

# University of Huddersfield

## Admissions Policy (Taught Courses)

### 1. Purpose and Context

The University of Huddersfield has as its mission statement: 'To deliver an accessible and inspirational learning experience, to undertake pioneering research and professional practice, and to engage fully with employers and the community'. In pursuit of this, the Admissions Policy sets out the means by which we will encourage and welcome applicants with different educational and social backgrounds and ensure that no student with the potential to meet our entry requirements is deterred from applying. All applications are considered and evaluated on the basis of individual potential.

This policy is aligned with the University's Strategic Plan and is consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's Code of Practice<sup>1</sup>, The Schwartz Recommendations for Good Practice<sup>2</sup> and the Supporting Professionalism in Admissions project<sup>3</sup> and complies with current legislation affecting the admission of students.

This document has been agreed by the University's Teaching and Learning Committee and represents the University's policy on the admission of 'Taught' students. The policy is the responsibility of the Pro Vice Chancellor (Teaching and Learning) and will be subject to a major review every three years, with minor updates being made in the interim, as required.

#### 1.1 Scope

This policy covers admission for all undergraduate and taught postgraduate courses, including courses based at partner institutions (eg PGCE courses) as students on these courses are registered University of Huddersfield students. This policy covers admission for all modes of study including full and part time, distance learning and block delivery.

### 2. Admissions Criteria and Selection

#### 2.1 Academic Entry Requirements

The University welcomes applications from appropriately qualified applicants offering a wide range of qualifications. The overriding principle is that the University is satisfied that the applicant has the necessary background and skills to benefit from their studies. The University does not discriminate against applicants who have re-

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<sup>1</sup> The Quality Assurance Agency for Higher Education (2013) *UK Quality Code for Higher Education. Part B: Assuring and enhancing academic quality Chapter B2: Recruitment, selection and admission to higher education (2013)*

<sup>2</sup> Admissions to Higher education Steering Group (2004) *Fair admissions to higher education: Recommendations for good practice*

<sup>3</sup> Supporting Professionalism in Admissions *Admissions Policies – April 2014*

taken part or all of a qualification and will treat an achieved or predicted grade in the same way irrespective of whether or not re-takes are involved.

## **Undergraduate**

The University's standard minimum entry requirements for admission to undergraduate level courses are Framework for Higher Education Qualifications (FHEQ) Level 3 equivalent qualifications\*. More information can be found on our website: <https://www.hud.ac.uk/undergraduate/how-to-apply/entry-requirements/> Individual course minimum requirements are, for many courses, higher and may also require minimum grades in specific subject areas. These will be published within the individual course listing online. Further details can be found on our website: <http://www.hud.ac.uk/>

\*Note The minimum level of attainment must not include an Advanced Subsidiary GCE in the same subject as an Advanced GCE.

International qualifications will be considered and evaluated by referring to independently published guides recognised within the United Kingdom higher education sector such as UK Naric. Further details can be found on our website: <http://www.hud.ac.uk/international/where/>

## **Postgraduate**

The admission requirements for taught postgraduate programmes shall normally be a good honours degree with a classification of 2.2 or above of a recognised university or comparable institution or qualifications regarded by the University as equivalent.

## **General**

The University operates a programme designed to encourage widening participation: 'Headstart Huddersfield' and accredits this with the equivalent of 8UCAS Tariff points. The University operates a number of Progression Agreements to facilitate transition from study in local Further Education Colleges to higher education and has agreements with key partners which guarantee either an interview or the offer of a place for applicants who meet the course's stated entry requirements. The University also offers a number of foundation years (year 0) which provide entry to higher education for students who may not have the specific subject qualifications for direct entry to their chosen area of study. Progression routes from Foundation Degrees to articulated Bachelors Degrees are identified in the relevant programme specification documents.

The International Study Centre (ISC) (part of Study Group, a separate company but based on campus) delivers preparation programmes for non-EU international students whose academic or linguistic qualifications do not meet the standard entry requirements for undergraduate or postgraduate study. ISC courses, which combine academic and study skills modules with English Language training, offer assured progression to degree programmes. Full details of available courses can be accessed through the International Office web pages: <http://www.huddersfieldisc.com/>

## **2.2 Competence in English Language**

Teaching and assessment will normally take place in English therefore applicants must be competent in the English language and most courses require GCSE English grade C/4, or an equivalent qualification.

Applicants who have not completed their education in an English-speaking country must satisfy the University's language requirements before admission to a course. This requirement means that they must have a satisfactory command of the English language in terms of reading, writing, listening and speaking. The minimum currently acceptable qualifications are detailed on the university's website:

<https://www.hud.ac.uk/international/applying-to-the-university/>

## **2.3 Specific requirements at GCSE or equivalent**

In addition to the above, individual courses within the university may set minimum entry requirements for levels of attainment at GCSE or equivalent, particularly in English Language or English Literature and/or Mathematics. This information will be clearly stated within entry requirements for specific courses.

## **2.4 Suitability of subjects and subject combinations required**

Whilst we normally consider a wide range of subjects as appropriate for entry to our courses, applicants are advised to check individual course requirements, where we will in some cases advise on preferences in respect of particular subjects or subject combinations that we believe provide the best preparation for study on that course.

## **2.5 Other criteria**

In addition to qualifications, we will also consider whether an applicant is suitably motivated to complete their chosen programme of study, and whether the provision will challenge and benefit the student. Where courses are subject to professional body requirements, these may be needed in addition to academic qualifications.

In our assessment of an application, we will take into account information provided within the personal statement and reference, and will consider academic ability, motivation and experience. We will also consider relevant interests outside of studies, such as work or voluntary experience. We will not, however, use additional contextual information such as socio-economic data, school performance, ethnicity or disability in our decision-making process for admission. We recognise that applicants may have gained experience which in some cases may be deemed equivalent to formal qualifications and may take this into account when considering applications. Applicants should supply full details of any such relevant experience as part of their application.

The University reserves the right not to consider an applicant for entry if the entrant has previously been withdrawn or excluded from the University on academic grounds, or has been excluded from the University due to disciplinary issues or the

submission of fraudulent documents, such as documents purporting to evidence educational background, qualification history and certificates.

### **3. Commitment to fairness, transparency and consistency**

To ensure a fair and consistent admissions process, the University of Huddersfield will ensure that the following principles are adhered to:

- All courses will clearly state their entry criteria, including academic qualifications, along with appropriate experience and skills required for entry;
- Entry criteria will be easily accessible through our website and prospectus;
- Applicants will be informed in general terms how they can demonstrate their achievements (both academic and experiential) and motivation to study;
- We will provide clear information on required entry points or points ranges. Any amendments made after points or points ranges have been printed in the University's prospectus will be publicised on the University website and through the UCAS website;
- Offers will normally be made within the publicised points range, as published on CourseFinder;
- An offer below the normal points range may be made in exceptional circumstances where there is evidence that the applicant's grades may have been affected by individual extenuating circumstances or in relation to performance at an interview and/or extension.
- In exceptional circumstances an offer above course standard entry requirements may be made. This would normally occur because of the combination of qualifications and subjects being studied and following audition and/or interview.

Where courses include interviews, portfolio submission or auditions as part of their selection criteria we will make this explicit to applicants, and provide details on how the interviews will be conducted and the criteria used to select successful candidates. Further information is available in our Interview policy:

<https://www.hud.ac.uk/media/policydocuments/Interview-Policy.pdf>

The University may use tests to evaluate GCSE English Language and/or Maths equivalence where applicants do not meet minimum entry criteria in these areas.

The University does not normally require applicants to provide additional written work to supplement an application, although in individual cases the university may request this and will explain the reasons for such a request. Written tests may be incorporated into the interview process where interviews are required as part of the admissions procedure for a course.

### **4. Feedback to applicants**

Where applicants are unsuccessful, the reason for such a decision for applicants who have applied via UCAS will normally be made available via 'Applicant Track', UCAS' applicant portal.

Feedback for unsuccessful applicants will be available on an individual basis in response to receiving a written request from the applicant. A written request

includes a request made via e-mail, provided that this is sent from the same e-mail address that the applicant provided on their application form.

The written request must include:

Full Name

UCAS Personal Identification Number (where application has been made via UCAS)

Date of Birth

Name of Course applied for

Feedback will only be given in written format (not over the telephone or in person), normally within 6 weeks of receipt of a valid request. The University undertakes to reply to all written requests for feedback, but applicants should note that we prioritise making decisions on applications over providing feedback to unsuccessful applicants and therefore at certain times of the year there may be a delay in providing feedback.

The feedback given will be with reference to the selection criteria for the course and will normally be sent to the e-mail address the applicant has provided on their application form. Unsuccessful applicants should not use this feedback to review and then resubmit their application documentation in the same admissions cycle. Any such applications would be rejected by the University. Applicants may reapply the following year, having taken the feedback into consideration.

In line with our Data Protection Policy, we are unable to provide feedback to anyone other than the applicant, unless the applicant gives prior, express and voluntary consent in writing for someone else to act on their behalf. .

## **5. Late applications**

All applicants to undergraduate courses who apply by the required UCAS deadline will receive equal consideration. Applications received after the UCAS deadline will be considered on an individual basis, and only where there are still places available on the course to which they have applied.

## **6. The Application in Context**

Application forms now include a number of questions which give us details about the context in which applicants have achieved their academic qualifications. These factors include:

- Family circumstances
- Socio-economic background
- Having a first language other than English
- Illness or death in the family
- Interrupted schooling
- Part time employment due to financial hardship
- Having no family members who have undertaken higher education
- Having 'Looked after' status
- Having refugee or traveller status
- Having home responsibilities
- Having a disability

Whilst we do not use this information to inform our decision making, there may be occasions where the applicant and/or their referee asks us to take account of certain contextual factors which may have affected performance, and to consider this in making an offer.

Evidence of one or more of these contextual factors does not mean that preference will be given to those applicants, as each case will be considered on its individual merits. However, in cases where there is clear evidence that contextual factors have affected performance and achievement, and where the applicant is able to demonstrate motivation and potential to achieve, the University may consider this as part of its assessment of the application, and may take this into account in deciding whether to make an offer.

## **7. Admissions procedures**

The University is committed to providing a professional admissions operation in order to provide the best service to applicants and to the institution. In order to achieve this we operate a centralised admissions process for the majority of courses. Within the centralised admissions process, Admissions tutors within the academic schools remain involved and are responsible for agreeing the entry criteria and selection processes and for setting offer-ranges for each of their courses.

The consideration of individual applications for courses may take place either in academic schools or in the Student Recruitment Team or International Office, where specialist admissions staff review the application on the basis of achieved and predicted qualifications, alongside the personal statement and reference. Where the applicant has non-standard qualifications or on occasions where the applicant narrowly misses the qualifications for the standard offer for a course, it is at the discretion of the University whether such applications are referred to the academic school for consideration.

The Student Recruitment Team is responsible for all communications with UCAS, including the transmission of admissions decisions. The team is also responsible for providing statistical information to staff to enable the University to monitor numbers of applications, offers and acceptances within each application cycle.

The University ensures that all staff involved in the admissions process are appropriately trained and offer a professional service based on good practice and up to date knowledge. The University expects that all Admissions tutors are trained, mentored and do not hold sole responsibility for admissions decisions in their first year in an academic role within the institution. The Student Recruitment Team, in conjunction with other central services, has responsibility for training staff involved in the admissions process and disseminating information on admissions policy and procedures. This includes an annual training workshop where staff are updated with relevant changes in legislation, research and entry qualifications. Final criteria for courses of study are completed and agreed with Admissions tutors before the start of the application cycle. All staff involved in the admissions process are issued with guidelines informing on procedures and information relating to qualifications and are expected to keep abreast of changing requirements on an ongoing basis.

## **8. Responsibility of applicants in the application process**

It is the responsibility of applicants to provide full and accurate information in an application and to notify the University of any changes or corrections to the original application.

Applicants who receive an offer from us will be made aware of the terms and conditions of their offer via email from the University.

By accepting an offer of a place at the University the applicant agrees to abide by its rules, regulations, policies and procedures. Copies of the regulations can be found on the University's website: <http://www.hud.ac.uk/registry/regulations-and-policies/studentregs/>

In the light of additional information, which was not available at the time of offer, an offer may be amended or, in exceptional circumstances, withdrawn. This includes a student being withdrawn from a course if they have enrolled by the time additional information comes to light. The University also reserves the right to correct errors where they have been made in the communication of decisions and offers. However, an offer made in error where all conditions have been satisfied will only be withdrawn with the applicant's consent. If someone is found to have provided fraudulent documentation in support of a University or UK visa application any offer from the University will be invalid.

The University reserves the right to exclude an applicant who is considered on justifiable grounds to be unsuitable for a place on a particular course according to individual circumstances and following the guidelines laid down in the University's 'Fitness to Practise' regulations and procedures which can be found at <http://www.hud.ac.uk/registry/regulations-and-policies/studentregs/> and

<https://www.hud.ac.uk/media/policydocuments/Fitness-to-Practise-Handbook.pdf>

At all times, the University expects staff involved in the admissions process and applicants to act in a courteous manner.

## **9. The offer making process**

On receiving an application, the applicant will be contacted (normally via e-mail) to acknowledge receipt of the application.

Where an applicant has applied through UCAS the University will communicate its decision through UCAS Track. Where an applicant has applied directly to the University, a formal decision will be made and communicated directly to the applicant by the Student Recruitment Team or the International Office.

In some cases where an applicant has applied for one course and is not successful, an alternative course may be offered at the discretion of the University. The alternative offer will be officially communicated via UCAS, where appropriate, and applicants will also be contacted by the University to confirm and discuss a changed offer decision.

An offer, whether conditional or unconditional, will be made in good faith taking into account information as supplied by the applicant. In some circumstances, an offer

may be conditional upon non-academic requirements e.g. a Disclosure and Barring Service check, a successful visa application or health assessment which is deemed satisfactory.

## **10. Confirmation of results**

The confirmation process is the procedure involved in analysing examination results in relation to the offer made by the University of Huddersfield. If an applicant has met their academic and non-academic conditions, the University will be in a position to 'Confirm' their place. Applications from candidates who have not met the required grades exactly are reviewed and their places may be confirmed at the University's discretion if places are available, although no guarantee is made that this will be possible.

All conditions of offers for undergraduate courses must be met in full by 5pm on 31 August to guarantee a place for entry in September of the year of application. If conditions are met after this point then the University cannot guarantee a place and may instead confirm a deferred place.

The confirmation procedure uses information systems to confirm places via UCAS (where appropriate). This system is not, however, used as a stand-alone process, and the University reserves the right to amend an offer in light of an electronic error.

The University will consider each and every application on individual merit. Any details of extenuating circumstances provided by an applicant will be considered when identifying applications that have not met their required qualification grades.

## **11. Fraudulent statements/omissions and Plagiarism**

Applicants suspected of providing, or found to have provided, false information will be referred to UCAS, if their application was made via UCAS. The same is true of applicants who are suspected of omitting, or are found to have omitted, information that they are required to disclose.

Applications identified by UCAS' Similarity Detection software to contain plagiarised material will be considered on an individual basis by Admissions tutors, taking into account the nature, relevance and importance of the plagiarism. In such cases, Admissions tutors may contact applicants to discuss their application in more detail.

The University reserves the right to cancel an application or withdraw any offer if it is found that an application contains false, plagiarised or misleading information. The University also reserves the right to withdraw a student from a course following enrolment if fraudulent activity is subsequently found to have taken place.

## **12. Further Information**

There are many policies that the University needs to adhere to in order to ensure complete transparency and fairness in its admissions processes. The policies below provide detailed and specific guidance.

### **12.1 Equal Opportunities**



The University is committed to a policy of equality of opportunity and aims to provide a working, learning and social environment that is free from unfair discrimination. The University's admissions process must therefore ensure that it is transparent, fair and consistent regardless of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

## **12.2 Safeguarding and admission of under 18 year-olds**

The University welcomes applications from people of all ages and applications will be considered on their individual merits. If an offer of a place is made to an applicant who will be under the age of 18 at the time of admission, certain legislative procedures may be necessary in order to fulfil the University's duty of care for those students. Further information can be found at <https://www.hud.ac.uk/media/policydocuments/Arrangements-for-the-Admission-of-Applicants-under-the-Age-of-18.pdf>

## **12.3 Disability**

The University welcomes applications from students with disabilities and aims to ensure that their participation in both the academic and social life of the University is as successful as that of other students. Applicants who declare a disability are considered according to the same principles as for other candidates. If made the offer of a place, applicants who have declared a disability are contacted by the Wellbeing and Disability Services section of Student Services, which enables them to discuss their likely requirements with Disability Support Advisers, to reduce any barriers that might confront them when seeking to study at the University of Huddersfield and provide appropriate support for their studies. A decision may need to take into account any overriding health and safety concerns, barriers relating to professional body requirements or the University's ability or inability to make any necessary adjustments. In such instances, cases will be considered on an individual basis.

## **12.4 In care/'Looked after' Students**

The University welcomes applications from 'Looked after' students. If made the offer of a place, applicants who have made a declaration are contacted by the Wellbeing and Disability Services section of Student Services and given details of the support offered by the University. Staff can offer advice and support for applicants prior to entry and during the transition to study at the University.

## **12.5 Mature students**

A mature applicant is usually someone over the age of 21. The University encourages applications from non-school and college leavers. The University recognises that some applicants will offer a range of experience and perhaps non-traditional qualifications, which will be taken into account when the application is considered. Each application will be considered on its individual merits. Applicants who have been out of full time education for a number of years may be required to show that they have undertaken some recent, recognised structured course of study.

## 12.6 Procedures for Disclosure and Barring Service checks

For certain courses, as specified by government, the University is required to undertake a criminal record check of the applicant in conjunction with the Disclosure and Barring Service (DBS).

The DBS is a non departmental public body of the Home Office. Its Disclosure Service offers organisations such as the University, a means to check the background of applicants to ensure that they do not have a history which would make them unsuitable for the training/employment they will be undertaking.

Disclosure checks are required for all students joining courses which lead to employment in areas involving contact with children and/or vulnerable adults, for example courses which are governed by professional bodies such as The National College for Teaching and Leadership, The Nursing and Midwifery Council and the Health and Care Professions Council

At an early stage in the application process, applicants are required to complete and deliver a self-declaration disclosure form to the University in order that any issues may be identified. For applicants who accept the offer of a place on such courses the applicant will also be required to apply to the DBS for a disclosure check.

The University reserves the right to exclude a student from the course should he/she have omitted to declare relevant information on a self-declaration disclosure form or DBS application.

Disclosure information will be:

- Passed only to those who are authorised to receive it in the course of their duties, which may in certain circumstances include external agencies;
- Used only for the specific purpose for which it was requested and for which the applicant's full consent has been given;
- Stored separately and securely with access strictly controlled and limited to those who are entitled to see it as part of their duties;
- Destroyed by suitable secure means and not retained for longer than is necessary.

The University will not unfairly discriminate against the subject of disclosure information on the basis of conviction or other details received. The University's policy on the recruitment of ex-offenders can be found on the University's website <https://www.hud.ac.uk/media/policydocuments/Policy-Statement-on-the-Recruitment-of-Ex-Offenders.pdf>

Further information on the courses that this applies to can be found in the University's 'Fitness to Practise' information on the website:  
[www.hud.ac.uk/registry/regulations\\_student\\_handbook/student\\_handbook\\_index.htm](http://www.hud.ac.uk/registry/regulations_student_handbook/student_handbook_index.htm)

## **12.7 Applicants who disclose a criminal conviction**

The University considers applicants who disclose a criminal conviction on an individual basis, and in the light of the course applied for. Having a criminal record will not necessarily bar you from studying with us. This will depend on the nature of the course applied for and the circumstances and background of your offence(s).

## **12.8 Deferred Applications**

The University is normally happy to consider applicants who intend to take a gap year between school/college and university. Applicants should indicate what they intend to do during this year on their application form so that this can be taken into account as part of the selection process. It should be noted that for some courses, where demand exceeds the number of places available, it may not always be possible to offer deferred places. In such cases applicants will be advised to re-apply the following year.

The offer of a deferred place is normally only valid for the following year of entry. Requests for further deferral of a place may exceptionally be made and will be considered on an individual basis.

## **12.9 Complaints and Appeals Policy**

Applicants who wish to make a complaint or appeal regarding their application must first request written feedback as detailed in 4 above.

A complaint is a specific concern relating to a procedural error, irregularity or maladministration in the admissions procedures or policies

An appeal is a request for a formal review of an admissions decision or the wording, terms or conditions of an offer.

If having received written feedback an applicant remains dissatisfied they should consult the Complaints and Appeals

Policy <https://www.hud.ac.uk/media/policydocuments/Applicant-Complaints-and-Appeals-Policy.pdf>

## **12.10 Discussing your application with others**

In line with Data Protection legislation, the University will not discuss an application with any person(s) other than the applicant themselves, although information being given to the University will be accepted without confirmation that the applicant is applying to the University.

Where applicants have given the names of third parties to act as a point of reference (referee) then it is assumed by the University that the provision of this information gives the University permission to contact the third party for further information in support of the application.

In the case of international applicants applying through third party educational agents or consultants, the individual will be asked to confirm that they agree to the sharing of information with the relevant third party.

### **12.11 Nominated Representative**

In exceptional circumstances, such as via the UCAS application process, applicants may nominate one individual to discuss their application. This person will not be able to make any decisions regarding the application or change any of the applicant's personal details such as current address.

### **12.12 Interview Policy**

Some courses use interviews/selection days as part of the admissions process. Applicants will be informed of the format of the interview/selection day at the time of invitation and advised of any examples of work they are required to bring with them. Further information can be found on the website:

<https://www.hud.ac.uk/media/policydocuments/Interview-Policy.pdf>

### **12.13 Credit transfer arrangements**

The University operates a system of accrediting prior learning and experience. Applicants are encouraged to discuss their application for accreditation with Admissions tutors who will be able to offer guidance and support for the processes involved. Applications for direct entry to second or subsequent years of a course should clearly indicate the point of entry and the reasons for this. Claims for the accreditation of prior learning and experience should normally be processed and confirmed prior to enrolment on a course. Where this is not possible or where the subsequent confirmation awards less equivalent credit than originally claimed, the University reserves the right to require the student to take the additional credit in order to achieve the overall qualification.

## **13. Promotional Material**

It is the responsibility of Admissions tutors to ensure that promotional material is clear, accurate and up to date. Any amendments made after course information has been printed in the University's prospectus will be publicised on the University website and, where appropriate, through the UCAS website. Material changes will also be notified to applicants holding offers and updated course information and terms and conditions will be provided to those applicants in a durable format.

## **14. Changes to Courses**

The University reserves the right to make variations to course contents, entry requirements and methods of delivery, and to discontinue, merge or combine courses, both before and after a student's admission to the University, if such action is considered necessary by the University, acting reasonably.

## **15. Withdrawal of courses**

In the event that, prior to the student commencing the first term of study, the University discontinues the course, the student may either:

- a) withdraw from the University without any liability for fees, or
- b) transfer to such other course (if any) as may be offered by the University, for which the student is qualified, subject to approval by the appropriate academic authorities

If in these circumstances the student wishes to withdraw from the University and to enrol in a course at a different University, the University shall use its reasonable endeavours to assist the student.

## **16. Further Information**

Further information on the University's admissions processes can be obtained from the Student Recruitment Team:

Telephone: 01484 472625  
email: [study@hud.ac.uk](mailto:study@hud.ac.uk)  
www: hud.ac.uk/  
In person: i-Point, Student Central, Level 4

## POLICY SIGN-OFF AND OWNERSHIP DETAILS

<b>Document name:</b>	Admissions Policy (Taught Programmes)
<b>Version Number:</b>	1.2
<b>Equality Impact Assessment:</b>	September 2017
<b>Approved by:</b>	UTLC 23.05.17
<b>Effective from:</b>	September 2017
<b>Date for Review:</b>	Major review June 2020; annual updates as appropriate
<b>Author:</b>	Student Recruitment Manager
<b>Owner (if different from above):</b>	
<b>Document Location:</b>	<a href="https://www.hud.ac.uk/media/policydocuments/Admissions-Policy">https://www.hud.ac.uk/media/policydocuments/Admissions-Policy</a>
<b>Compliance Checks:</b>	Number of appeals/complaints received and investigated.
<b>Related Policies/Procedures:</b>	Applicant Complaints and Appeals Policy; Interview Policy; Arrangements for the admission of applicants under the age of 18; Policy on the recruitment of ex-offenders

## REVISION HISTORY

<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.2	August 2018	Annual update, minor amendments	Student Recruitment Manager
V1.1	September 2017	Minor amendments	Student Recruitment Manager
V1.0	May 2017	First draft of new policy	ASIS Director