide by these rules and regulations, our offer to study may be withdrawn.

Although your application passes through a number of various clearly defined stages, we know how important it is to get back to you as quickly as possible with a decision, so we commit to doing so where we have all necessary information to process an outcome.

2.5 Confirmation

If we have made you an **unconditional** offer for an undergraduate course, we will confirm your place immediately via UCAS Track. If we have made you have a **conditional** offer, we will confirm your place via UCAS Track once we have received evidence you have achieved the grades you need for your course and met any non-academic conditions.

If you apply directly to the University, you will be able to confirm your place at Kingston through OSIS (our online student information system). If you do not already have an activated account, we will send you instructions on how to login when you accept an offer.

Please do not worry if you do not get the grades you need, we may be able to help you find a place on another course that suits your needs. Just give us a call to talk through the options.

2.6 Enrolment and Joining Instructions

Once you have received our unconditional firm offer, and confirmed your acceptance, we will provide you with information on how to complete online enrolment as well as send to you your course welcome information. If you do not enrol by the deadlines in your instructions, we may need to withdraw your CAS, application, or your place on your course.

The University will also try to make sure that **all** students are informed of the enrolment process in advance and that our effective and informative induction programme caters to a diverse student body.

2.7 Applicant Experience Days

All our undergraduate applicants are invited to attend one of Kingston's exclusive Applicant Experience Days, which are designed to be a taster, where you will have the opportunity to experience how your course is taught, the types of things you will be studying and meet some of the academics who will be teaching you. They are completely different to our Open Days, as they include

exciting activities that will allow you to try out your degree before you join us. You can find out more about our Student Applicant Days on our website.

2.8 Supporting Applicants with Disabilities through the Applicant Process

When considering applications from prospective students with disabilities, the University is committed to making sure reasonable adjustments are made as far as practicable to all aspects of the student experience, including access, the application process and to courses of study.

The University encourages all applicants to disclose their disability as early as possible, which is assessed by Disability Support (Student Life) team. This allows us to confirm eligibility so that we can ensure that the appropriate advice and support may be given at the right time. If, for some reason, support cannot be provided, even with reasonable adjustments, this will be discussed with you and, where relevant, alternative courses explored.

Please be assured that disclosing a disability will not have a negative impact on or influence your application, grades or the award you receive as it is considered sensitive personal data (confidential), it will however, help us to help you, when and where you need it. You can find out more on our website at <https://www.kingston.ac.uk/disability/>

2.9 Applicants Declaring a Criminal Conviction

If you would like to come to study at Kingston University but are worried because you have a criminal record, it is important that you know that a criminal record may not necessarily be regarded as an obstacle to studying with us. The University does not look to prevent any one with criminal records from taking advantage of the wonderful opportunities provided by higher education.

We recognise that while there is not a specific requirement, some applicants may wish to proactively contact the University to inform us of prior convictions or specific circumstances that may impact their ability to study or engage with the relevant support services. Applicants who wish to do this can contact the university's access and inclusion team at equality@kingston.ac.uk. Please note that this team are not involved in considering your application but can offer support and signposting. All enquiries will be dealt with sensitively.

If you have a criminal conviction, we require you to declare them in the following circumstances:

- If you are applying for a student visa as a European or Overseas student wishing to study in the UK.
- If you are applying for university accommodation (including university managed accommodation).
- If you have applied for a course linked to Professional, Statutory and Regulatory Bodies (PSRB), and have a mandatory enhanced check via the Disclosure Barring Service (DBS). For 2022 entrance these courses

are: Education, Midwifery, Nursing, Pharmacy, Social Work, and Working with Children and Young People: Social Pedagogy

Initially, your application will be assessed on academic and motivational merit in accordance with the standard selection criteria. If your application lacks the academic grounds for considering your application further, your offer will, unfortunately, be rejected.

The University always seeks to select those applicants who are likely to succeed academically and benefit from what the University has to offer.

2.9.1 Why do we ask about criminal convictions?

The University is required to ask about an individual's criminal record as part of the application and on course processes for the following:

- If you are applying for a course linked to a Professional Statutory and Regulatory Body (PSRBs - PSRBs engage with higher education as regulators. They provide membership services and promote the interests of people working in professions; accredit or endorse courses that meet professional standards, provide a route through to the professions or are recognised by employers) or where the course has a mandatory requirement for the University to undertake an Enhanced Disclosure and Barring Service (DBS) check. These regulations apply to courses in the following areas: Education, Midwifery, Nursing, Pharmacy, Social Work, and Working with Children and Young People: Social Pedagogy.

If you are applying for a place on one of these courses, you will be required to complete one, or more, of the following:

- School of Education, Midwifery and Social Work Student Learning Contract (see Appendix A)
- School of Nursing Student Learning Contract (see Appendix B)
- Declaration of Suitability for Social Work (see Appendix C)
- The courses listed above are considered exceptions and are listed in the Rehabilitation of Offenders Act ROA (Exceptions) Order (1975) (2013) and (subsequent Amendments England and Wales 2016) to which the Professions Supplementary to Medicine Act 1960 applies. The Exceptions Order specifies and defines particular posts which involve 'working with children' and/or 'vulnerable adults'. These courses require an unfiltered Enhanced Disclosure and Barring Service check.

This allows for some old or minor convictions and cautions to be exempt from disclosure under the act. This process is referred to as the "filtering" of convictions and more information can be found via [DBS filtering guidance](#) and the NACRO [DBS Practical Guidance on Filtering](#). The rules about what applicants should disclose are

complicated and we would refer applicants to the DBS website and also to the NACRO helpline on 0300 123 1999 for advice.

2.9.2 When will we ask about criminal convictions?

You will be specifically asked to declare that you have no specific convictions, cautions, reprimands, charges or warnings on the following occasions:

- As part of the application process,
- At interview (if this forms part of the admissions process),
- As part of the Enhanced DBS check.

You have a responsibility to notify the University of any new criminal charges, convictions or pending investigations as these occur. If you do not inform the University of any new conviction, caution, reprimand, warning, pending investigations or charges since your last declaration, we may withdraw our offer to you. If you have already started your course, the University has the right to withdraw you from your course of study.

2.9.3 What will we do with a declaration of a criminal conviction?

Once the University has received your declaration of a criminal conviction (or charge at any of the above stages), it will be reviewed by a member of the admissions team. If the prior conviction is not considered to be a barrier to joining your preferred course, your application will proceed to the relevant next stage.

If, for some reason, we are unable to come to a definitive decision at this stage, a panel will meet to discuss the declaration and its potential impact on suitability to study on the course.

The panel consists of:

- lead academic/s from the course applied for (one of whom will act as Chair)
- placement provider partner/s

We will write to inform you that your application is being considered by a panel and the date the panel will consider your case.

The panel usually takes place by correspondence with your name and personal details removed. If the University needs any additional information, you will be contacted to provide this. The panel will decide whether you will be able to fully participate in the course you have applied for and assess any potential risks or barriers to your successful completion of the course. Once the panel has made a decision, you will be contacted in writing with the panel's decision.

There are only two possible outcomes from the panel:

- If your prior conviction is not regarded as a barrier to joining the specific course you have applied for, your application will proceed to the next stage in admissions
- If your prior conviction is regarded as a potential barrier to joining the specific course you have applied for, the panel will not permit admission or may attach specific conditions on the basis of your disclosed conviction(s). In this instance, you may request a review of the panel's decision.

Please note: The University will **only** accept to review a case if:

- additional information, or new evidence, has come to light that was not presented for consideration when the panel originally convened
- there has been an irregularity in the process or procedures

If you feel that the decision made on your application is unjustified, you are entitled to appeal against the decision (please see the Appeals and Complaints section of this document).

If the conditions of your offer of a place require a satisfactory Enhanced DBS check, and this has not yet been received by the University, the admitting course team will discuss any declarations already made with you and enrolment will proceed on the understanding that the decision is made on the basis of the available evidence already discussed or submitted. If there are discrepancies between the declaration and the Enhanced DBS outcome, you may be withdrawn, and the University may consider that you have submitted a fraudulent application.

2.9.4 Overseas applicants

If you are an overseas applicant, you will be required to get a Certificate(s) of Good Conduct from your Home Country as evidence of your criminal conviction history.

Please note: This is often a lengthy process but must be completed before enrolment and there is often a charge, which varies according to the country. For further information, please see the UK government guidance on [criminal records checks for overseas applicants](#).

2.9.5 Applicants who have been resident overseas

If you have applied for one of the courses in the section **"Why do we ask about criminal convictions?"** in this document, you will be required to account for any time that you have spent out of the UK.

- If you have been travelling, you will be expected to list all the countries you visited and the dates you arrived and departed
- If you have lived abroad for 3 months or more at a fixed address you may also be required, wherever possible, to obtain a Certificate of

Good Conduct from that country based on the country specific guidelines. The relevant faculty will review the country guidelines and make a decision on this.

We will include a request for a Certificate of Good Conduct in any offer we make where relevant. This is often a lengthy process but must be completed before enrolment.

There is often a charge, which varies according to the country. For further information, please see the UK government guidance on [criminal records checks for overseas applicants](#).

2.9.6 Confidentiality and Privacy Statement

Kingston University takes its responsibility to fully comply with the following extremely seriously:

- the [DBS's Code of Practice](#) regarding the correct handling, use, storage, retention and disposal of Disclosures
- its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Please be assured that:

- we do not disclose any information you provide to us with any party outside the University, except where third parties are involved in the delivery of the relevant programme of study
- we do not disclose any information within the relevant faculty relating to criminal records, visibility is restricted to only those who are involved in any of the processes mentioned earlier in this document
- all information relating to criminal records are kept securely
- all disclosure documents received by the relevant faculty are destroyed confidentially within six months of completion of the admissions process or, if admitted onto a course listed in the section "Why do we ask about criminal convictions?" in this document, six months after registration (except in the case of disclosure of a criminal offence)
- in accordance with the normal archiving policy, the information will normally be destroyed two years after the date of the student leaving

2.10 Your Responsibility as an Applicant

At Kingston, we always aim to be open and transparent with you, so it is important to ensure that you understand what your academic, financial and general obligations are in accepting our offer of a place.

We expect you to:

- provide complete and accurate information, so that your application can be accurately assessed
- participate in further assessment activity, if relevant to the course you are applying for

- update us as soon as possible if personal details or study intentions change
- reply promptly when offered a place, either to accept or decline your offer within the required timescale
- provide any additional information required in a complete and accurate form
- to be courteous to the admissions staff at all times, and treat all University staff, fellow applicants and students alike with respect.

Kingston University does not tolerate abusive or bad behaviour in any form, at any time, and believes in a harmonious collegiate community which facilitates a positive learning environment. The university reserves the right to withdraw a CAS, an application, or a place on a course if an applicant is rude, disrespectful or offensive, including the use of derogatory remarks and disruptive acts amounting to verbal and emotional abuse.

2.11 Unsuccessful Applications

If, for some reason, your application to study with us at Kingston University is unsuccessful, we are happy to give you feedback. If you would like to appeal, we have clearly defined grounds and processes for appeals and complaints (please see Appeals and Complaints).

2.12 Fraudulent Applications

The University has a responsibility to make sure that no individual gains unfair advantage through the use of fraudulent or deceitful means when applying to the University for a place. In order to do this, it is imperative that you provide us with true and accurate information throughout the application process.

For the purpose of this document, the following definitions will be applied:

Application Fraud: The act of deceit or conspiring to deceive. This includes the inclusion of false information, counterfeit documents and/or the deliberate omission of relevant information.

Plagiarism (including copying): The University defines plagiarism as the act of presenting the work of another person (or people) as one's own without proper acknowledgement. This includes copying the work of another applicant or student, copying information from the internet or from any other source, published or unpublished, intentionally, or unintentionally. The University does not accept a lack of understanding of the requirements as an acceptable excuse.

Please note:

- The University reserves the right to ask you to provide additional information about any aspect of your application or enrolment.
- The University reserves the right to withdraw your application, withdraw registration or withdraw sponsorship if you provide false or inaccurate information at any stage, and/or fail to provide additional information when requested to do so.

- The University will stipulate the specific arrangements and responsibilities relating to admissions should the course you apply for be delivered by one of our collaborative partners and lead to a Kingston University award.

When you apply through UCAS or directly via a Kingston University application form, you are always asked to sign a declaration certifying that the information you have provided is true, complete and accurate and that no information requested, or other material information, has been omitted.

If you submit a fraudulent application or any supporting documents, the University will classify you as one (or more) of the following:

- An individual who has provided false information to gain a place by deception
- An individual who has provided false information to secure financial status by deception
- An individual who has sought to obtain a student visa for the purposes of entering the UK by deception

2.12.1 Individuals who provide false information to gain a place by deception

UCAS

The UCAS verification unit checks for suspicious applications and alerts all universities of offending applicants.

If you have clearly committed a fraud, UCAS will cancel your application for that cycle. If the University suspects a fraudulent UCAS application, the admissions team may refer your application back to UCAS.

Kingston University direct applications

The University also carries out its own checks and the Admission Team may contact the relevant professional bodies to verify qualifications and results.

The University reviews all cases of potential fraud individually, including plagiarism. If we suspect or detect any possible fraudulent information in your application, we may contact you for further information before making a decision

2.12.2 Individuals who provide false information to secure financial status by deception

Before or at enrolment, the University's Admissions will assess your fee status to determine whether you should pay Home, Overseas or ELQ fees. We may well need further details before we can complete your Fee Status assessment.

Please note: It is important to point out that if any information you have declared cannot be supported with evidence on request, the University may treat this as a fraudulent act, which could lead to the withdrawal of your application or the cancellation of your enrolment.

The University may require you to pay a deposit if you have been accepted to study on a course leading to a Kingston University award. If you do not pay your deposit, the University Finance department will carry out a full investigation. If the conclusion of the investigation is that your payment is found to be invalid, your application will be withdrawn, and your enrolment terminated.

2.12.3 Individuals who seek to obtain a student visa for the purposes of entering the UK by deception

If you have received a visa support letter to assist your application for a visa to study with us here in the UK and the University finds that you have provided fraudulent information, supporting documents or deposits, the University will report this to the UKVI, your application will be withdrawn, and your enrolment terminated.

2.12.4 Enrolled Students

Fraudulent information can include, but is not limited to qualifications, criminal records, references, fee status, the omission of relevant information

The University investigates any suspicion of fraud and follows the process outlined below:

- Information relating to a fraudulent application will be forwarded to the relevant Faculty via the admissions team.
- The Faculty will nominate a member of staff within the relevant School to investigate the allegation of a fraudulent application.

If we suspect you have submitted a fraudulent application, you will be notified to attend a meeting to discuss the allegation.

The meeting will seek to verify the information that has been provided as part of the application or enrolment process. If we are satisfied that the evidence provided supports the information you provided at the application or enrolment stage, no further action will be taken. Admissions will be notified, and your application will be considered valid. A copy of any relevant paperwork will be kept on your file for future reference.

If the result of the meeting is that you did submit fraudulent information as part of the application or enrolment process, the Faculty can take the following action depending on the circumstances:

- You may be permitted to remain on the course (only if the fraudulent information is either insignificant or a genuine error)

- Your application is considered void as a result of the fraudulent information and your registration terminated with immediate effect. This would be considered appropriate if the fraudulent information means that you no longer meet the entry requirements of the course (this is particularly relevant for admission onto professional courses).

In either case, you will be notified in writing of the outcome. The letter will also include your right of appeal against the decision to terminate your registration (please see Appeals and Complaints).

Please note: In exceptional circumstances, the University reserves the right to suspend a student pending the outcome of the appeal hearing. The decision to suspend a student in these circumstances will be made by the Vice-Chancellor, based on the recommendations made by the Faculty.

2.12.5 Action to be taken on termination of registration - Student Funding

All relevant agencies/parties will be notified if your registration has been terminated, including Student Funding. If you are from the US and have received Federal Student Aid Funds, a Return of Title IV Calculation will be carried out.

Internal Procedures

Any application suspected to be fraudulent will be held pending further investigation by university staff.

In exceptional circumstances, the University will reserve the right to suspend a student pending the outcome of the appeal hearing. The decision to suspend a student in these circumstances will be made by the Vice-Chancellor, based on the recommendations made by the Faculty

At Application Stage

- Admissions will stop and hold the application pending investigation.
- Admissions will notify UCAS where applicable.
- Depending on the seriousness of the suspected fraud offence, other law enforcement bodies may be notified. For example, for identity theft, the Police and for immigration status, UKVI.
- Suspected applicants will be notified in writing of the investigation and would be required to provide information/original documentation within a given time frame.
- Failure to respond would result in suspected applications being cancelled.
- If deemed fraudulent, suspected applications will be withdrawn.

At Enrolment Stage

- Admissions will hold the enrolment pending investigation.
- Admissions will notify UCAS where applicable.

- Depending on the seriousness of the suspected fraud offence, other law enforcement bodies may be notified. For example, for identity theft, the Police and for immigration status, UKVI.
- Suspected applicants will be notified in writing of the investigation and would be required to provide information/ original documentation within a given time frame.
- Failure to respond would result in suspected applications being cancelled.
- If deemed fraudulent, suspected applications will be withdrawn.

At Post Enrolment Stage

If a fraud offence (originating at point of application) has been identified after enrolment:

- Faculty to be notified
- Faculty to conduct the investigation and communicate outcome to the student.

2.13 Appeals and Complaints

In order to ensure best practice, to be transparent at all times and to fulfil our commitment to being inclusive, fair and objective, we have an appeals and complaints process to address any concerns that you might have with the way your application has been handled. This process is handled by the Admissions Managers and Student Recruitment and Admissions Director, as appropriate.

If you feel that the decision made on your application is unjustified, you are entitled to appeal against the decision.

Appeals should be made in writing to the office of the Admissions Manager, who acknowledges the appeal, investigates and makes a decision, responding to the appellant within twenty working days of receipt. In the event that the response does not provide satisfactory clarity, the appeal can be escalated to the office of the Student Recruitment and Admissions Director, who will acknowledge the appeal, investigate and make a decision, responding to the appellant within twenty working days of receipt. The decision of the Student Recruitment and Admissions Director is final.

Should your appeal be successful, any offer of a place will either be for the entry year originally applied for or the following year, at our discretion.

If you feel you have been unfairly treated during the admissions process, you are entitled to make a complaint.

Complaints should be made in writing to the Admissions Manager who acknowledges receipt, investigates and communicates the outcome to the complainant within twenty working days. If the matter cannot be resolved at this point, the complainant has the option to take the complaint, in writing, to the office of the Student Recruitment and Admissions Director, whose decision will be final.

It must be noted that the National Office of the Independent Adjudicator does not investigate complaints relating to Admissions.

In any instance where a decision has been made by an academic, this cannot be challenged. Universities in the UK are required to accept academic judgement as final.

2.14 Fee Assessment

During the admissions process, the fees you pay (home or overseas) for your tuition at university are determined by your fee status, which is, in part, defined by:

- your nationality
- your country of residence

Here at Kingston, we ensure that you know how much your tuition fees are prior to enrolment, as long as you provide us with all the necessary information in a timely manner. As a prospective student, you will typically be provided with a provisional assessment of whether you will pay tuition fees at the Home, Home ELQ or Overseas rate. To do this, we will require you to upload a copy of your passport and complete an Online Fee task (OFT), both via the applicant portal. If you are a UK national without a passport, you may provide evidence via your national insurance number and birth certificate.

The University may need to ask you for further documents to finalise your fee status and reserves the right to do so if necessary.

Kingston University assesses your fee status according to the guidelines set out by UKCISA (The UK Council for Student Affairs). Details of the criteria used for fee assessments and further advice and guidance can be found on the UKCISA website at <http://www.ukcisa.org.uk>

2.15 Exceptions, Deferrals, Course Changes and Credit Transfers

In most instances, prospective students apply for a place at university during the year running up to their proposed start date however, you may be in a situation where, for various reasons, you are holding an offer from us but may want or need to defer your place to the following year. If you feel the need to defer, there are a few factors you should take into consideration, such as:

- some courses, particularly our highly selective courses, are unfortunately unavailable for deferrals
- where deferrals are available, you can only defer a place by one year, regardless of whether this was determined before or after our offer to you
- there are some courses where a deferral is not permitted at all (you are advised to check with the relevant admissions team beforehand)
- places secured through Clearing or Adjustment are only valid for entry that year and may not be deferred.

If you have requested to defer your place and have been successful in obtaining a deferral, we will contact you prior to your intended start date to check that you still want your place with us. If we do not receive positive confirmation from you within ten working days of our enquiry, we reserve the right to withdraw that offer.

Use of Changed Course Offers

If, for some reason, the University is unable to offer you a place on the course you have applied for, we may offer you an alternative course instead. This can happen at the initial application stage or if you have not met the conditions (the grades we require) of your offer. Where this happens at initial application, you will be notified by email and have the opportunity to discuss the alternative course with a member of staff before accepting the offer.

Changes to Courses during the Admissions Cycle

Kingston University makes every effort to ensure your study intentions are met and takes every step to avoid:

- changes to a course and/or year of entry
- withdrawal of a course
- alteration of intended professional recognition or exemptions
- variation to published study mode or duration

However, should it be absolutely necessary to make a change to your intended course or year of entry, the University will send you written details and options in a timely manner.

In this case, a member of the Admission Team will discuss your options with you directly and will offer one or more of the following options (as appropriate):

- entry to the original course/year as planned
 - deferring our offer by one year
 - transferring our offer to an alternative course for the original year of entry
 - transferring the offer to the same or similar course at another University
- or, if all of the above options have been exhausted,
- withdrawing our offer.

The University advises and supports applicants through the necessary UCAS procedure, where relevant. This would normally be within the decision timescale specified. Please see our website for information about 'Material Changes' <https://www.kingston.ac.uk/courses/course-changes/>

Credit Transfer

The University welcomes applicants who wish to join our courses at a later stage, gain exemption from specific modules or part of a course. If you have existing qualifications or prior experience and you think you might qualify for

Recognition of prior Certificated Learning (RPCL) and/or experience through Recognition of Prior Experiential Learning (RPEL), you can apply via the normal route.

If you wish to directly join the start of the second or subsequent year, you should make this clear in your application, citing whether this will be on the basis of existing qualifications (RPCL) and/or experience (RPEL). For further details on the above, please see the University's Academic Quality & Standards Handbook.

2.16 International Applications (Sponsorship under the Student route of the Points Based System)

As a higher education provider with a proven track record of compliance, Kingston University is a licensed UK Visas and Immigration (UKVI) sponsor and, by law, is permitted to assign Confirmation of Acceptance for Studies (CAS).

If you are an international, EU, EEA or Swiss applicant who would like to request a CAS to study on one of our courses, you need to:

- accept our offer firmly,
- send us the relevant copies of your passport, together with the relevant financial evidence before we can assign the CAS
- send us copies of your original qualification documentation including officially translated copies if the originals are not in English

Once we have received all the necessary documentation and are satisfied that it meets the criteria, the CAS is usually assigned within ten working days. You can request your CAS up to six months before the start of your course, so please do not leave it to the last minute.

If you are a non-UK passport holder but do not need Student Route sponsorship, you will be required to provide us with evidence of your "right to study" as part of the online enrolment process. Online enrolment for September starters usually commences from the end of August each year.

3. Assessment of Prospective Students

3.1 Setting and Monitoring Admissions Criteria

Entry criteria: the minimum qualifications you need to apply for a course, which are set at validation. Each year the University Recruitment Committee (URC) publishes the criteria for that year. You can find the entry criteria for your chosen course in our undergraduate or postgraduate prospectus, on our website or through UCAS.

3.2 General Entry Requirements

The University reserves the right to vary actual offer levels from those published. Offer levels will be set before the start of the admissions cycle, adhered to during it, and applied equally to all applicants.

No applicant is guaranteed a place purely because they meet, or are expected to meet, our criteria and offer levels. Where places are limited and demand is high, we may use the information below to select the *best* prepared candidates.

Undergraduate

The University would usually expect you to have achieved at least GCSE grade C/4 in Mathematics and in English Language, or equivalents, by the time you are due to start your undergraduate course. Some courses, such as the Degree Apprenticeships, require you to have at least 5 GCSEs or above. If this is the case, it will be stated clearly in our prospectus and on our website.

Postgraduate

The University would usually expect you to have achieved at least a UK Bachelor's degree with first or second class honours, or an overseas qualification deemed equivalent by the University, by the time you are due to start your postgraduate course.

There are some instances when the University may accept an application without the above qualifications however, you would need to provide evidence of an adequate academic background combined with substantial experience in a relevant field. In certain cases, you may be required to pursue the course over an extended period of time and/or pass a qualifying assessment before being accepted on to your preferred course of study.

MA/MSc by Research, MPhil and PhD

The University would usually expect you to have achieved at least a postgraduate master's degree or first or upper second class honours degree or equivalent in a subject appropriate to the proposed course of study or research. Admission to PhD will be provisional and subject to confirmation at the initial monitoring stage.

In exceptional circumstances, the University may be willing to accept an application without these minimum qualifications however, you would need to provide evidence of relevant professional qualifications and experience to demonstrate your ability to complete the course satisfactorily. In such cases, your application for registration must be approved by the Faculty Research Degrees Committee.

Please note: Courses associated with health, teaching and other regulated professions may have specific requirements before offering a place, such as:

- Residential status and Right to Work
- Disclosure and Barring Service check (DBS)
- Occupational Health Assessment.
- Appropriately evidenced vaccination status

International

If your first language is not English and your past education has not been taught through the medium of the English language, you will need to demonstrate that your level of proficiency meets the English language entry criteria for your chosen course. This would be in the form of an accepted English language test or, for sponsored students from specific countries, a Secure English Language Test (SELT), taken no more than two years before of the start of your preferred course.

Although the English language entry criteria on our website is expressed using Academic IELTS, we do accept a number of pre-approved alternative English language qualifications as equivalent. You can find a list of our most commonly accepted qualifications here <https://www.kingston.ac.uk/international/studying-at-kingston/language-requirements/alternative-tests-and-qualifications/>, however, if in doubt, please contact Admissions.

If you would like to improve your English and academic skills before starting your course, the University has a Pre-Sessional English course specifically designed for international and European Union students. You can find further information on our Pre-Sessional English course at <https://www.kingston.ac.uk/international/pre-sessional-english/>

The University has a number of pre-course options if you do not meet the English language criteria for your preferred course, so please do not worry. We may still admit you if you are willing to enrol on the appropriate English language course before you start your preferred course with us, which we will be happy to advise you on.

You can find the minimum entry criteria for each of our courses published in our UG or PG prospectus and on the Kingston University and UCAS websites.

3.3 Information and Activities to Assess Prospective Students

Please note: Work experience and references are important for applicants without the usual entry qualifications or with qualifications not related to the proposed course, and for creative, vocational, or heavily oversubscribed courses. In some cases, professional, accrediting, or regulatory bodies, such as health and education, may require specific work experience and good references prior to entry to the course.

Kingston University uses a range of information and activity to assess prospective students which may vary depending on level and subject area, and may encompass one or more of the following:

- Actual and predicted entry qualifications (from initial application and your teachers' predicted grades)
- Personal statement (from initial application)
- References (accompanying initial application)
- Work Experience (demonstrated at initial application and, where applicable, interview)
- Portfolio
- Interview
- Selection tests or written work set (during selection day or completed before interview)
- Audition
- Research proposal (accompanying application for postgraduate research study)

Courses that do not normally use such activity may still invite specific applicants to interview or require a piece of written work where there is insufficient information within the initial application on which to base a decision. Please be assured that activities are the same for all shortlisted applications for a specific course and equal weighting is given.

4. Implementation, Dissemination, Monitoring and Review

The University Recruitment Committee (URC) is responsible for the annual and periodic monitoring of the admission cycle, reporting to the University's Senior Leadership Team. As part of this brief, the URC is responsible for overseeing and monitoring the implementation and further development of the Admissions Policy.

Monitoring and review of the admission cycle for each course is undertaken by Faculties within the Annual Review and Development process. The University Education Committee draws on the outcome of this to review the cycle and consider the wider effectiveness of the Admission Policy and its implementation as practice.

For the purpose of continuity, coherence and transparency, the University requires that all publication and dissemination of information leading to a Kingston University award, including by partner organisations and representatives, adhere to our published guidelines at all times.

5. Confidentiality, disclosure and GDPR

Your application to the University is created as an electronic record on our student administration system and is subject to the provisions of General Data Protection Regulation (GDPR) and Freedom of Information (FOI) legislation. The information you provide to us is only shared with those University and partner staff directly involved with processing your application or undertaking related management activity, such as the administration of surveys and market research, compilation of statistics and the provision of further information about the University.

We believe it acceptable to assume that where you have provided us with referees, we have your explicit permission to approach these. If, however, we need to carry out further checks involving a third party, such as the Disclosure and Barring Service (DBS), we will seek your permission beforehand; in this instance, you should be aware that we may not be able to proceed with your application until you have given us your permission to contact the relevant organisation or authority.

If you have previously applied to study with us, or are a current or past student, we may access your information as the outcome of previous applications or periods of study at the University may be relevant to the outcome of your current application.

If you want to view any of the personal data we hold about you, or to exercise any of your data protection rights, you can use our data subject requests service on our website at:

<https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/privacy-notices/data-subject-request/>

6. Admission of Applicants Under the Age of 18 Years

The Kingston University community is mainly made up of adults who are over the age of 18. However, as part of its commitment to equal opportunities, the University ensures all applications are considered on merit and therefore may accept an application from a prospective student who will be under the age of 18 when they enrol. This section of the Admissions Policy remains applicable to an applicant/student throughout their enrolment with us, until the point they turn 18.

The University treats all students, regardless of age on entry, as mature and independent individuals. However, under 18s living in England are considered by law to be children. This means the University has additional responsibilities to safeguard any student it admits who is under the age of 18 at the start of their

course, until the date at which they turn 18 and become a legal adult. This applies even if the period between a student joining the University and turning 18 is very brief.

The minimum age for admittance onto a Kingston University course is 17 years at the time of enrolment. This lower limit has been determined on the basis that the University cannot sufficiently mitigate the safeguarding risks for students under the age of 17 and enable them to complete their course.

Applicants who will be under 18 when enrolling, should be aware they are applying to study in an adult environment. There may be some limitations for them at the University until they reach the age of 18. There are also specific requirements that apply to them during the admissions process as outlined below.

This section of the Admissions Policy applies to all prospective students who will be under the age of 18 when joining the University and will be studying on a Kingston University Course based at one of our main campuses (except for Study Group courses which have their own safeguarding arrangements in place). Once a student reaches the age of 18 this policy will no longer apply.

This policy should be read in conjunction with Kingston University's [Safeguarding Policy and Procedure](#).

Requirement for parental consent

The University is not able to take on the usual rights, responsibilities and authority which parents or guardians have in relation to a child, and it will never act in loco parentis (i.e., assuming parental responsibility) for applicants or students who are under the age of 18. If you are going to be under the age of 18 when you start your studies, you will be required to provide parental consent and (if applicable) to prove that you have guardianship in the UK.

If you have made an application to study with us and will be under the age of 18 when you start your course, the Admissions Office will send you an electronic letter and consent form (Appendix E) which will need to be signed by you and your parent(s)/guardian(s). The letter will make it clear that any offer made by us is conditional upon the consent form being signed by you and your parent(s)/guardian(s) and returned to the Admissions Team. Please note: The Admissions Office will only facilitate the enrolment of applicants under the age of 18 once the consent form has been completed in full, signed and returned. The completed consent form will be lodged in your file and a copy shared with your course leader, personal tutor and the University's safeguarding team.

International Students

When sponsoring international students who are under the age of 18, the University must ensure suitable arrangements are in place for them. This includes arrangements for their travel, reception, and care while in the UK.

Students aged 16 or 17 have the legal right to live independently in the UK and may make their own accommodation arrangements. However, when a 16 or 17 year old applies under the Student route, they must have their parent's permission both to travel to the UK and to live independently. The parents of international students under the age of 18 will be required to complete a consent form (Appendix E) confirming this as part of the visa compliance process.

If you will be under the age of 18 when you come to study with us, and your parent(s)/guardian(s) is/are not resident in the UK, you will need to appoint a guardian who usually resides in the UK. The UK Guardian you and your parent(s)/guardian(s) choose is a private arrangement in which the University can have no involvement. The University cannot assist you and your parent(s)/guardian(s) or carer with finding a suitable guardian in the UK.

The nominated UK Guardian must:

- Reside in the UK
- Be over the age of 18
- Be able to communicate in English
- Be contactable in an emergency and able to attend the University or other location where this is necessary
- Have a UK postal address and telephone number
- Not be a registered student or member of staff at Kingston University (unless they are a sibling, parent or other close relative).

If you are having difficulty identifying a UK based guardian, you may wish to consult the Association of Educational Guardians for International Students (AEGIS), details of which are available at www.aegisuk.net, where you will find a list of accredited agencies you might find helpful.

Your nominated UK guardian will be required to co-sign the relevant section of the consent form, to confirm they are willing to act as a guardian on your behalf.

On-course safeguarding mitigations

The Admissions Office will liaise with the relevant Course Leader and Head of Department to ensure appropriate safeguarding mitigations can be put in place prior to a student under the age of 18 starting the course.

The Head of Department for any course which admits a student under the age of 18 is required to:

- Identify a named Personal Tutor for that student
- Liaise with HR to ensure all staff expected to have substantial one to one contact with the student (including the student's Personal Tutor) have Disclosure and Barring Service (DBS) clearance at 'enhanced' level'. If such clearance is not confirmed by the start of the course interim arrangements will need to be put in place to replace substantial one to one teaching or academic support. Parent(s)/guardian(s) should be aware that not all teaching and support staff are routinely DBS checked.

- Confirm that all course content is appropriate for students under the age of 18, including field trips and placements where these activities would occur before the student turns 18.*

* Students under the age of 18 may be shown 18+ DVDs, Blu-rays or streamed films/TV programmes as part of the curriculum, in line with BBFC guidelines: Watching a film in the classroom with your pupils as part of a lesson. | BBFC

It is illegal to sell or supply alcohol and other restricted goods or services to students who are under the age of 18 and the University will take all reasonable steps to prevent this.

Data protection

Although individuals under the age of 18 are legally children, under the Data Protection Act they still have the right for information about them not to be disclosed without their consent. Therefore, students under the age of 18 will have the same rights as all other students with regards to disclosure of information. The University's policy is that it usually deals with students and not with their parent(s) or guardian(s). This approach will apply equally to a student who is under 18, unless the University receives express written permission from the student, or in a situation which warrants it in order to protect the student's vital interests.

Relationships with staff

Under the Sexual Offences (Amendment) Act 2003, it is a criminal offence for any person in a position of trust (which includes members of University staff) to engage in sexual activity with someone who is under 18 years of age. Furthermore, the University has in place a Relationships between Staff and Students policy which sets out expectations and obligations regarding close personal relationships between members of the University community.

Members of University staff

Any course which admits a student under the age of 18 is required to:

- identify a named Personal Tutor for that student
- ensure all relevant staff (including the student's Personal Tutor) have Disclosure and Barring Service ('DBS') clearance at 'enhanced' level, in relation to academic provision primarily at Level 3 (for example Art Foundation Degrees), or
- to use reasonable endeavours to allocate a Personal Tutor with existing 'enhanced' DBS clearance in relation to academic provision primarily at Level 4 (Undergraduate Degrees). If this is not possible, to apply for DBS clearance for the appointed Personal Tutor as soon as reasonably possible.

The University also expects that any individual likely to have substantial one-to-one contact with such students should also obtain clearance at 'enhanced' level with the DBS.

University Accommodation

Students under the age of 18 and their parent(s)/guardian(s) should recognise that accommodation offered by the University is generally intended for the use of adults.

Students must be a minimum of 17 years of age to be considered for a place in halls of residence, and there may be restrictions on the type/location of halls available to students under the age of 18.

The parent/ guardian of a student under the age of 18 offered a place in halls will be required to co-sign the halls licence. Further information in relation to under 18 year olds residing in University Halls of Residence is available from the Accommodation Service: accommodation@kingston.ac.uk

Enquiries

If you have any questions with regards to the content of this document, please contact the Office of the Executive Director for Students.

Appendices

Appendix A

School of Education, Midwifery and Social Work Department of Midwifery
Student Learning Contract

Appendix B

School of Nursing Student Learning Contract

Appendix C

Declaration of Suitability for Social Work

Appendix D

Kingston University Safeguarding Policy

Appendix E

Form of Consent regarding Admission of under 18 year old students to University programmes

Appendix A: School of Education, Midwifery and Social Work Department of Midwifery - Student Learning Contract

Department of Midwifery Student Learning Contract Statement

The purpose of this Student Learning Contract is to:

- outline the respective responsibilities of midwifery students both before the course begins and when on the course
- outline the School of Education, Midwifery and Social Work responsibilities, to you, our students
- confirm that you understand and agree to follow the practice and behaviour that derives from the NMC Code (Nursing and Midwifery Council (2018) *The Code: Professional standards of practice and behaviour for nurses and midwives*, NMC, London. Available from: <http://www.nmc-uk.org>) and the Kingston University [General Student Regulations](#) .

All students wishing to study for a midwifery qualification at Kingston are required to sign and comply with the Student Learning Contract, prior to commencing their course, annually during their course, and as requested.

If you have a concern with any element of this student learning contract, please raise them with the Course Director **prior** to commencing your course and with the appropriate Year Lead thereafter.

If you are **currently a student** on an undergraduate course and have concerns regarding the student learning contract, please contact your Year Lead as soon as possible.

Our Responsibilities in the Department of Midwifery

The Department of Midwifery, including the Programme Support Service (PSS) Team, aims to ensure that the course is planned in order to support you in meeting the professional, academic and practice requirements leading to the award of BSc (Hons)/PgDipMidwifery, Registered Midwife qualification.

- The Department of Midwifery undertakes to work in partnership with students and all clinical practice partners to create a positive learning environment. To which end, a range of learning resources and learning support will be provided for students. When undertaking clinical practice, support for students will be available from a number of sources within the university and placement area.
- The Department of Midwifery undertakes to provide students with access to relevant course and student handbooks electronically and to inform students of any changes to Kingston University regulations. Students can access the Kingston University web site for further information, via the Learning Resource Centres.

- Department of Midwifery staff are committed to being honest, polite and respectful to students, practice colleagues and women/patients. Department of Midwifery staff will communicate effectively and work within the appropriate academic, professional and practice guidelines.
- The Department of Midwifery undertakes to assist and support students when and where possible, when students report difficulties to the Department of Midwifery staff.

Your Responsibilities as a Student

All students in the Midwifery Department are required to fully understand and comply with those responsibilities expected of them at all times. Please read the information below and:

- tick the boxes adjacent to each point to demonstrate you fully understand
- initial and date each page (bottom right-hand corner)
- sign and date to accept the conditions (final page)

In relation to communication of changes in status:

Requirement	Agreement
<ul style="list-style-type: none"> • I understand that I have a legal obligation to inform the Department of Midwifery staff and staff in clinical practice of any changes in my health status as soon as I am aware of them (Health and Safety at Work Act 1974 www.hse.gov.uk/legislation; NMC, 2018) . I will also inform the Year Lead if there are significant changes in my health. These changes include pregnancy, disability, illness and any unanticipated events which could affect my ability to comply with this agreement, fulfil course requirements, affect my fitness to be a student midwife or to practice as a registered midwife. 	
<ul style="list-style-type: none"> • I am fully aware that all students are required to have an enhanced Disclosure and Barring Service (DBS) check, previously known as a criminal record bureau (CRB) disclosure and should register with The Update Service online before commencing the course. I agree to further checks being undertaken as deemed necessary, in the reasonable opinion of the Department of Midwifery and/or the NMC and will complete the necessary documentation /actions within the time deadline set. 	
<ul style="list-style-type: none"> • I will inform the Course Leader, in writing, immediately if I am warned, cautioned, reprimanded, charged with or convicted of a criminal offence prior to commencement of the course and I understand that this may affect my fitness to commence the course. 	

Requirement	Agreement
<ul style="list-style-type: none"> I will inform the Course Leader immediately if I am warned, cautioned, reprimanded, charged with or convicted of a criminal offence during my time as a student midwife and understand that this may affect my fitness to continue on the course and to register with the NMC. 	
<ul style="list-style-type: none"> I understand that the Faculty and stakeholders must be able to retain faith in the professionalism of students in order that students can be sent to practice placements. Therefore, I understand that behaviour that could lead to a criminal conviction, or behaviour, which fails to meet professional standards, could mean that I would not be able to undertake practice placements. 	
<ul style="list-style-type: none"> I will inform the Course Leader immediately if I am referred to social services for investigation regarding child protection issues or if I am cautioned/charged/convicted of child neglect. 	

In relation to the Course:

Requirement	Agreement
<ul style="list-style-type: none"> I confirm that I have been truthful in my application to Kingston University and that I have not omitted important information relevant to my application. I understand that, should Kingston University discover that I have been untruthful in my application, Kingston University may withdraw the offer or discontinue me from the course with immediate effect. 	
<ul style="list-style-type: none"> I understand that my pre-registration midwifery course is an attendance course. In order to be eligible to be entered onto the Register of the Nursing and Midwifery Council (NMC) on successful completion, I must complete the minimum number of hours required of both theoretical and practice learning. 	
<ul style="list-style-type: none"> I understand that it is my responsibility to ensure that I complete the required hours. I will attend all scheduled hours in both theory and practice settings in order to meet the requirements to register with the NMC, on successful completion of the course. 	
<ul style="list-style-type: none"> I understand that the Record of Attendance (ROA) are a formal delegation of my attendance, and it is my responsibility to complete and submit them promptly and as required. It is also my responsibility to maintain my own records (photocopy or photograph) as these will not be accessible to me following submission to the course office. 	

Requirement	Agreement
<ul style="list-style-type: none"> I am fully aware that failure to comply with point 9 and 10 above may result in disciplinary action and could jeopardise my position on the course. 	
<ul style="list-style-type: none"> I am fully aware that on completion of the course, the Lead Midwife for Education (LME) is required to complete a declaration of good health and character which is based on my personal conduct throughout the course. 	
<ul style="list-style-type: none"> I will maintain regular communication with the Department of Midwifery through the university email system and inform the Department of Midwifery staff (as appropriate) of any changes to my personal circumstances as soon as possible. 	
<ul style="list-style-type: none"> I will ensure that my personal details e.g., address, mobile/home phone numbers are kept up to date via OSIS (Online Student Information System) and understand that failure to do so could prevent me receiving important communications. 	
<ul style="list-style-type: none"> I recognise that I can only change annual leave with those weeks marked as maternity weeks on the course plan and not block weeks. Any changes to the coursed annual leave must be agreed with the Clinical Placement Facilitator (CPF) and Course Leader. Should this be here? 	
<ul style="list-style-type: none"> I understand the theoretical component of the course will normally be delivered during the hours of 9.30 am – 5 pm. I will be punctual in arriving at classroom sessions and contribute to a positive learning environment. I agree to abide by guidelines on standards of behaviour , as outlined in the Kingston University Code of Student Behaviour (as set out in the Student Handbook). 	
<ul style="list-style-type: none"> I understand that the Department of Midwifery’s philosophy of education requires all students to take responsibility for their own learning. I recognise my responsibility and agree that, in order to be successful on the course, I will be an active participant in my own learning. I will participate actively in both theoretical and practical skills sessions. 	
<ul style="list-style-type: none"> I understand that teaching of clinical skills will involve the practice of certain skills on other students and allows others to practice on me. I agree to participate in these classes. 	

Requirement	Agreement
<ul style="list-style-type: none"> I understand that clinical skills teaching takes place in mixed gender classes, and I am willing to actively participate in these classes. 	
<ul style="list-style-type: none"> I understand that video cameras and audio equipment are used as part of the teaching and learning strategy in the Clinical Skills Laboratories and classroom settings, and I am willing to be recorded for educational purposes. 	
<ul style="list-style-type: none"> I agree to comply with the regulations relating to all aspects of the course which can be found in the Course Handbook and on the Kingston University website. This includes being honest in submitting course work, practice documentation and records of attendance. I will never copy material from other sources and submit it as my own work. 	
<ul style="list-style-type: none"> I will maintain appropriate standards of dress, appearance and personal hygiene, so that offence is not caused to women/patients, colleagues or Department of Midwifery staff and to meet Health and Safety requirements. I will comply with the Faculty Dress Code Policy (I have searched the KU website but found nothing – the closest was: “More detail for students in relation to dress in practice can be gained from the policies of the particular Trust or organization that their placement is in”) 	
<ul style="list-style-type: none"> I agree to expose my face fully to women/patients, colleagues and staff in all practice and teaching settings, learning resource centres and examination rooms. I understand that this is important for the purposes of accurate recognition by women/patients, teachers and university and hospital staff and that facial expression is an important part of communication with women/patients. I understand and accept that I may be required to wear a surgical (or other) facemask for the purposes of health, safety and hygiene. 	
<ul style="list-style-type: none"> I am aware that Department of Midwifery staff, students, practice colleagues and women/patients come from wide and diverse backgrounds, and I will be honest, polite and respectful to everyone I encounter at all times whilst undertaking the course. I will be guided by the standards laid down in the NMC Code (NMC 2018) and the Kingston University General Student Regulations (2016-17). 	

Requirement	Agreement
<ul style="list-style-type: none"> I understand that should I undertake any part time employment during the period of my course of study, I must ensure that the hours worked do not compromise or affect, in any way, my ability to meet the requirements of my course and that if I report myself sick or I am signed off as unfit for work I cannot attend any paid employment and to do so will result in my fitness for practise being reviewed, via the appropriate means. 	
<ul style="list-style-type: none"> I understand that if I incur any university debts, whilst on the course that this may delay or interfere in my ability to complete the course. 	
<ul style="list-style-type: none"> I understand that I am required to complete the course within Six years of commencement, irrespective of any breaks I have taken in the course due to sickness, special leave, maternity leave or any other reasons. 	

In relation to the practice element of the course:

Requirement	Agreement
<ul style="list-style-type: none"> I understand that the course is delivered by Kingston University working in partnership with Health Education South London. I understand that the practice experience within the course will take place in South West London and Surrey. I am prepared to travel to a variety of practice placements throughout the area, which will include the private, voluntary, and independent sectors, in order to complete the course successfully. 	
<ul style="list-style-type: none"> I understand that travel in the region of 2 hours each way may be required if necessary. 	
<ul style="list-style-type: none"> I recognise that placements are planned in advance and any requests to change them may not be agreed. 	
<ul style="list-style-type: none"> I understand and agree that for purposes of organising practice opportunities, my Kingston University email address will be shared with external placement providers as required. 	
<ul style="list-style-type: none"> I understand and agree to ensure that I keep the original copy of my DBS (previously CRB) notification so that I can present it to my placement area if required whilst on my midwifery course. 	

Requirement	Agreement
<ul style="list-style-type: none"> I understand and agree that I may have to personally purchase any additional uniform via the Pre-Registration Course Office that I require whilst on my two or three year course, in addition to the three tunics and two pairs of trousers issued to me in my first year. 	
<ul style="list-style-type: none"> I understand that the course involves developing an understanding of midwifery care that reflects the 24-hour, seven days a week nature of the registered midwife's work. I understand the need to demonstrate the ability to work in a variety of shift patterns during practice experience and I am willing to undertake morning, evening, night and weekend shifts. I will be punctual in arriving for my allocated shifts and will inform both the placement area and the Department of Midwifery if I am unable to attend for one or more shifts prior to the start of the shift. 	
<ul style="list-style-type: none"> I will provide midwifery care for women/patients/service users (including touching and intimate care) irrespective of age, gender, culture, beliefs, disability or disease. I recognise this is an important requirement of the midwifery profession and an expectation within the NMC Code (NMC 2018) . 	
<ul style="list-style-type: none"> As a prospective healthcare student, and in line with the UK government, I understand and agree to fully comply with requirement for mandatory vaccinations for COVID-19. I also understand that the University has a legal obligation to check and make sure that I am fully vaccinated before I am considered for my placement. Please note: The UK government states that "all health and social care workers who have face to face contact with service users in England will need to provide evidence that they have been fully vaccinated against COVID-19 from 1st April 2022". This mandate may be subject to review in the future and, as such, the University will amend accordingly. 	
<ul style="list-style-type: none"> I understand that if I decide to use my car to travel to and from my placements that it is my responsibility to get confirmation from my insurers that I have adequate cover for all costs and claims and that no liability will be placed on the University or NHS body, and in signing this agreement I am so notifying the University of this. 	

I understand that I will be notified of any updates to this agreement, and by signing this document I agree to abide to the above and any further amendments.

I _____ fully understand and accept that not fulfilling the responsibilities set out in the section "Student Responsibilities" may result in disciplinary action being taken against me, which could lead to my discontinuation from the University, under the Student Disciplinary Procedure and/or Fitness to Practice or other University policy as appropriate.

Student signature: _____

Print full name: _____

Date: _____



Georgina Sims
Head of Department/ Lead Midwife for Education

Date: _____

Appendix B: School of Nursing Student Learning Contract

School of Nursing Student Learning Contract Statement

The purpose of the Student Learning Contract is to:

- outline the respective responsibilities of nursing students both before the course begins and when on the course
- outline the School of Nursing responsibilities, to you, our students.
- confirm that you understand and agree to follow the practice and behaviour that derives from the NMC Code (Nursing and Midwifery Council (2018) *The Code: Professional standards of practice and behaviour for nurses and midwives*, NMC, London. Available from: <http://www.nmc-uk.org>) and the Kingston University [General Student Regulations](#).

All students wishing to study for a nursing qualification at Kingston are required to sign and comply with the Student Learning Contract, prior to commencing their course, annually during their course, and as requested.

- If you have a concern with any element of this student learning contract, please raise them with your Course Director **prior** to commencing your course and with your Personal Tutor thereafter.
- If you are **currently a student** on a pre-registration Nursing/Nursing Associate course and have concerns regarding the student learning contract, please contact your Personal Tutor as soon as possible.

Our Responsibilities in the School of Nursing

The School of Nursing including the Programme Administration Services (PAS) Team (hereinafter referred to as 'the School') aims to ensure that their courses support students to meet the professional, academic and practice requirements of the course they are enrolled on, in order that they can register with the NMC upon completion of their studies.

- The School undertakes to work in partnership with students and all clinical practice partners to create a positive learning environment. To which end, a range of learning resources and learning support will be provided for students. When undertaking clinical practice, support for students will be available from a number of sources within the university and placement area.
- The School undertakes to provide students with access to relevant course and student handbooks electronically and to inform students of any changes to relevant Kingston University regulations. Students can access the Kingston University web site for further information, via the Learning Resource Centres.
- School staff are committed to being honest, polite and respectful to students, practice colleagues and patients/clients. School staff will communicate effectively and work within the appropriate academic, professional and practice guidelines.
- The School undertakes to assist and support students when and where possible, when students report difficulties to the School staff.

Your Responsibilities as a Student

All students in the School of Nursing are required to fully understand and comply with those responsibilities expected of them at all times. Please read the information below and:

- tick the boxes adjacent to each point to demonstrate you fully understand
- initial and date each page (bottom right-hand corner)
- sign and date to accept the conditions (final page)

In relation to communication of changes in status:

Requirement	Agreement
<ul style="list-style-type: none"> • I understand that I have a legal obligation to inform school staff and staff in clinical practice of any changes in my health status as soon as I am aware of them (Health and Safety at Work Act 1974 www.hse.gov.uk/legislation; Nursing and Midwifery Council (2019) <i>Guidance on health and Character</i> Available at: https://www.nmc.org.uk/registration/joining-the-register/health-and-character/) . I will also inform the Year Lead if there are significant changes in my health. These changes include pregnancy, disability, illness and any unanticipated events which could affect my ability to comply with this agreement, fulfil course requirements, affect my fitness to be a student nurse/nursing associate or to practice as a registered nurse/nursing associate. 	
<ul style="list-style-type: none"> • I am fully aware that I am required to have an enhanced Disclosure and Barring Service (DBS) check, previously known as a criminal record bureau (CRB) disclosure. I am aware of the benefits of signing up to the online update service and acknowledge that it is my responsibility to maintain my registration to this service annually to access these benefits. I also agree to further checks being undertaken as deemed necessary, in the reasonable opinion of the School and/or the NMC and will complete the necessary documentation/actions within the time deadline set. 	
<ul style="list-style-type: none"> • I will inform the Admissions, Recruitment and Outreach Tutor in writing, immediately if I am informed that I am under investigation by the police or any health or social care establishment, or have been warned, cautioned, reprimanded, charged with, or convicted of a criminal offence prior to commencement of the course and I understand that this may affect my fitness to commence the course. 	

Requirement	Agreement
<ul style="list-style-type: none"> I will inform my Personal Tutor immediately if I am informed that I am under investigation by the police or any health and social care establishment, or have been warned, cautioned, reprimanded, charged with, or convicted of a criminal offence during my time as a student nurse/nursing associate and understand that this may affect my fitness to continue on the course and to register with the NMC. 	
<ul style="list-style-type: none"> I understand that the Faculty and stakeholders must be able to retain faith in the professionalism of students in order that students can be sent to practice placements. Therefore, I understand that behaviour that could lead to a criminal conviction, or behaviour which fails to meet professional standards, could mean that I would not be able to undertake practice placements and may impact on my ability to complete my course of study and/or register with the NMC. 	
<ul style="list-style-type: none"> I will inform my Personal Tutor immediately if I am referred to social services for investigation regarding child protection issues or if I am informed that I am under investigation, cautioned/ charged/ convicted of child neglect. 	

In relation to the Course:

Requirement	Agreement
<ul style="list-style-type: none"> I confirm that I have been truthful in my application to Kingston University and that I have not omitted important information relevant to my application. I understand that, should Kingston University discover that I have been untruthful in my application, Kingston University may withdraw the offer or discontinue me from the course with immediate effect. 	
<ul style="list-style-type: none"> I understand that my pre-registration nursing/nursing associate course is an attendance course. In order to be eligible to be entered onto the Register of the Nursing and Midwifery Council on successful completion, I must complete the minimum number of hours required of both theoretical and practice learning. 	
<ul style="list-style-type: none"> I understand that it is my responsibility to ensure that I complete the required hours. I will attend all scheduled hours in both theory and practice settings in order to meet the requirements to register with the NMC, on successful completion of the course. 	
<ul style="list-style-type: none"> I will maintain regular communication with the School through the university email system and inform school staff (as appropriate) of any changes to my personal circumstances as soon as possible. 	

Requirement	Agreement
<ul style="list-style-type: none"> I will ensure that my personal details e.g., address, mobile/home phone numbers are kept up to date via OSIS (Online Student Information System) and understand that failure to do so could prevent me receiving important communications. 	
<ul style="list-style-type: none"> I recognise that the course structure is fixed and that holidays can only be taken during planned vacation time as shown on the course plan and not during timetabled theory or placement blocks or designated examination weeks, however, vacation time may be agreed locally with the employer for Student Nursing Associates on an apprenticeship programme. 	
<ul style="list-style-type: none"> I understand the theoretical component of the course will normally be delivered during the hours of 9 am – 6 pm. I will be punctual in arriving at classroom and on-line sessions and contribute to a positive learning environment. I agree to abide by guidelines on standards of behaviour, as set out under the University General Regulations. 	
<ul style="list-style-type: none"> I understand that the School's philosophy of education requires all students to take responsibility for their own learning. I recognise my responsibility and agree that, in order to be successful on the course, I will be an active participant in my own learning. I will participate actively in both theoretical and practical skills sessions. 	
<ul style="list-style-type: none"> I understand that teaching of clinical skills will involve the practice of certain skills on other students and allows others to practice on me. I agree to participate in these classes. 	
<ul style="list-style-type: none"> I understand that clinical skills teaching takes place in mixed gender classes, and I am willing to actively participate in these classes. 	
<ul style="list-style-type: none"> I understand that video cameras and audio equipment are used as part of the teaching and learning strategy in the Clinical Skills Laboratories and classroom settings, and I am willing to be recorded for educational purposes. 	
<ul style="list-style-type: none"> I agree to comply with the regulations relating to all aspects of the course which can be found in the Course Handbook and on the Kingston University website. This includes being honest in submitting course work, practice documentation and records of attendance. I will never copy material from other sources and submit it as my own work. 	

Requirement	Agreement
<ul style="list-style-type: none"> I will maintain appropriate standards of dress, appearance and personal hygiene, so that offence is not caused to patients, colleagues or school staff and to meet Health and Safety requirements. I will comply with the School's Dress Code Policy (or employer's dress code if on an Apprenticeship programme). 	
<ul style="list-style-type: none"> I agree to expose my face fully to women/patients, colleagues and staff in all practice and teaching settings, learning resource centres and examination rooms. I understand that this is important for the purposes of accurate recognition by women/patients, teachers and university and hospital staff and that facial expression is an important part of communication with women/patients. I understand and accept that I may be required to wear a surgical (or other) facemask for the purposes of health, safety and hygiene. 	
<ul style="list-style-type: none"> School staff, students, practice colleagues and patient/clients come from wide and diverse backgrounds. I will be honest, polite and respectful to everyone I encounter at all times whilst undertaking the course. I will be guided by the standards laid down in the NMC Code (NMC 2018) and the Kingston University General Student Regulations (2021). 	
<ul style="list-style-type: none"> I understand that if should I undertake any part time employment during the period of my course of study, I must ensure that the hours worked do not compromise or affect, in any way, my ability to meet the requirements of my course and that if I report myself sick, or I am signed off as unfit for work, I cannot attend any paid employment and to do so will result in my fitness for practise being reviewed, via the appropriate means. I understand that the EU Working Time Directive means that I must not average more than 48 hours per week over a 4 week period during practice placements. 	
<ul style="list-style-type: none"> I understand that if I incur any university debts whilst on the course that this may delay or interfere with my ability to complete the course. 	

In relation to the practice element of the course:

Requirement	Agreement
<ul style="list-style-type: none"> I understand that the course is delivered by Kingston University working in partnership with Health Education England. I understand that the practice experience within the course will take place in areas of Central and South West London, Surrey and Sussex. I am prepared to travel to a variety of practice placements throughout the area, which will include the private, voluntary, and independent sectors, in order to complete the course successfully. 	
<ul style="list-style-type: none"> I understand that travel in the region of 2 hours each way may be required if necessary. 	
<ul style="list-style-type: none"> I recognise that placements are planned in advance and any requests to change them may not be agreed. 	
<ul style="list-style-type: none"> I understand and agree that for purposes of organising practice opportunities, my Kingston University email address will be shared with external placement providers as required and my KU ID photo will be shared for the purpose of creating a SmartCard for use on practice placements (this may not apply to all students on an apprenticeship pathway). 	
<ul style="list-style-type: none"> I understand that I must never use another person's Smartcard and will not permit anyone else to use my Smartcard. I understand that doing so is a serious breach of security. 	
<ul style="list-style-type: none"> I will only access records for patients/service users in my direct care. 	
<ul style="list-style-type: none"> I understand and agree to ensure that I keep the original copy of my DBS notification so that I can present it to my placement area if required whilst on my nursing course. 	
<ul style="list-style-type: none"> I understand and agree that I will personally purchase any additional uniform via the Uniform Supplier Website that I require whilst on my course, in addition to the uniforms issued to me in my first year (this may not apply to students on an apprenticeship pathway). 	
<ul style="list-style-type: none"> I understand that the course involves developing an understanding of nursing care that reflects the 24-hour, seven days a week nature of the registered nurse's work. I understand the need to demonstrate the ability to work in a variety of shift patterns during practice experience and I am willing to undertake morning, evening, night and weekend shifts. I will be punctual in arriving for my allocated shifts and will inform both the placement area and the School if I am unable to attend for one or more shifts. 	

Requirement	Agreement
<ul style="list-style-type: none"> I will provide nursing care for patients/service users (including touching and intimate care) irrespective of age, gender, culture, beliefs, disability or disease. I recognise this is an important requirement of the nursing profession and an expectation within the NMC Code (NMC 2018). 	
<ul style="list-style-type: none"> I will ensure that people are offered the opportunity to give and if required withdraw their informed consent to my participation in their care. 	
<ul style="list-style-type: none"> I will demonstrate a commitment to a professional duty of candour (General Medical Council & Nursing and Midwifery Council (2015) <i>Openness and honesty when things go wrong: the professional duty of candour</i>. https://www.nmc.org.uk/standards/guidance/the-professional-duty-of-candour/). 	
<ul style="list-style-type: none"> As a prospective healthcare student, and in line with the UK government, I understand and agree to fully comply with the requirement for mandatory vaccinations for COVID-19. I also understand that the University has a legal obligation to check and make sure that I am fully vaccinated before I am considered for my placement. <p>Please note: The UK government states that “all health and social care workers who have face to face contact with service users in England will need to provide evidence that they have been fully vaccinated against COVID-19 from 1st April 2022”. This mandate may be subject to review in the future and, as such, the University will amend accordingly.</p>	
<ul style="list-style-type: none"> I understand that if I decide to use my car to travel to and from my placements, it is my responsibility to get confirmation from my insurers that I have adequate cover for all costs and claims and that no liability will be placed on the university or NHS body, and in signing this agreement I am so notifying the university of this. 	
<ul style="list-style-type: none"> I understand and accept that not fulfilling the responsibilities set out in the sections under “Student Responsibilities” may result in disciplinary action being taken against me, which could lead to my discontinuation from the University, under the Student Disciplinary Procedure and/or Fitness to Practice (Version A and B) or other University policy as appropriate. 	

I understand that I will be notified of any updates to this agreement, and by signing this document I agree to abide to the above and any further amendments.

I _____ fully understand and accept that not fulfilling the responsibilities set out in the section "Student Responsibilities" may result in disciplinary action being taken against me, which could lead to my discontinuation from the University, under the Student Disciplinary Procedure and/or Fitness to Practice or other University policy as appropriate.

Student signature: _____

Print full name: _____

Date: _____

Appendix C: Declaration of Suitability for Social Work

Declaration of Suitability for Social Work

Universities across the country are obliged by Social Work England (SWE) to ensure that all applicants complete certain checks/declarations before enrolling on a social work course.

It is our responsibility to make sure that our students are suitable to work in the profession, and able and committed to engaging with service users and carers during the practice placements.

All checks and declarations are intended to reduce the risk of:

- admitting students onto our courses who may not be able to benefit from the necessary placements due to their unsuitability in accordance with SWE Standards.
- admitting students onto our courses who will not be able to benefit from SWE registration upon completion of the course

Upon successful completion of the course, it is expected that you become registered with SWE however, **please note** that approval by the University does not necessarily guarantee registration on successful completion of the course, as SWE will carry out their own assessment.

Your enrolment on the course is conditional on the following statutory checks being completed successfully:

- Enhanced Disclosure and Barring Service (DBS) clearance, which will be organised and paid for by the University.

Your enrolment on the course is also conditional on all the declarations contained in this document being completed truthfully and successfully.

Please be assured that all your information is treated as confidential by the University and only shared with the relevant bodies, such as placement providers, SWE or other regulatory bodies, as and when appropriate.

Please note: All the declarations in this document are of great importance. You may find some are quite detailed, so your full attention is required throughout, as failure to disclose information at this stage, or intention to deceive, may be considered by the University as equivalent to a fraudulent application. In this instance, the University would be within its rights to reconsider your suitability to study on the course.

If you do declare any issue(s), please do not assume that this disqualifies you from enrolling on the course, as this is not automatically the case. The University considers all applications and will consider your application with the details you have provided on an individual basis.

Should you have any ongoing or pending investigations, please inform the University before completing the enclosed declarations, as failure to do so could jeopardise your place on the course.

Once you have completed the declarations, please check your responses, and submit.

Please read the information in this document extremely carefully and initial and date each page (bottom right-hand corner) to confirm that you that you have.

Name: _____

1. Criminal Convictions and Legal Records

In accordance with the Rehabilitation of Offenders Act 1974, social work is exempt from some provisions, which means that you are required to declare all information about previous convictions, including those spent, warnings, cautions, reprimands etc.

In line with this, we will consider:

- the number, nature and seriousness of the offence(s) or other conduct and any punishment(s) or sanction(s) imposed
- when and where the offence(s) or conduct took place
- the time period which has elapsed since the offence(s) or conduct
- your conduct since the offence(s) or conduct; your age at the time of the offence(s) or conduct
- any information given to help explain the circumstances surrounding the offence(s) or conduct.

It is rare that the nature, gravity and/ or recency of a person's past conduct means that they are not suitable to study on our course, however, should this happen, you will be informed of the reason.

All students on the course are expected to partake and pass practice placements, so we need to know that partner agencies would be willing to offer you placements. If you declare issue(s) under this section, you will be asked to write a Personal Statement about the issue(s) which will be sent, anonymously, to our Teaching Partnership, where a decision about your suitability for placement will be made. The outcome will be communicated and explained to you in writing so that you can make an informed decision about your studies.

Declaration: Criminal Convictions and Legal Records

The University will organise and pay for an enhanced Disclosure and Barring Service Disclosure process (including checks for people who are barred from working with children or vulnerable adults) for all our social work students.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

For the purpose of this application, Kingston University is treated as an employer.

Name: _____

Please allow yourself sufficient time to read the all the declarations carefully and to answer the questions fully and truthfully.

Please pay attention to what you should disclose. You can find guidance on the Ministry of Justice website, or you can contact the NACRO helpline on 0300 123 1999 for advice.

Declaration One	Yes	No
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?		
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?		

If you have answered "Yes" to either of the questions above, please enter details below:

Date	Court/Police Station	Offence	Sentence

Declaration Two	Yes	No
Do you have any pending prosecutions?		
Are you currently barred from working in a regulated activity with adults or children?		
Have you lived abroad in the last 5 years?		
If you have, please give addresses below. We will explain the required process to you.		

If you have answered "Yes" to either of the questions above, please include details below:

--

Students studying Social Work are required to fully understand and comply with those responsibilities expected of them at all times. Please read the information below and:

- tick the boxes adjacent to each point to demonstrate you fully understand
- initial and date each page (bottom right-hand corner)
- sign and date to accept the conditions (below)

I fully understand that:

Requirement	Agreement
<ul style="list-style-type: none"> • the University will organise and pay an enhanced Disclosure and Barring Service process (Disclosure and Barring Website: www.gov.uk/government/organisations/disclosure-and-barring-service/about), and that this will include checking the lists of people who are barred from working with children or vulnerable adults 	
<ul style="list-style-type: none"> • my signature affirms that I have made a full and accurate declaration which will be checked against my Home Office Disclosure and Barring Criminal Records return 	
<ul style="list-style-type: none"> • failure to disclose relevant information is a serious matter and if any offence, caution, reprimand, final warning or barring is discovered later, this may lead to me being excluded from training 	
<ul style="list-style-type: none"> • if I write a statement concerning issues declared above, this may be passed to the Teaching Partnership for their consideration – as explained above 	
<ul style="list-style-type: none"> • I will be required to retain my DBS certificate and show it to agencies where I am placed for practice placements 	
<ul style="list-style-type: none"> • the UK government may require all students on a healthcare and/or related course to be vaccinated against COVID-19 	
<ul style="list-style-type: none"> • whilst I am a student, I will have to inform university staff of any pending prosecutions, any convictions, cautions, reprimands or final warnings which will appear on an enhanced DBS Certificate 	

Signed: _____

Date: _____

Name: _____

2. Disciplinary Record/Unprofessional Conduct

The highest standards of reliability and integrity are expected at all times by those who are in receipt of or employing your services. It is important that you understand that the qualifying award is not only dependent on passing the academic elements/assessments of the course, but also on adhering to the expectations, responsibilities and obligations required of you throughout the course.

If you answer “yes” to any of the questions, we will talk to you about this and may ask you to write a Personal Statement about the issue(s). University staff

may reach a decision on their own, or they may wish to involve the Teaching Partnership, either way, the outcome will be communicated and explained to you.

We may also ask you for your permission to make other relevant enquiries e.g. to colleges and former employers, to enable an informed decision to be made about your application.

Declarations Three	Yes	No
Are you currently the subject of any disciplinary investigation?		
Have you ever had a disciplinary finding against you?		

Declaration Four	Yes	No
Have you ever had your employment terminated for unprofessional behaviour or misconduct?		
Have you ever been suspended or deregistered for professional misconduct by any professional register?		
Have you been excluded from engaging in social care or any similar activity by a body responsible for regulating or otherwise controlling such practice or activity?		

Declaration Five	Yes	No
Have you previously enrolled upon a professional social work training programme? (Not an Access to social work course.)		
Have you ever been suspended or disqualified from any professional training programme?		
Have you had civil proceedings (other than a divorce/ dissolution of marriage or civil partnership) brought against you?		

Name: _____

3. Personal Involvement with Social Services

As a student studying on our course, we ask you to tell us about any personal or family involvement with social services or related agencies. We do this to ensure you are provided with any support entitlements (e.g., as a care leaver) and to avoid placing you where you have previously received/ are currently receiving services.

If you answer "yes" to any of the questions, we will discuss this with you and you. You may be asked to write a Personal Statement about the issue(s) and we may also ask you for your permission to make other relevant enquiries. The outcome will be communicated and explained to you.

NB: You may need to answer 'yes' to the first question for completely reasonable reasons (e.g. parents were foster carers of children who had been on a child protection register).

Declaration Six	Yes	No
Has any child in your care, or in the household in which you live/ have lived, been subject to a safeguarding investigation/ been placed upon a child protection register/ been subject to a child protection plan or been looked after or placed in care?		
Has any person with whom you currently have (or previously had) informal caring responsibilities (not paid employment) had any listing or proceeding regarding the protection of adults at risk?		
Do you currently live, or have you previously lived, in a household in which there has been any listing or proceeding regarding the protection of adults at risk?		

4. Health

As the University needs to ensure that you will be able to study and practise safely and effectively with vulnerable people, we require you to complete a self-declaration regarding your health, which will be considered by our Occupational Health colleagues.

Making a declaration about a health condition that could affect your ability to practise is a positive and responsible action which shows you are aware of the possible effects your health may have on your ability to practise safely and effectively.

If you answer "no" to any of the questions in Declaration Seven, we will discuss this with you.

Declaration Seven	Yes	No
I am willing and able to identify and manage my health needs in a way that avoids any risk of harm both to people receiving social work services, and to myself. (Health includes any dependency needs.)		
I agree to seek treatment for, or manage appropriately, any medical condition which is current, or which develops during the programme.		
I understand the UK government requires me to be vaccinated against COVID-19 and am willing to have all necessary vaccines required to undertake my course and practice placements.		

Declaration Eight	Yes	No
I agree to inform the University if I am not fit to undertake a practice placement.		

Name: _____

5. Disability

The University encourages all applicants and students to disclose their disability so that reasonable adjustments may be made in accordance with the provisions of the Equality Act (2010).

Having a disability need not be an obstacle to training and qualifying in Social Work and, whilst you are not obliged to tell us about a disability, if you do not, we may not be able to offer you the support or adjustments you need whilst studying with us on campus or on your practice placements.

If you wish to inform us of a disability, you can:

- inform us in Declaration Nine below. If you do, a case a lecturer will contact you talk to you about this, and the University's Disability Support staff will be able to start considering what can be done to assist you, or
- inform us of your disability later. In this case, the University may not be able to make adjustments, and we may not be able to find you the practice placements which are required in order to successfully complete the Programme.

For general information concerning disability:

<http://www.kingston.ac.uk/disability/>

Declaration Nine Please note: if you do not have a disability, please answer 'No'	Yes	No
Do you want to tell us about a disability which will require adjustments to be made to enable you to study at University (You do not need to tell us here about Dyslexia)		
Do you want to tell us about a disability which will require adjustments to be made to enable you to undertake practice placements?		
Do you want to tell us about a disability that could impair your fitness to practise as a student social worker?		

6. Required Competencies

Declaration Ten - Basic IT Skills	Yes	No
I am able to word process documents on a computer		
I am able to send and receive emails		
I am able to attach documents to emails		
I am able to use the internet to browse and search for materials		

Declaration Eleven - English Language Skills	Yes	No
My first language is English		

If you answered "No" to the question in Declaration Eleven, please complete table below.

Declaration Twelve	Yes	No
The language of my primary education was English		
The language of my secondary education and secondary level examinations was English		
The language of my first degree was English (MSW applicants)		
I have obtained a minimum IELTS score of 7 (Reading, Writing, Listening, Speaking), TOEFL 88 (with a minimum of 22 in all areas) or equivalent		

Name: _____

Your Declaration

I confirm that I have carefully read and understood the information in this document. I can also confirm that I have answered all the questions in this document fully and truthfully.

I have read and understood the potential implications surrounding the disclosure/ non-disclosure of health conditions and disabilities.

I understand and agree that the information that I give may be used to assess my suitability for social work training and that, subject to the principles outlined in the Data Protection Act (1998) and the provisions of the Care Standards Act (2000), it may be shared with Social Work England and other relevant bodies in connection with my studies, including finding practice placements, and registering as a social worker.

I understand that failure to disclose relevant information in this document which is subsequently discovered could lead to a suitability investigation and exclusion from training.

I understand that any offer of a place is conditional upon a satisfactory outcome to the suitability process, and that whilst the University makes a decision on suitability for the programme, approval by the University is not a guarantee of registration by SWE on successful completion of the programme.

Signed: _____

Date: _____

Appendix D: Kingston University Safeguarding Policy

Please note: This can be found on our website .

<https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/#safeguarding>

Appendix E: Letter and Form of Consent regarding Admission of under 18 year old students to University programmes and

Letter to be sent to Parents, or Legal Guardians, of Students under the age of 18 Years who have received an offer of a place at Kingston

Dear parent/legal guardian/carer,

As the parent/legal guardian/carer of [name], you will be aware that they will be under 18 years of age at the start of their course at Kingston University.

Under 18s living in England are considered by law to be children. This means the University has additional responsibilities to safeguard any student it admits who is under the age of 18 at the start of their course, until the date at which they turn 18 and become a legal adult.

I would like to inform you about several points in relation to your child's admission to Kingston University, as they will be under 18 when they join us. Firstly, you need to be aware that the University will never act in *loco parentis* (i.e., assuming parental responsibility) for applicants or students who are under the age of 18.

Secondly, you should be aware that not all teaching and support staff are routinely subject to a Disclosure and Barring Service (DBS) check. The University will ensure any staff member expected to have substantial one to one contact with your child has Disclosure and Barring Service (DBS) clearance at 'enhanced' level'. If such clearance is not confirmed by the start of your child's course, interim arrangements will be put in place to restrict one to one contact.

The University's catering facilities may include bars/restaurants that are licensed. We will take all reasonable steps to prevent your child from purchasing alcohol and other age-restricted items while studying with us. However, we would ask you to advise your child that they would be breaking the law should they purchase alcohol or tobacco whilst under the age of 18.

You should be aware that the University Libraries provide access to content that includes material classified for over 18s in the form of films and other learning resources. Students under the age of 18 may be shown 18+ DVDs, Blu-rays or streamed films/TV programmes as part of the curriculum, in line with BBFC guidelines.

We are required to ensure that any potential students under 18 years old who apply for a place on a Kingston University course have the permission of their parent/legal guardian to attend that course.

I would be grateful if you could complete and return the attached form, confirming your consent (and your child's consent) for them to attend Kingston University under the stated conditions, and giving us the details of two emergency contacts. **The University will not facilitate the enrolment of applicants under the age of 18 until the consent form has been completed in full, signed and returned. For international students, this consent is required as part of the visa compliance process.**

If your child is joining the University from overseas, and you do not reside here, you will need to appoint a guardian who usually resides in the UK. This may be a relative or friend, or you may wish to appoint a guardian through The Association for the Education and Guardianship of International Students www.aegisuk.net. The UK guardian's details should be included on

the consent form as Emergency Contact 1, and they must co-sign the form to confirm they are willing to act as your child's guardian.

The nominated UK Guardian must be over the age of 18, reside in the UK and have a UK postal address and telephone number, be contactable in an emergency and be able to communicate in English. They cannot be a registered student or member of staff at Kingston University.

Although individuals under the age of 18 are legally children, under the Data Protection Act they still have the right for information about them not to be disclosed without their consent. Therefore, students under the age of 18 will have the same rights as all other students with regards to disclosure of information. The University's policy is that it usually deals with students and not with their parent(s) or guardian(s). This approach will apply equally to a student who is under 18, unless the University receives express written permission from the student, or in a situation which warrants it in order to protect the student's vital interests.

Although informing you of these points is necessarily formal, I do want to reassure you that the University campus is a safe and happy place where the majority of students enjoy their time and have a trouble-free University experience. When things are difficult for students, we have a high-quality and well-coordinated support network to resolve problems, including a range of professional support services available to all students.

If you have any questions, please do not hesitate to contact me using the details above.

Yours faithfully

Head of Admissions

Enc:

Policy of Admission of Applicants Under the Age of 18 Years

Consent form regarding Admission of under 18 year old students to Kingston University programmes

Form of Consent regarding Admission of under 18 year old students to University programmes

When completed, this form authorises representatives of the University to act in loco parentis for the student named below in certain circumstances. It must be completed by the student named, and the parent or legal guardian of the student named. Where it is completed by a legal guardian, the University reserves the right to request evidence that the person concerned has such a position. The circumstances in which the University may need to act in loco parentis include, any dealings which a student may have with the police, or, in the case of a medical emergency, when the student might not be able to make a decision him/herself. The University would only take a decision on the student’s behalf in these circumstances if it were impossible or impractical to contact the student’s nominated emergency contact in the available time.

I, **(please print your name)**, of
.....
.....
..... **(please provide us with your home address, e-mail and at least one contact telephone number)** being the parent or legal guardian of [name] University number [KU number], who has accepted an offer of a place to study at Kingston University hereby give my permission for them to attend the Kingston University programme [course name] starting: [start date] and I hereby authorise the authorised representatives of the University to act in loco parentis in the circumstances described above until s/he reaches the age of eighteen years.

I understand that, in accordance with the Data Protection Act, the University is not allowed to provide any information about [name] to me without [his/her] specific written consent, although the University will assist in forwarding information from me.

In an emergency, please contact:
(please print name),
using the following contact details **(please give contact details including address, telephone number(s) including any work or mobile numbers, or any other means by which the person named might be contacted in an emergency)**.

.....
.....
.....
.....
.....

Signed:
Date:

NOTE: Applicants whose parent, guardian or carer lives outside of the UK are required to have a UK based guardian. In those circumstances, please provide the name and contact details of that guardian as the emergency contact above.

I have read and understood the content of this form, and hereby agree to the contact nomination above

Signed
Applicant

Print applicant name:

Date: