

3D – Admissions Policy and Procedure for Applicants with a Disability, Medical Condition or Other Support Need

1. SCOPE AND PURPOSE

- 1.1 This policy and procedure explains how and why the University collects and processes information about disabilities, health conditions and other support needs relevant to a student's enrolment for and participation in a programme at the University during the period between application and enrolment.
- 1.2 The aim of the admissions process is to select students who have the ability, motivation and potential to benefit from the programme of study they intend to follow and who will make a contribution to the life of the University.
- 1.3 BU is committed to equal opportunities, to widening participation in higher education and to promoting diversity in its student population. The University will make reasonable adjustments to enable students with disabilities, medical conditions or other support needs to participate in their chosen course, in accordance with these aims, the University's Access and Participation Plan and the University's duties under the Equality Act 2010.
- 1.4 The University also has a responsibility to determine whether students enrolling on a programme are capable of meeting the core requirements of the course. This includes ensuring that they will be able to participate in core activities effectively and safely, both in terms of their own health and safety and that of others. This policy and procedure outlines the processes by which any such determinations will be made, with the aim of ensuring that such decisions are made fairly and on the basis of appropriate information.
- 1.5 In addition, this policy and procedure provides for the collection and processing of information about applicants' disabilities, health conditions and other support needs so that, subject to applicants providing accurate information on request, the University can work with the applicant with a view to putting appropriate adjustments and support in place for the applicant in a timely way. In this policy the term "applicant" will usually refer to someone who has accepted an offer from the University but not yet enrolled as a student, as we do not formally ask applicants to provide information about disabilities, medical conditions and support needs before accepting an offer.
- 1.6 This policy and procedure (3D) applies in parallel with the University's Admissions Policy and Procedure for Applicants with a Criminal Record (3E). If it becomes apparent that an offer-holder's position is likely to need to be considered by a Panel under both 3E and 3D, the procedure under 3E will usually be completed before a Panel considers the individual's position under 3D, but the Head of Admissions will determine the appropriate approach having regard to all relevant factors in the individual case.
- 1.7 Decisions about the impact of disabilities, health conditions and other support needs on students after they have enrolled at BU will be taken under 11H Fitness to Practice Procedure or 11J Support to Study Procedure as applicable.
- 1.8 Applicants to programmes run at Partners should contact the Partner directly for information about support and adjustments which may be available to them.

2 KEY RESPONSIBILITIES

Position	Role
Admissions Administrator	<ul style="list-style-type: none"> Receives the Offer-holder Health and Support Questionnaire/Offer-holder Health and Safety Questionnaire and sends to the Education Service Manager and Additional Learning Support for review.
Education Service Manager (or their nominee)	<ul style="list-style-type: none"> Carries out the initial assessment of the Offer-holder Health and Support Questionnaire/Offer-holder Health and Safety Questionnaire, together with the Head of Admissions. Member of the Supporting Applicants to Study Panel
Additional Learning Support Service	<ul style="list-style-type: none"> Provides advice and guidance in relation to matters raised as part of this policy and procedure. Contacts applicants who have declared a relevant disability or support need to invite them to register with ALS, as provided for in this policy and procedure.
Head of Admissions	<ul style="list-style-type: none"> Participates in initial assessment of Offer-holder Health and Support Questionnaire/Offer-holder Health and Safety Questionnaire Member of the Supporting Applicants to Study Panel
Director of Student Services	<ul style="list-style-type: none"> Chairs the Supporting Applicants to Study Panel University's Safeguarding lead
Head of Student Support & Wellbeing	<ul style="list-style-type: none"> Alternate chair of the Supporting Applicants to Study Panel
A representative of the relevant Faculty's academic staff	<ul style="list-style-type: none"> Member of the Supporting Applicants to Study Panel

3 ACCESSING OTHER RELEVANT BU DOCUMENTS

3.1 All documents can be accessed [here](#)

3B - Admissions Policy: Taught Programmes

3C - Admissions Appeals and Complaints Policy and Procedure

3E - Admissions Policy and Procedure for Applicants with a Criminal Record

11H - Fitness to Practise: Procedure

11J – Support to Study: Policy and Procedure

4 Policy

4.1 The University will initially consider all applications with regard to academic qualifications, potential and motivational merit and make decisions to offer individual places at the University on this basis, without regard to any available information about an applicant's health, disability or support needs. If an applicant does not meet these admissions criteria, the application will be rejected in the normal way.

4.2 Applicants who apply through UCAS are asked by UCAS to provide information about whether they have a disability and the nature of any disability they may have by selecting one of the pre-specified tick-box categories on the UCAS application form. These applicants are also invited by UCAS to

describe on the form any additional study support needs they may have. The University is aware that applicants' disabilities, health conditions or support needs may be referred to in other materials submitted during the application process (whether or not the application is made through UCAS), such as personal statements or references.

However, the University does not consider or take any account of this information in deciding whether to offer a place to the applicant. Information about disabilities, health conditions and support needs which is provided by applicants to UCAS is used by the University only in the following ways:

- Information given through the tick-box categories on the UCAS form is used in anonymised format for statistical analysis and reporting;
- If an individual indicates on the UCAS form that they have a disability or a learning support need, if they accept an offer from the University they will automatically be sent an invitation to register with the University's Additional Learning Support Service with a view to assessing their needs; and
- The University will respond appropriately to any information provided or requests made by an applicant for the purposes of enabling access to any interview or other event at the University.

4.3 Any applicant who accepts an offer from the University as their firm choice, will be asked by the University to provide information about any disabilities, health conditions or other support needs they have which are or may be relevant to their programme of study or life at BU. The processes for requesting this information and the ways in which it is processed are set out in Parts One and Two of this policy and procedure and depend on whether the offer is for a regulated professions course or another course. Applicants holding an offer for a regulated professions course will be issued with Health Assessment Guidance which explains the "good health" requirements of the professional bodies and outlines how the University will apply these to applicants.

4.4 We ask individuals to provide this information so that:

- We can work with you to establish whether you need adjustments or support, and to put agreed adjustments and support in place;
- We can identify, assess and manage any health and safety risks to you and/or others;
- When you enrol at the University, people around you will be able (if you wish) to respond promptly and appropriately to any serious health emergency which may arise from a disability or known health condition;
- We can identify the small number of cases in which paragraph 4.6 of this policy and procedure may be relevant and reach a fair and reasonable decision as to whether an offer needs to be withdrawn or can be confirmed.

4.5 The University may withdraw an offer of a place if it determines that due to a disability, health condition or other support need it will not be possible for the applicant to meet the mandatory requirements of the course (safely or at all), even if all reasonable adjustments are made. For applicants to regulated professions courses this includes any determination that they do not meet the professional regulator's "good health" criterion for entry to the programme, i.e. the requirement that a student is capable (with relevant reasonable adjustments in place) of undertaking safe and effective practice in the professional environment from the start of their course. The University expects such decisions to be made very rarely. If a decision is made under this paragraph to withdraw an offer, the University will do its best to identify an appropriate alternative programme either at this institution or a suitable alternative provider.

4.6 The University considers it to be in the best interests of offer-holders to provide the information referred to in paragraph 4.3 to the University, and to do so shortly after accepting an offer rather than on or shortly before enrolment. Providing information earlier will increase the chances that the University can work with the offer-holder to put support and adjustments in place in time for the start of their course. If a decision needs to be taken under paragraph 4.5, it is in the individual's interests for this process to be concluded as far as possible in advance of the start of the academic year.

- 4.7 Information provided under this policy and procedure is used by the University only as described within or as explained to individuals when specific arrangements are agreed with them regarding support and adjustments.
- 4.8 The University provides a wide range of support services which students can access and will act appropriately to refer students to both internal and external sources of support if it is made aware of concerns about a student's wellbeing or ability to continue with their studies. However, in general the University does not actively monitor students' health or students' management of their disabilities, health conditions or support needs, and will not use the information provided under this policy and procedure for those purposes. Students have responsibility for informing the University of any concerns they may have about the impact of a disability, health condition or support need on their studies or wider experience at BU and they should have a look at the information and resources located on the [Health & wellbeing webpages](#).
- 4.9 It is the responsibility of individual offer-holders and students to inform the University of material changes to any information provided under this policy and procedure. This is particularly important for students on regulated professions courses and students on courses to which paragraph 8.5 applies.

5 RECORDS MANAGEMENT AND DATA PROTECTION

- 5.1 Information relating to health matters is treated as confidential within the University's Admissions processes (including the Panel processes described in this policy and procedure) and recognised as information subject to specific protections under the data protection legislation. The University keeps its practices under review with a view to minimising the scope of identifiable information which is processed under this policy and procedure.
- 5.2 All Admissions records and correspondence concerning an offer-holder with a health matter will be securely stored in a central location by admissions staff, separately from other applications, or under similar secure arrangements in the relevant administration office. Within Admissions it will be accessed only as required for the purposes of the processes set out in this policy and procedure. If for any reason an authorised staff member needs to remove this information from the office, they will accept responsibility for ensuring that it is securely stored until such times as it is returned to the relevant administration office.
- 5.3 Where an offer is confirmed by either the Applicant Fitness to Practise Panel or the Supporting Applicants to Study Panel, information processed for the Panel process shall be kept confidential except to the extent that the information is to be used for the purposes of supporting the student at BU. The student will be made aware by the Additional Learning Support Service and in the Student Privacy Notice of how this type of information will be processed and retained outside the processes set out in this policy and procedure, for the purposes of supporting students.
- 5.4 If an offer-holder whose offer is withdrawn under this policy and procedure wishes to re-apply in the following cycle, this policy and procedure will be applied in full to that application, on the basis of the offer-holder's position at that time and the course requirements for the relevant academic year.
- 5.5 In addition to undergoing mandatory data protection training, staff within the University who have access to information about health matters for the purposes of this policy and procedure will be required to familiarise themselves with the University's processes for the handling of this information, including this policy and procedure.
- 5.6 All offer-holders will be:
- made aware of the reasons why the University asks them to provide information under this policy and procedure when an offer is made to them;
 - advised that information provided under this policy and procedure will rarely result in their offer being withdrawn;
 - informed of how information used under this policy and procedure will be processed by the University; and

- invited to comment or provide further information to inform discussions about arrangements for adjustments and support and before any final decision is taken by the University under this policy and procedure.

Procedure

PART ONE: APPLICANTS APPLYING FOR REGULATED HEALTH PROFESSIONS COURSES

6 INITIAL ASSESSMENT (REGULATED PROFESSIONS COURSES)

- 6.1 These programmes lead to entry to a regulated profession and are approved by the relevant professional regulatory body (see Appendix A). The University is required to ensure that students entering these programmes meet the professional bodies' "good health" requirements, i.e. that they are capable (with any relevant reasonable adjustments in place) of safe and effective practice in the professional environment from the beginning of the course. The mandatory course requirements for these programmes include completion of work placements in the professional environment during which the student must demonstrate an ability to fulfil the professional role. Proposed arrangements to support individuals in this environment and the question of whether any adjustments required by an offer-holder to enable them to operate safely and effectively in this environment are "reasonable" must be considered with reference to the relevant professional and regulatory requirements.
- 6.2 Before offer-holders can be finally accepted onto such courses, the University must assess their capability to work safely and effectively in the professional environment. These assessments by the University are relied on by the professional bodies regulating the professions and by the organisations in which placements take place. Offer-holders must provide accurate information for these assessments and engage with them in a timely way. Failure to do so may in itself indicate that an offer-holder is not suitable for their programme. Offer-holders will be informed that their offer cannot be finally confirmed until they have completed the occupational health process and any Applicant Fitness to Practise Panel process required under this policy and procedure.
- 6.3 Where an offer-holder has a disability, health condition or other support need and the University is satisfied that they can meet the course and professional regulatory requirements with reasonable adjustments and support in place, the University will work with the student and relevant placement providers to identify the appropriate adjustments and support and put them in place in both in the placement and University environments.
- 6.4 For the purposes set out in paragraphs 6.1 to 6.3 if an applicant accepts an offer of place on a regulated professions course they will be:
- required to complete an Occupational Health Clearance check through the University's specialist provider of occupational health services. The applicant will be directed to the Occupational Health Portal at <https://dorset.eopas.co.uk/genohsisportal/login.aspx?ReturnUrl=%2fgenohsisportal%2fPortal>;
 - invited to tell the University and register directly with the University's Additional Learning Support Service if they have any learning support or adjustment needs which may be relevant in the University environment (using the Offer-holder Health and Support Questionnaire).
- 6.5 The Occupational Health submission will be assessed by an Occupational Health practitioner who will prepare a report for consideration by the University. The role of the Occupational Health Service provider is to provide information and advice to the University so that it can determine the support and adjustments which can be provided for an offer-holder and whether the offer-holder meets the regulatory "good health" requirement.
- 6.6 If the Occupational Health check or any other information provided to the University identifies that the offer-holder requires or may require support or adjustments in the professional environment, the offer-holder will be referred to the Applicant Fitness to Practise Panel.

6.7 The processes set out in this policy for determining whether an offer-holder meets the good health requirement must be completed as far as reasonably possible before the offer-holder enrolls on their programme. The University may withdraw an offer either before an offer-holder enrolls or after they enrol but before they commence their first placement if:

- The offer-holder does not complete the Occupational Health Clearance check promptly after being referred to the Occupational Health Portal under paragraph 6.4 above;
- The offer-holder does not engage promptly with any Applicant Fitness to Practise Panel process under section 7, for example by failing to provide information promptly on request or participate in the process; or
- The University establishes prior to the offer-holder commencing their first placement that the offer-holder has:
 - provided inaccurate information to the Occupational Health Service or the University regarding; or
 - failed to notify the University of material changes to a matter that is relevant to the good health requirement.

7 APPLICANT FITNESS TO PRACTISE PANEL

7.1 Membership of the Panel shall be as follows:

- A Deputy Dean or Associate Dean, or equivalent (or nominee)
- Admissions Tutor(s)
- Admissions Team Leader/Coordinator
- Professional representatives as appropriate

7.2 The function of the Panel is to determine (having regard to information available about any reasonable adjustments/support arrangements which could be put in place for an offer-holder) whether an offer-holder for a regulated professions course is capable of meeting mandatory course requirements, including whether they are capable of safe and effective practice in the professional environment as required by the relevant professional regulatory body.

7.3 In making its determinations the Panel will consider:

- The standards and requirements of the relevant professional regulatory body;
- All information and assessments provided by the Occupational Health service;
- Any relevant information provided by the offer-holder;
- Any relevant information provided by work placement providers, including any information provided support available to the offer-holder in the workplace and about potential risks to the offer-holder and/or others in the workplace environment;
- Any relevant information obtained or generated by the University regarding: the offer-holder's disability, health condition or support needs; the nature and scope of support, adjustments or risk control measures which are proposed or could potentially be put in place for the offer-holder; and the impact on the offer-holder, the University or third parties of putting such support, adjustments or measures in place. This includes considering whether the overall nature and effect of proposed adjustments, support measures or risk management measures goes beyond what is "reasonable" and required by law.

7.4 The Panel will reach one of the following decisions based on the information available to it:

- Withdraw the offer on the basis set out in paragraph 4.5, i.e. that it is not possible for the individual to meet mandatory course requirements (including the profession's "good health" requirement) even with reasonable adjustments in place; or

- Confirm the offer.

7.5 Where the Panel decides that the offer-holder's offer can be confirmed, where appropriate the Panel may also

- determine (having regard to any advice from the Occupational Health Service, the University's Additional Learning Support Service or others) adjustments, support or risk management measures to be put in place to enable the individual to safely complete mandatory course requirements;
- advise the offer-holder to register or further engage with the University's Additional Learning Support Service with regard to agreeing arrangements for adjustments, support or risk management measures to be put in place.

PART TWO: APPLICANTS APPLYING FOR UNREGULATED COURSES¹

8 INITIAL ASSESSMENT (UNREGULATED COURSES)

- 8.1 After accepting their offer, offer-holders applying for unregulated courses will be asked to complete an Offer-holder Health and Support Questionnaire to provide information about any disability, medical condition or other support need which is or may be relevant to their study or life at BU.
- 8.2 All offer-holders will be asked to complete the Offer-holder Health and Support Questionnaire.
- 8.3 Offer-holders for courses which includes mandatory requirements for students to work in environments which could affect health and safety, or which require certain physical capabilities, such as workshops, laboratories or outside environments², will also be asked to complete the Offer-holder Health and Safety Questionnaire.
- 8.4 On receipt of forms under paragraphs 8.2 and 8.3 an initial assessment will be carried out by the Admissions team in collaboration with the Education Service Manager (ESM) of the relevant Faculty. The Admissions team may ask the offer-holder for further information if they consider this necessary in order to complete the initial assessment.
- 8.5 The purpose of the initial assessment under paragraph 8.4 is to determine whether one or more of the steps referred to in paragraphs 8.6 to 8.8 should be taken.
- 8.6 If the initial assessment indicates that the offer-holder has or may have a need for additional learning support, support with/adjustments to examination and assessment arrangements and/or timetabling or physical premises adjustments, their contact details will be passed to the University's Additional Learning Support (ALS) Service. The ALS Service will contact the offer-holder and invite them to register with the service so that the University can work with them to assess their needs and put adjustments and support in place as appropriate. The ALS Service may refer the offer-holder's position to the Supporting Applicants to Study Panel at any point if the ALS Service has a real concern that paragraph 4.5 of this policy and procedure may apply i.e. it may not be possible for the offer-holder to complete mandatory course requirements safely or at all, even if all reasonable adjustments are put in place. This includes a concern that the adjustments or support which would be required to enable an offer-holder to safely complete mandatory requirements of the course go beyond what is "reasonable" and required by law.
- 8.7 This paragraph applies to the Offer-holder Health and Safety Questionnaire provided under paragraph 8.3. If the initial assessment indicates that the offer-holder has a disability, health condition or other support need which may affect their ability to carry out mandatory course activities fully and safely, the

¹ These are all courses other than the regulated professions courses listed in Appendix A.

² The course information on the University website will indicate whether this type of mandatory requirement applies. It is the responsibility of applicants to review the course information carefully and consider whether there are any course requirements they may find it difficult to meet for any reason.

Faculty ESM will contact the offer-holder to confirm that the Faculty Health & Safety adviser will carry out a risk assessment. The offer-holder will have the chance to provide further information relevant to the risk assessment. The risk assessment may result in one of the following conclusions:

- There is no need to put any specific risk management measures in place and the offer-holder can continue to enrol and access the course in the usual way;
- An action plan should be put in place to manage risks. The Faculty Health & Safety Adviser, the Faculty ESM and the offer-holder will work together to agree an action plan and the arrangements for implementing it, consulting with the Faculty academic staff and with the ALS Service as required about adjustments and support that may be put in place for the individual; or
- The offer-holder's position will be referred to the Supporting Applicants to Study Panel as there is a real concern that paragraph 4.5 of this policy and procedure may apply i.e. it may not be possible for the offer-holder to complete mandatory course requirements safely or at all, even if all reasonable adjustments are put in place.

- 8.8 If the initial assessment indicates that the offer-holder has a disability or medical condition that does not require adjustments or support by the University to facilitate safe access to or effective participation in the course or BU facilities but might result in a medical emergency or crisis occurring while the individual is at BU, the individual will be contacted by the University's Student Services team who will discuss with them whether or how they wish to be supported by BU in managing their condition or disability, including whether or to what extent they wish information about their condition to be stored at BU and shared with BU staff to facilitate a prompt and appropriate response to any emergency or crisis.
- 8.9 The Admissions team and the Faculty ESM may determine together (without referring the matter under paragraph 8.5 or 8.6) that there is a real concern that paragraph 4.5 of this policy and procedure may apply i.e. it may not be possible for the offer-holder to complete mandatory course requirements safely or at all, even if all reasonable adjustments are put in place. In those circumstances the offer-holder's position will be referred to the Supporting Applicants to Study Panel.
- 8.10 All students undertaking courses within paragraph 8.3 above will be required to complete a Offer-holder Health and Safety Questionnaire before they first enter the environment in which they may experience health and safety risks or specific physical requirements. This is to ensure their own safety and that of others. After enrolment and before the relevant activity commences on their course, students enrolled on these courses who did not return the Offer-holder Health and Safety Questionnaire when they accepted their offer as provided for in paragraph 8.3 above will be asked to do so before they can proceed with the relevant activities, either to provide details of relevant conditions or disabilities or to confirm that they have none. Students who have previously returned the Offer-holder Health and Safety Questionnaire will at this time be asked to inform the Faculty of any significant changes to the information previously provided.
- 8.11 Subject to paragraph 8.10, the disclosure of information in the Offer-holder Health and Support Questionnaire and Offer-holder Health and Safety Questionnaire is optional. However, the University asks offer-holders to share this information when accepting the offer for the reasons set out in paragraphs 4.4 and 4.6 of this policy and procedure.
- 8.12 If an offer-holder chooses not to inform the University about a relevant disability, health condition or support need in the Questionnaires and it later becomes clear that they will not be able to meet the course requirements safely or at all as a result of such condition, the University reserves the right to apply paragraph 4.5 of this policy and procedure at the later date or apply its Support to Study policy and procedure (as applicable depending on the point at which the information becomes known).

9 SUPPORTING APPLICANTS TO STUDY PANEL

9.1 Membership of the Panel shall be as follows:

- Head of Admissions

- Either the Director of Student Services or the Head of Student Support & Wellbeing
 - The Faculty Education Service Manager
 - A representative of the relevant Faculty's academic staff, who has a detailed understanding of the course content and the arrangements for assessing and examining students' work on the course,
- 9.2 The Admissions team will provide administrative support for the Panel and will take steps to ensure that the Panel has access to all relevant information required to take a decision under this section 9. This will include inviting the offer-holder to provide information to the Panel and gathering information from the Faculty, the ALS Service and others as appropriate. Individuals may be invited to attend the Panel to provide information orally.
- 9.3 The function of the Supporting Applicants to Study Panel is to consider the position of offer-holders referred to the Panel under any of paragraphs 8.6 to 8.9 or 8.12 and to reach a determination as to:
- The impact of the offer-holder's disability, health condition or support needs on their ability to meet the mandatory course requirements fully and safely;
 - Whether the offer-holder would be able to meet the course requirements fully and safely if particular adjustments, support measures or risk management measures were put in place and whether/to what extent any proposed adjustments or measures would involve changing the course competency standards;
 - Whether it is reasonable for the University to put any such adjustments, support measures or risk management measures, or whether the overall nature and effect of those measures goes beyond what is "reasonable" and required by law.
- 9.4 The Panel will reach one of the following decisions based on the information available to it:
- Withdraw the offer on the basis set out in paragraph 4.5, i.e. that it is not possible for the individual to meet mandatory course requirements even with reasonable adjustments in place; or
 - Confirm the offer.
- 9.5 Where the Panel decides that the offer-holder's offer can be confirmed, where appropriate the Panel may also record that the decision:
- is made on the basis that a particular package of adjustment and support will be put in place; or
 - is subject to the offer-holder engaging with the Faculty and/or the ALS Service to enable adjustments and support to be agreed and put in place.

10 REFERENCES AND FURTHER INFORMATION

- 10.1 UCAS Guide to Applicants and Higher Education Providers.
- 10.2 Supporting Professionalism in Admissions, Good Practice Guides
<https://www.ucas.com/providers/good-practice>
- 10.3 Equality Act 2010
- 10.4 Contact details for further admissions information, policies or procedures:
- Head of Admissions
 Tel: + 44 (0) 1202 965356
 Email: ukadmissions@bournemouth.ac.uk
- 10.5 This policy was reviewed according to the University's *Equality Analysis Procedure* in March 2021.

APPENDIX A: REGULATED HEALTH PROFESSIONS COURSES

Course Title	Award
Adult Nursing/ Adult Nursing (Advanced Standing)	BSc (Hons)
Adult Nursing/ Adult Nursing (With professional registration)	MSc
Children's and Young People's Nursing/ Children's and Young People's Nursing (Advanced Standing)	BSc (Hons)
Mental Health Nursing/ Mental Health Nursing (Advanced Standing)	BSc (Hons)
Mental Health Nursing/ Mental Health Nursing (With professional registration)	MSc
Midwifery	BSc (Hons)
Occupational Therapy	BSc (Hons)
Operating Department Practice	BSc (Hons)
Paramedic Science	BSc (Hons)
Physician Associate Studies	PgDip
Physician Associate Studies	MSc
Physiotherapy	BSc (Hons)
Social Work	BA (Hons)
Social Work	MA
Social Work (Children and Families)	PGDip