

NEWCASTLE UNIVERSITY

Policy and Procedures for Admitting Students Under 18

1. Policy

Newcastle University welcomes applications from people of all ages. No applicant shall be refused admission on grounds of age.

The University does, however, recognise its special duty of care towards students who are legally still children, and has established procedures for dealing with applications from people who as students will be under 18. Principles, institutional responsibilities and procedures relating to the protection of under 18s and vulnerable adult students are set out in the University's *Policy for the Safeguarding of Under 18s and Vulnerable Adults*, available at www.ncl.ac.uk/hr/policy/protection/index.php. The Procedures that follow here are concerned with the admissions process and preparation for the admission of such students.

2. Procedure for Applicants with Parent(s)¹ in the United Kingdom

2.1 When applications for undergraduate degrees are received, any applicants who will still be under 18 when they begin their first year of study shall be identified by highlighting their age in their application.

2.2 In the case of any such identified applicants to whom admissions tutors wish to make an offer, a letter shall be sent by the Admissions Office² to let the applicant know that, if he/she accepts Newcastle's offer, certain formalities will need to be completed before the start of the degree programme.

2.3 In addition, action shall be taken as follows, depending

on whether applicants will be aged between 16 and 17 on entry or whether they will be under 16.

a) If they will be 16 or 17:

The letter shall be accompanied by an agreement to be read and signed by a parent, and to be returned to the Admissions Office if the applicant decides to accept the offer. This seeks to ensure that the respective responsibilities of the University and parent in relation to the applicant are clear. The agreement is attached as Appendix I. Receipt of the signed agreement shall be a condition of the applicant's offer.

¹ All references to 'parent(s)' in this document are intended also to cover legal guardians and any other person or body having parental responsibility.

² 'Admissions Office' is used in this document to cover the central Admissions Office and the offices in the Faculty of Medical Sciences that deal with undergraduate applications to that Faculty.

- b) If they will be under 16:
- i) The letter shall explain that, if the applicant accepts the offer, the applicant and parent(s) shall be invited by the Admissions Office to a meeting. The purpose of the meeting shall be to discuss issues such as residential accommodation, responsibilities for welfare, guarantees for contracts, and consent for undertaking activities related to the degree programme. The meeting is also intended to ensure that the applicant and parent(s) are fully aware of the adult environment in which the University operates and that the applicant has the personal maturity to cope with and benefit from the Higher Education experience. The Admissions Office shall invite the relevant admissions tutor to attend the meeting.
- ii) If the applicant accepts the offer, a memorandum of Understanding shall be drawn up (after a meeting if one is held), to remain in force until the student becomes 18. Two copies shall be signed on behalf of the University by the Academic Registrar, and a parent shall be asked to sign both copies also. One signed copy shall be retained by the parent and the other by the University, with a copy of it being sent to the Head of the relevant School. A sample Memorandum of Understanding is attached as Appendix II. Receipt of the signed memorandum shall be a condition of the applicant's offer.
- iii) If the applicant accepts the offer, the Admissions Office shall write to the relevant Head of School to inform him/her that an applicant who will be under 16 has accepted an offer for a degree programme. The Head of School will be advised that, although there is no guarantee in the case of conditional offers that the applicant will register for the degree, a personal tutor should be identified. If the nominated tutor does not already have Criminal Records Bureau (CRB) clearance as an employee of the University, a CRB check should be arranged as early as possible.
- iv) If the applicant accepts the offer, the Admissions Office shall, if the applicant has indicated that he/she would wish to live in University accommodation, inform the Accommodation Office of the situation in order that suitable accommodation is allocated.

3. Procedure for Applicants with Parent(s) outside the United Kingdom

3.1 –

3.2 The same procedure as 2.1 and 2.2 above shall be followed.

3.3 In addition, action shall be taken as follows depending on whether applicants will be aged between 16 and 17 on entry or whether they will be under 16.

a) If they will be 16 or 17:

The letter shall be accompanied by an agreement to be read and signed by a parent, and to be returned to the Admissions Office if the applicant decides to accept an offer. This seeks to ensure that the respective responsibilities of the University and parent in relation to the applicant are clear. The agreement is attached as Appendix I. Receipt of the signed agreement shall be a condition of the applicant's offer.

b) If they will be under 16:

i) The letter shall explain that a person within the United Kingdom, preferably based within convenient reach of Newcastle, shall be given written parental responsibility for the child by that child's parent(s) before the University can agree to admitting the child. This person shall

exercise responsibilities delegated by the parent(s). The parent(s) shall provide a copy of the written agreement to the University. The Admissions Office, in consultation with the Academic Registrar if appropriate, must be satisfied with the scope of the delegated responsibilities before the applicant may be admitted.

- ii) If the applicant accepts the offer, the applicant and person with parental responsibility shall where practicable attend for a meeting with the Senior Undergraduate Admissions Manager. The purpose of the meeting will be the same as that described in 2.3 (b) (i) above, and the relevant admissions tutor shall be invited to attend.
- iii) The same procedures as outlined in 2.3 (b) (ii) – (iv) above shall be followed.

4. Queries about Policy and Procedures

Any queries about the policy and procedures set out in this document should be directed to the Senior Undergraduate Admissions Manager, Marketing and Communications Directorate, Newcastle University, King's Gate, Newcastle upon Tyne, NE1 7RU.

AGREEMENT

Name of Applicant:

Applicant's UCAS Personal ID:

Applicant's Date of Birth:

If the applicant named above takes up a place of study at Newcastle University in September 2012, I, the undersigned parent or guardian:

1. Understand that the University shall not have parental responsibility and shall not be liable for any acts or omissions by the student. I agree that I shall remain primarily responsible for the student's personal supervision and welfare. For this purpose, I understand that I must consider whether there is a need to provide any continuing personal supervision.
- 2a. Understand that I shall be responsible for ensuring that the University's rules and regulations are adhered to by the student.
- 2b. Agree to act as guarantor for the tuition and accommodation fees incurred by the student together with any other sums owed to the University until the student attains 18 years of age. (On the student attaining the age of 18, the guarantee shall cease to have effect for any future debts).
3. Consent to the student undertaking the programme of study and participating in such extra curricular activities as the student shall determine.
4. Agree that Newcastle University, if the student is unable to consent and if it is not possible to contact a parent in the event of an emergency, may authorise emergency medical treatment, acting on medical advice in the best interests of the student.
5. Accept that the University's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the University shall not divulge confidential information, for example about a student's academic progress, to a parent or anyone else without the consent of the student.
6. Understand that this agreement shall remain in force until the eighteenth birthday of the student.

Signed

Name (please print):

Relationship to applicant:

Date:

*Please now return the completed agreement to:
The Senior Undergraduate Admissions Manager
Marketing and Communications Directorate
King's Gate, Newcastle University
Newcastle upon Tyne NE1 7RU*

SAMPLE

MEMORANDUM OF UNDERSTANDING

Name of Applicant:

Applicant's UCAS Personal ID:

Applicant's Date of Birth:

Responsibilities of the University

On behalf of Newcastle University, I agree that, if the above named applicant takes up a place of study at the University in September 2012:

1. The University shall make such special provision for the student by reason of the student's age as is reasonably necessary but shall not have parental responsibility.
2. The University shall allocate, through its Accommodation Office, suitable residential accommodation for the student where this is requested.
3. The University shall ensure that the member of staff who will act as personal tutor will have Criminal Records Bureau clearance.

Signature on behalf of the University:

Signature

Name (please print)

Position

Date

Responsibilities of Parent or Legal Guardian

If the applicant named above takes up a place of study at Newcastle University in September 2012, I, the undersigned parent or legal guardian:

1. Understand that the University shall not have parental responsibility and shall not be liable for any acts or omissions by the student. I agree that I shall remain primarily responsible for the student's personal supervision and welfare. For this purpose, I understand that I must consider whether there is a need to provide any continuing personal supervision.
- 2a. Understand that I shall be responsible for ensuring that the University's rules and regulations are adhered to by the student.

- 2b. Agree to act as guarantor for the tuition and accommodation fees incurred by the student, together with any other sums owed to the University until the student attains 18 years of age. (On the student attaining the age of 18, the guarantee shall cease to have effect for any future debts.).
3. Consent to the student undertaking the programme of study and to participating in such extra curricular activities as the student shall determine.
4. Agree that Newcastle University, if it is not possible to contact a parent in the event of an emergency, may authorise emergency medical treatment, acting on medical advice in the best interests of the student.
5. Accept that the University's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the University shall not divulge confidential information, for example about a student's academic progress, to a parent or anyone else without the consent of the student.
6. Understand that this agreement shall remain in force until the eighteenth birthday of the student.

Signature of parent or legal guardian:

Signature

Name (please print)

Relationship to applicant

Date

Please now return the completed memorandum to:

*The Senior Undergraduate Admissions Manager
Marketing and Communications Directorate
Newcastle University
King's Gate
Newcastle upon Tyne
NE1 7RU*

Undergraduate Admissions
Marketing and Communications Directorate

Approved by Fair Access Working Group of University Teaching and Learning Committee
July 2007

Reviewed by Fair Access Working Group of University Teaching and Learning Committee, June 2008

Reviewed by Fair Access Committee of University Teaching and Learning Committee, June 2009

Reviewed by Fair Access Committee of University Teaching and Learning Committee, June 2010

Reviewed by Fair Access Committee of University Teaching, Learning and Student Experience Committee, September 2011