

# **St George's, University of London – Under 18's Admission and Support Policy**

## **1. Introduction**

- 1.1. The University recognises that, following the Equality Act 2010, it is obliged to consider applications from candidates of all ages who meet advertised academic entry requirements. On this basis, the University will assess an applicant's ability and readiness for university study within a clinical setting and the context of SGUL's location within a capital city.
- 1.2. The University recognises that it has a special duty of care to students who are legally still children as governed by the SGUL Safeguarding Policy.
- 1.3. There are additional steps in the application process for applicants who will be under eighteen years of age on entry. These additional steps are described in this document.
- 1.4. This process ensures the applicant, their parent(s) or legal guardian (hereafter legal guardian) and the University have understood and agreed their respective expectations and responsibilities before the applicant is admitted to the University.
- 1.5. Please note that students aged under eighteen years of age on the first day of programme commencement are not eligible for entry to MBBS Medicine programmes. This is a statutory requirement imposed by the GMC.

## **2. Students aged sixteen or seventeen on entry**

- 2.1. The applicant will apply through normal channels (UCAS for undergraduate degrees). The applicant will give their date of birth in their application when prompted by UCAS and on any SGUL documentation required in support of application.
- 2.2. If the University decides to make an offer on academic grounds, a letter will be sent to the applicant informing them that, as a result of their age, certain additional formalities will need to be completed before the start of the degree programme.
- 2.3. The letter shall be accompanied by a Declaration (a draft of which is attached at Appendix 1) to be read and signed by the applicant's legal guardian, and to be returned to Admissions if the applicant decides to accept the offer. This seeks to ensure that the respective responsibilities of the University and the legal guardian in relation to the applicant are clear. Receipt of the signed Declaration shall be a condition of the applicant's offer. Following successful enrolment, the Declaration will remain in force until the student is aged eighteen.

## **3. Students aged under sixteen on entry**

- 3.1. The applicant will apply through normal channels (UCAS for the majority of undergraduate applicants). Following normal procedure, the applicant will give their date of birth in their application when prompted by UCAS.

- 3.2. If the University decides to make an offer on academic grounds, a letter will be sent to the applicant informing them that, as a result of their age, there will be additional steps in the admissions process.
- 3.3. The letter shall explain that, if the applicant accepts the offer, the applicant and legal guardian shall be invited by the Assistant Registrar (Student Services) and relevant programme Admissions Tutor to a meeting.
- 3.4. The purpose of the meeting shall be to discuss issues relating to the applicant's ability and readiness for university study. If the University (acting reasonably) is not satisfied after this meeting that the applicant has the requisite ability and readiness, it may withdraw the offer.
- 3.5. Issues to be discussed at the meeting may include residential accommodation, responsibilities for welfare, guarantees for contracts, competency standards and consent for undertaking activities related to the degree programme. The meeting is also intended to ensure that the applicant and legal guardian 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 St George's experience. The Assistant Registrar (Student Services) and relevant programme Admissions Tutor will attend the meeting. The applicant will be given a tour of the University campuses relevant to their prospective programme of study.
- 3.6. Following this meeting, if all parties wish to continue with the application process, a Declaration based on the draft attached at Appendix 2, but including any further conditions that the University reasonably considers necessary following the meeting at 3.3 above, should be drawn up by the University. The Declaration must be read and signed by the applicant's legal guardian, and be returned to Admissions. Receipt of the signed Declaration shall be a condition of the applicant's offer. Following successful enrolment, the Declaration will remain in force until the student is aged eighteen, although if additional conditions have been imposed by the University, these may, if stated in the Declaration, terminate on the student's sixteenth birthday.
- 3.7. If the applicant needs to apply for a Tier 4 student visa to come to the UK as a student, please be aware that, as St. George's, University of London does not hold a Tier 4 (child) Licence, applicants need to be 16 years old or over to be sponsored for a Tier 4 General visa.
- 3.8. The applicant must continue to fulfil all the conditions of their offer to the University's satisfaction before admission.
- 3.9. Applicants are advised that the University does not accommodate students under sixteen years of age, with or without accompaniment, in Halls of Residence or other university accommodation. However, the Accommodation team at the University will be able to offer advice on private sector options.

#### **4. Students aged under sixteen on entry with a legal guardian outside the United Kingdom**

- 4.1. The above process shall be followed, with the following additions:

- 4.2. At step 3.2, the letter sent by the University will ask that a person known to the applicant, residing within easy reach of London, is given parental responsibility for the applicant in a written agreement with the applicant's legal guardian. A copy of this written agreement must be sent to the University prior to the start of the degree programme. The scope and content of this agreement must satisfy the Academic Registrar, Admissions Tutor and the Assistant Registrar (Student Services).
- 4.3. The letter will also request that the person with delegated parental responsibility will accompany the applicant to the meeting described in step 3.3 with the applicant's legal guardian.

**5. University responsibilities in preparation for any students aged under eighteen on entry**

- 5.1. The University will prepare for the arrival of the student by carrying out criminal records checks. Those who will be subject to DBS checks may include (depending on the programme and level of study) personal tutors, academic tutors, and supervisors.
- 5.2. The University will ensure that students are allocated an experienced personal tutor within the relevant academic Department and that appropriate arrangements are in place in respect of any field trips or other potentially hazardous activities associated with the programme.

August 2016

## APPENDIX 1

### DECLARATION IN RESPECT OF STUDENTS WHO WILL BE 16 or 17 YEARS OLD ON ENTRY

<b>Name of Applicant</b>	
<b>Applicant's UCAS Personal ID</b>	
<b>Applicant's date of birth</b>	
<b>Applicant's date of entry</b>	

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.
2. Understand that I shall be responsible for ensuring that the student adheres to the University's rules and regulations. In particular, I will advise the student that they may not buy alcohol or enter licensed premises or hold any positions of responsibility in external organisations or in University clubs or associations.
3. 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, this guarantee shall cease to have effect for any future debts.
4. Consent to the student undertaking the programme of study and understand the nature of and content of the programme of study, including course specific requirements such as cadaver dissection and other laboratory work which, although fully conforming to safety requirements, carry certain risks.
5. Consent to the student participating in such extra-curricular activities as the student shall determine.
6. Agree that, if the student is unable to consent and if it is not possible to contact a parent or legal guardian, the University may authorise emergency medical treatment acting on medical advice in the best interests of the student.
7. 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.
8. Understand that this Declaration shall remain in force until the student's eighteenth birthday.

**Signature of parent or legal guardian**

Signature .....

Name (please print).....

Relationship to the applicant .....

Date .....

Please return the completed Declaration to:

Michelle Butcher  
Senior Admissions Officer  
Registry  
St. George's, University of London  
Cranmer Terrace  
London SW17 0RE

## APPENDIX 2

### DECLARATION IN RESPECT OF STUDENTS WHO WILL BE UNDER THE AGE OF 16 ON ENTRY

<b>Name of Applicant</b>	
<b>Applicant's UCAS Personal ID</b>	
<b>Applicant's date of birth</b>	
<b>Applicant's date of entry</b>	

I the undersigned parent or legal guardian:

1. Understand that if the University decides to make an offer on academic grounds, a letter will be sent to the applicant informing them that, as a result of their age on entry being less than 16 years of age, there will be additional steps in the admissions process.
2. Understand that if the applicant accepts the offer, the applicant and the applicant's parent or legal guardian will be invited to a meeting with the Director of Student Support and the Departmental Admissions Tutor. If a meeting in person is not possible a meeting via 'Skype' may be offered as an alternative.
3. Understand that the purpose of the meeting shall be to discuss issues relating to the applicant's ability and readiness for university study. If the University (acting reasonably) is not satisfied after this meeting that the applicant has the requisite ability and readiness, it may withdraw the offer.
4. Understand that the meeting is also intended to ensure that the applicant and legal guardian 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 St George's student experience.
5. Understand that following the meeting, this Declaration (Appendix 2) must be read and signed by the applicant's legal guardian and returned to the Admissions Office.
6. Understand that receipt of this signed declaration shall be a condition of the applicant's offer and that following successful enrolment, the Declaration will remain in force until the student attains 18 years of age.
7. Understand that additional conditions imposed by the University due to the applicant being under 16 years of age will terminate when the student attains 16 years of age.
8. Understand that the applicant must continue to fulfil all the conditions of their offer to the University's satisfaction before admission.
9. Understand that the University does not accommodate students under 16 years of age, with or without accompaniment, in Halls of Residence or other university

accommodation, although the Accommodation team at the University will be able to offer advice if required on private sector options.

10. Understand that if the applicant's legal guardian lives outside the United Kingdom that the letter sent to the applicant (paragraph 1) will ask that a person known to the applicant, residing within easy reach of London, is given parental responsibility for the applicant in a written agreement with the applicant's legal guardian.
11. Understand that a copy of this written agreement must be sent to the University prior to the start of the degree programme.
12. Understand that the scope and content of this agreement must satisfy the Academic Registrar, the Admissions Tutor and the Assistant Registrar (Student Services).
13. Understand that the person with delegated parental responsibility ('delegated guardian') will be expected to either accompany the applicant to the meeting with the Admissions Tutor and the Assistant Registrar (Student Services) (paragraph 2) or, if the meeting with the applicant and their legal guardian is held via 'Skype', the delegated guardian attend a separate meeting at the University with the Admissions Tutor and the Assistant Registrar (Student Services).
14. 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.
15. Understand that I shall be responsible for ensuring that the student adheres to the University's rules and regulations. In particular, I will advise the student that they may not buy alcohol or enter licensed premises or hold any positions of responsibility in external organisations or in University clubs or associations.
16. Agree to act as guarantor for the tuition and accommodation fees (the latter from when the student attains 16 years of age) 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, this guarantee shall cease to have effect for any future debts.
17. Consent to the student undertaking the programme of study and understand the nature of and content of the programme of study, including course specific requirements such as cadaver dissection and other laboratory work which, although fully conforming to safety requirements, carry certain risks.
18. Consent to the student participating in such extra-curricular activities as the student shall determine.
19. Agree that, if the student is unable to consent and if it is not possible to contact a parent or legal guardian, the University may authorise emergency medical treatment acting on medical advice in the best interests of the student.

20. 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.

21. Understand that this Declaration shall remain in force until the student's eighteenth birthday

**Signature of parent or legal guardian**

Signature.....

Name (please print) .....

Relationship to the applicant.....

Date.....

Please return the completed Declaration to:

Michelle Butcher  
Senior Admissions Officer  
Registry  
St. George's, University of London  
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London SW17 0RE