

# Admissions Policy

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## 1. Scope

This policy applies to Foundation in Biological and Biomedical Sciences and all undergraduate admissions at Newcastle University Medicine Malaysia (NUMed Malaysia). It is intended to provide information about our admissions policies and procedures to applicants and potential applicants, to their advisers and family members, and to staff of the University.

The policy is underpinned by procedural guidelines issued to admissions tutors and postgraduate selectors from time to time.

Other related policies and procedures are:

- Prospective Students Privacy Notice
- MBBS Admissions Policy (for admissions to the Bachelor of Medicine and Bachelor of Surgery (MBBS) degrees)
- English Language Policy
- Policy and Procedures for admitting Students Under 18

The policy relates to admissions for entry in the academic year 2023-2024. It will be reviewed annually in the Summer Term.

## 2. Institutional Context

The University is committed to widening participation and fair access. It wishes to encourage able, highly motivated and enthusiastic students of all ages, and from all backgrounds and contexts, to apply to its degree programmes.

## 3. Responsibility for Admissions

The University Admissions Committee (UAC) is responsible for overseeing and monitoring delivery of the University Student Recruitment Strategy and progress against targets and Key Performance Indicators. UAC has responsibility for the development and review of the University Admissions Policy and for ensuring that policies and procedures comply with relevant legislation, and the MQA's and QAA's Quality Code.

Responsibility for setting the criteria against which applications are to be considered lies with Boards of Studies for each individual degree programme. English language entry

requirements for all programmes are reviewed and confirmed annually by Faculty Learning, Teaching and Student Experience/Graduate School Committees from Newcastle University, UK.

Responsibility for applying those criteria in order to make decisions on applications lies with undergraduate selectors appointed by Senior Management of Newcastle University Medicine Malaysia (NUMed Malaysia), or by delegation to nominated school or central admissions staff.

Responsibility for determining the number of offers to be made to applicants relative to the number of places available on programmes of study rests with undergraduate selectors (appointed by Senior Management of Newcastle University Medicine Malaysia (NUMed Malaysia) in consultation with Deans of Undergraduate Studies.

Responsibility for staff training and development in recruitment, selection and admissions lies with the Head of Marketing and Admissions and Deans of Undergraduate Studies.

The Admissions Section is responsible for providing statistical information to enable the University to monitor numbers of undergraduate applications, offers and acceptances within each application cycle. The provision of statistical information about applications, offers and acceptances is the responsibility of the Admissions Section.

Overall responsibility for the monitoring of applications, offers and acceptances lies with Admissions Senior Manager, reporting to Provost/Chief Executive Officer (CEO) and Chief Operating Officer (COO) and Deans of Programmes of Newcastle University Medicine Malaysia (NUMed Malaysia).

#### **4. Programme Information**

Information about individual programmes and the entrance requirements which guide selection is provided in the Undergraduate Prospectus and other publicity documents. The Newcastle University Medicine Malaysia (NUMed Malaysia) website will have the most up to date information at any given time.

Every effort will be made to ensure that all published material and statements are accurate and provide information which will enable applicants to make informed decisions. This information shall include tuition fees, availability of financial support, dates of terms and any additional costs incurred on the programme.

Applicants holding an offer will be notified in writing as soon as possible before a programme's expected start date if there are any significant changes to the programme of study.

The University makes all reasonable efforts to deliver the programmes of study and research opportunities described on its website and in printed prospectuses. It may be required on occasion to suspend, discontinue or combine programmes of study (for example because a key member of staff leaves the University or there are too few applicants for a programme). In such cases, applicants will be informed in writing at the earliest opportunity.

It may sometimes be necessary to close a programme to new applications if the programme has too many applicants.

## **5. Selection – Foundation and Undergraduate Admissions**

The University accepts a broad range of qualifications and combinations of qualifications for entry to its programmes of study, including vocational and access qualifications and a wide range of qualifications offered by international applicants.

All applications received are to be given equal consideration. This means that in some subjects, because of limits to the number of places available, some or all applications may be held until the documents received are complete.

Offers of places to applicants are to be made, within the constraints of the number of places available, based on individual academic achievement, ability and potential to succeed on their chosen programme of study. This is regardless of age, religion or belief, race, ethnicity, gender, being trans gender, marital or family status, sexual orientation, or disability. Exceptionally, it may not be possible to make offers to applicants with a disability in cases where the adjustments that would be needed to make a programme of study accessible to an applicant are demonstrably unreasonable within the terms of the Equality Act 2010.

Applicants are expected to disclose information about any disability, including mental health, that would help the University to identify and provide help with support needs.

Admissions decisions are to be based, within the constraints of the number of places available, on professional judgement of applicants' individual academic achievement,

ability and potential, considering all the information presented in applications and applying established entry criteria in a consistent manner.

It follows, therefore, that it is the responsibility of applicants and referees to provide full and accurate information in an application and to notify the University of any changes or corrections to the original application.

Some degree programmes have criteria for assessment of applicants other than entry grade requirements. Admissions tests, portfolios or interviews are examples. Such requirements will be set out in the entrance requirements for individual degree programmes.

Admissions Senior Manager may also take account, when making a judgement about achievement, ability or potential, of other contextual factors that are disclosed and have affected or could affect an applicant's attainment. These include personal circumstances, opportunities for extra-curricular activities and personal development, parental experience of higher education, disabilities and involvement in special schemes or programmes.

In assessing individual applications, Admissions Senior Manager are to follow the specific procedures which apply to specific groups (e.g. applicants with disabilities, etc.) as set out in the relevant documents. For example, they are to ensure that appropriate adjustments are made to enable disabled applicants to engage in the same or equivalent application procedures as other applicants without disadvantage.

In any given admissions cycle, the terms of conditional offers made to applicants will not normally differ significantly from the entry requirements published in advance in respect of the admissions cycle concerned. Any necessary amendments to typical entry requirements which take place during the admissions cycle will be published on the University's website.

Where entry requirements for an undergraduate degree programme are expressed as a range of grades (e.g. AAA-ABB), each offer will be determined on an individual basis, taking account of an applicant's profile. Account also must be taken of the broader competitive context and the relative merits of each applicant within the whole group of those who apply. It is not possible therefore to advise enquirers whether they will receive an offer, or of the offer they are likely to receive within a range, before their application has been considered. Subjects and qualifications being taken, predicted grades,

contextual data, and information in the personal statement and reference all contribute to an individual's profile.

Unless a particular A level unit is necessary for entry to a course, unit grades will not normally be included in offers to undergraduate applicants.

Admissions Senior Manager has discretion to make conditional offers which differ from the typical entry requirement, if in their judgement the typical entry requirement would not be appropriate because of the circumstances of an applicant.

Admissions Senior Manager is responsible for ensuring that prospective students are appropriately qualified for the degree programmes to which they are admitted. This may sometimes mean that it is not possible to include certain subjects, or a combination of subjects, in an offer of a place where the Foundation Programme Director or Deans of Undergraduate Programmes consider that they do not provide an appropriate preparation for the degree programme concerned.

Where it is judged that an applicant is not appropriately qualified for the programme applied for, an application may be considered for entry to an alternative programme or stage.

Applicants who do not fully meet the terms of conditional offers may nevertheless have a place confirmed after reviewed by Admissions Senior Manager and the CEO, subject to the availability of places. In considering such applicants, Admissions Senior Manager may consider factors such as unit grades, overall performance (which may include performance at interview) and personal or educational circumstances which may have affected attainment. However, the grades accepted must be within the minimum required grades as stated in the Lampiran B of Certificate of Registration.

Where an Admissions Senior Manager decides, after taking all relevant factors into account, that an applicant should not be made an offer, the reason or reasons for the decision are recorded. This information is used for audit and monitoring purposes.

The University reserves the right to correct errors where they have been made in the communication of decisions and offers but will treat each case on its merits.

## **6. Confidentiality and Declaration of Interest**

All individuals involved in the admissions process are to observe the relevant regulations and principles of ethics, confidentiality and data protection.

Any member of staff who has personal connection with or other interest in an individual applicant is to declare that interest to his or her line manager who will determine how the application is to be considered.

Representations on behalf of candidates made other than in the application will be given such weight, if any, as is appropriate under this Admissions Policy. Any perceived improper pressure from any person, whether employed by the University or not, will be disregarded and reported in the first instance to the Senior Admissions Manager.

## **7. Fraud**

Applicants suspected of providing, or found to have provided, false information shall be referred to agents if their application was originally submitted through that service.

The University reserves the right to cancel an application and withdraw any offer if it is found that the application contains false or misleading information.

The Academic Registrar may exclude from the University students who are found to have gained admission through the provision of false or misleading information, or through failing to disclose information that would have materially and adversely affected the determination of the application for admission. A student so excluded shall not have an automatic right to a full refund of tuition fees.

## **8. Feedback**

The competitive nature of admission to many of the University's degree programmes means that many good applications are unsuccessful. For most subjects, the University does not provide feedback to unsuccessful applicants automatically but will provide written feedback to unsuccessful applicants who submit a written request.

Feedback will be provided to an applicant only, not to any third party, unless an applicant has given specific permission in writing for the third party to act on his/her behalf.

The University will not enter discussions with applicants about the academic judgement behind decisions on applications.

No applicant who requests feedback or complains about or appeals against the decision of an admissions tutor, shall be disadvantaged in any way in any future applications to the University as a result of the feedback request, complaint or appeal.

## **9. Queries about this Policy**

Any undergraduate queries about this policy should be directed to the Senior Admissions Manager, Newcastle University Medicine Malaysia, 1 Jalan Sarjana 1, Kota Ilmu, EduCity@Iskandar, 79200 Iskandar Puteri, Johor.

<b>Document control information</b>		
<b>Does this replace another policy?</b> Yes / No If yes please state. <b>NO</b>		
<b>Approval</b>		
<b>Approved by:</b> NUMed Executive Board		<b>Date:</b> 14 August 2022
<b>Effective from:</b> August 2022		
<b>Review due:</b> August yearly		
<b>Responsibilities</b>		
<b>Executive sponsor:</b> Provost		
<b>Policy owner:</b> (This maybe an officer or Committee)		Chief Operating officer
<b>Policy author:</b>		Senior Marketing and Admissions Manager (adapted from Newcastle University Admissions Policy dated 2017)
<b>Person(s) responsible for compliance:</b>		Section Heads
<b>Consultation</b>		
<b>Version</b>	<b>Body consulted</b>	<b>Date</b>
Ver 2 Rev 3		1/10/2020
Ver 2 Rev 3		25/9/2017
<b>Equality Impact Assessment:</b>		
<b>Does the policy have the potential to impact on people in a different way because of their protected characteristics? Yes/ No/ Unsure: NO</b>		
If yes or un-sure please consult the Diversity Team in HR for guidance		
<b>Initial assessment by:</b>		<b>Date:</b>
<b>Key changes made as a result of Equality Impact Assessment</b>		
<b>Document location</b>		