

Policy and Procedures for Admission of Applicants Under 18

1. Background

1.1 Newcastle University welcomes applications from people of all ages. No applicant shall be refused admission on grounds of age. However, there may be certain programmes or modules where a minimum age may be a requirement in order to access placements which form an essential element of the programme or module, and this will be assessed upon receipt of an application.

1.2 Anyone who has not reached the age of 18 on the date of commencement of their course is legally considered to be a child under English law. Whilst responsibility for a student's personal supervision and welfare continues to rest with the parent¹ or guardian, the University recognises its special duty of care towards students who are under the age of 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 young people \(under 18\) and vulnerable adults' policy](#). The Procedures that follow are concerned with the admissions process and preparation for the admission of such students.

1.3 A separate [Accommodation Services Under 18s Policy](#) is available for students who are under 18 and live in University owned or managed Partnerships accommodation.

1.4 Separate provisions apply for applicants to INTO Newcastle University

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

2.1 When applications for undergraduate or postgraduate degrees are received by the University, any applicant who will be aged under 18 when they begin their course shall be identified from either their UCAS application or postgraduate application.

2.2 Applications will be assessed against selection criteria specific to the programme applied for. Applications will also be assessed to ensure that there are no programme or professional elements preventing under 18 students studying (e.g. clinical placements).

2.3 If an offer is made to any applicants identified as under 18, a letter shall be sent to the applicant to outline the University's approach to under 18s and what will be required in advance of the start of their course.

2.4 The letter will include a link to a parental agreement (Appendix I) which lists the responsibilities of the parent until the applicant reaches the age of 18. If the applicant wants to accept their course offer, then the parent is required to consent to these responsibilities and attendance on the course and return the signed agreement. This seeks to ensure that the respective responsibilities of the University and parent in relation to the applicant are clear. 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.

3. Procedure for Applicants with Parent(s) not resident in the United Kingdom

3.1 The same procedure as 2. above shall be followed.

3.2 The following additional action will need to be taken:

3.2.1 The University recommends that a UK based guardian, preferably based within convenient reach of Newcastle, is appointed by the applicant's parent(s). The guardian shall exercise responsibilities delegated by the parent(s). The parent(s) shall provide written evidence of this appointment and agreement to the University. The Admissions Service², in consultation with the Academic Registrar if appropriate, must be satisfied with the scope of the delegated responsibilities before the applicant may be admitted.

4. If an Applicant will be aged under 16

4.1 This section highlights additional requirements for applicants aged under 16 (both home and international).

4.2 If an offer is made to any applicants identified as under 16, a letter shall be sent to the applicant to outline the University's approach to under 16s and what will be required in advance of the start of their course. The letter shall explain that, if the applicant accepts the offer, the applicant and parent(s) shall be invited by the Admissions Service to a meeting (this will usually be held virtually). The Admissions Service shall invite the relevant admissions tutor to attend the meeting. If applicable, the UK based guardian for an applicant with parent(s) outside the UK will also be invited to the 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.

4.3 If the applicant accepts the offer, a Memorandum of Understanding (Appendix II) 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. Receipt of the signed memorandum shall be a condition of the applicant's offer.

5. University Procedure following acceptance of a University offer

5.1 The Admissions Service shall write to the relevant Head of School to inform him/her that an applicant who will be under 18 has accepted an offer for a degree programme. A personal tutor will be identified in advance. In accordance with the [University's Policy for the Safeguarding of young people \(under 18\) and vulnerable adults'](#) if the nominated tutor does not already have Disclosure and Barring Service (DBS) clearance as an employee of the University, a DBS check will be arranged by the

² 'Admissions Service' is used in this document to refer to the central Admissions Services, including those in the Faculty of Medical Sciences that deal with applications to that Faculty.

Academic School as early as possible.

5.2 Ahead of Registration, the Admissions Service will inform the University Student Wellbeing Team, Student Progress, Education Deans, Head of School and Selector.

5.3 The Student Progress Team will confirm when any offer holder aged under 18 has registered at the University to provide an up-to-date picture ahead of term starting. The School is responsible for ensuring appropriate procedures are in place to monitor the wellbeing of those students including a nominated tutor.

5.4 If the applicant has indicated that they would wish to live in University accommodation (age 17 and 18 only), the Admissions Service will inform the Accommodation Service, who will then contact the applicant to discuss arrangements.

6. Queries about Policy and Procedures

Any queries about the policy and procedures set out in this document should be directed to:

Undergraduate – ug-admissions@newcastle.ac.uk

Postgraduate – pg-admissions@newcastle.ac.uk

March 2023

SAMPLE AGREEMENT

Under 18' applicants and their guardians (*this will be completed via an online form*)

Name of Applicant:

**Applicant's UCAS Personal ID or
Postgraduate Application Number:**

Applicant's Date of Birth:

If the applicant named above takes up a place of study at Newcastle University, 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:

Form to be completed and submitted online

SAMPLE

MEMORANDUM OF UNDERSTANDING for applicants and their guardians: age 16 and under (*this will be completed via an online form*)

Name of Applicant:

Applicant's UCAS Personal ID or Postgraduate Application Number:

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:

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 ensure that the member of staff who will act as personal tutor will have Disclosure and Barring Service 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, 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

Form to be completed and submitted online