



School of Nursing & Midwifery

**Recruitment Selection & Admissions Policy for
Pre-registration Nursing and Midwifery
programmes
2020-21**

Date of approval at School Education Committee: July 2020

The School of Nursing and Midwifery Admissions Policy is reviewed annually, and is published on the School website. We reserve the right to amend / update our Admissions Policy in accordance with the latest guidance and information from external stakeholders and other organisations whose policies may impact upon our entry criteria and selection processes.

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1. Scope

This policy on recruitment, selection and admission explains the process involved and how practices comply with the Quality Assurance Agency Code of practice (2018). At Keele University we are committed to the provision of high quality, fair and transparent admissions process for all our applicants.

Recruitment and selection processes for Apprenticeships Foundation Degree Nursing Associate and Apprenticeships Degree Nursing is not included in this policy. Applicants should apply through the employing organisation. Interviews are aligned to the school process.

2. Recruitment

2.1 Entry Criteria

The entry criteria are reviewed annually and published on the University website: <https://www.keele.ac.uk/nursingandmidwifery/>. We recommend that prospective applicants consult the University website for information on the entry criteria for the appropriate year of entry. Entry requirements, both academic and non-academic, are used to underpin judgements made during the selection process for entry.

2.2 Age on entry

While Keele University does not operate a minimum or maximum age of entry in its admissions criteria, admission criteria for all programmes include certificated evidence of completion of general education of 12 years (NMC, 2018). Anyone under 18 years of age is, as a matter of law defined as a child; and the University recognises it has an enhanced duty towards children. The following policy has been established to work towards ensuring fulfilment of duty of care towards under 18 year olds: <https://www.keele.ac.uk/media/keeleuniversity/policyzone20/studentandacademicservices/18s%20New%20policy%20-%20KEELE%20UNIVERSITY.pdf>. Practice partners require that students must be 18 to attend clinical placement.

2.3 Widening Participation

The School of Nursing and Midwifery is committed to equality and diversity. A wide range of Widening Participation initiatives are supported, as part of the Faculty of Medicine & Health Sciences Recruitment, Outreach and Access Strategy (2018). The Faculty Recruitment, Outreach and Access Team engages in many outreach activities across the region aimed at promoting awareness of the benefits of Higher Education.

2.4 Residency Requirements

Regulations for assessing an applicant's fee status are determined by the Department for Business, Innovation and Skills, under Schedule 1 of The Education (Fees and Awards) Regulations (Statutory Instrument 1997, No. 1972) and as amended (Statutory Instrument 2007, No. 779) and by the Education (Fees and Awards) Act 1983.

For further information see the University's guidance on Fee Status Assessment: <https://www.keele.ac.uk/study/undergraduate/apply/feeassessment/>

2.5 International Applicants

International applications will be considered following the process identified in section 3 (Selection and Admissions). <http://www.keele.ac.uk/visa> For the majority of students on courses that are over 6 months, that need a Visa to study in the UK, you will need to have a **Tier 4 General Visa**. Students who need a visa to student in the UK must meet both the University entry requirements as well as those of the UK Home Office (UKVI)

For Further information see the University's guidance on Visa applications:

If English is not the applicant's first language they will normally need IELTS (Academic) with a score of 7.0 overall, with at least 6.5 in the writing section and at least 7.0 in the reading, listening and speaking sections. The University may be able to accept alternative English Language qualifications from applicants outside the European Economic Area (EEA) on a case by case basis in line with the appropriate Nursing and Midwifery Council (NMC) guidelines.

For further information see the University's guidance on English language requirements: <https://www.keele.ac.uk/study/undergraduate/apply/entryrequirements/internationalentryrequirements/englishlanguage requirements/>

2.6 Transfers from other Nursing or Midwifery Schools

Transfers into the second year of a programme from other UK schools of Nursing and Midwifery will be considered. If an applicant has to withdraw from a previous course for personal reasons, we would be happy to consider an application. Applicants must declare previous study in their application. Applicants will need to apply via UCAS indicating in their personal statement that they are applying for a transfer. An applicant's current personal tutor should act as academic referee on the UCAS application. Applicants are encouraged to meet the 15th January deadline. Late applications can only be considered if places are still available.

Applicants will need to provide a transcript from their current UK University indicating their course progress. Applicants will also need to provide contact details of a second referee. Applicants will need to meet all of the usual additional entry requirements for the pre-registration programme that they wish to enter and applications will be subject to successful Recognition of Prior Learning.

For further information see the University's guidance on Recognition of Prior Learning: <https://www.keele.ac.uk/ga/programmesandmodules/accreditationofpriorlearning/>

Please note that the School will not consider applications for transfer from applicants who have had failures in theory or practice.

2.7 Application for full programme with previous withdrawal

if an applicant wishes to apply for the full programme who has withdrawn from a previous course for personal reasons, we would be happy to consider an application. Applicants must declare previous study in their application .

3. Selection and Admission

This section explains the processes involved in selecting and admitting applicants.

3.1 The Shortlisting Process

Upon receipt, the application will be screened to ensure that the required entry criteria are attained. This includes entry qualifications and certificated education duration requirements. Following initial screening, the application will be forwarded for shortlisting. Shortlisting criteria are used against the personal statement and reference for every candidate who meets initial screening criteria. The UCAS form must be completed fully and accurately. Applications will be assessed only on the information provided in the UCAS application. We will not accept any additional supporting material (e.g. CVs, work portfolios, letters of recommendation) unless we have specifically requested it from the individual applicant. No applicant will be offered a place without undergoing our selection process which includes an individual interview. This can be either in person or remotely as appropriate . An applicant who is successful following the selection process will be offered a conditional / unconditional place on the course subject to satisfactory Disclosure Barring Service (DBS) Enhanced check, occupational health clearance and satisfactory reference(s). All candidates for pre-registration Nursing and Midwifery programmes are required to meet or exceed NMC requirements, including literacy, numeracy (via qualifications) and digital literacy skills (via engaging with the website, UCAS portal and DBS system).

3.2 The Selection Process: Interview

The selection process normally takes half a day and comprises a values based interview. When required interviews may be conducted remotely (see appendix 4 for guidance for conducting remote interviews)

Selection activities have been developed in line with current NHS, Department of Health and University recommendations for a values based approach to recruitment.

Assessors from Clinical Practice, Service Users, Academic Staff and current students participate in the selection process. Assessors are equipped to make the required judgements and have undertaken training to support the selection process. Training includes: selection and recruitment processes, equality and diversity considerations and direct observation. Experienced interviewers will receive an annual update.

The recommended dress code for interview is smart attire. Applicants are expected to arrive appropriately dressed (i.e. avoid casual clothing, such as jeans).

Applicants called for selection interview will be required to provide evidence of:

- Qualifications achieved
- Official photographic ID (e.g. passport or driving licence)
- Marriage Certificate/Deed Poll to verify qualifications if a name change has taken place

Failure to provide any of the items listed above may delay the applicant's interview.

Applicants unable to attend on the date offered may request an alternative date - only this ONE further appointment will be offered. An alternative interview date will not be offered to applicants who fail to attend without good reason or sufficient notice.

Any queries regarding identity evidence are taken up with the applicant on the day where possible. Should a query not be resolved on the day of selection, no offer will be processed until queries are resolved.

Applicants are informed of the outcome of the selection process via UCAS Track. Successful applicants subsequently receive additional information from the University.

All offers are subject to satisfactory Enhanced DBS checks, occupational health clearance, satisfactory reference(s) and meeting the required entrance criteria.

The School of Nursing and Midwifery will inform candidates, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and enrolment is completed. Applicants will be advised of options available in such circumstances.

3.3 Feedback Procedure

The School of Nursing and Midwifery follows the University's Admissions Feedback Procedure:

<https://www.keele.ac.uk/media/keeleuniversity/studyatkeele/uk-euadmissions/ADMISSIONS%20FEEDBACK%20PROCEDURE.pdf>

3.4 Complaints and Appeals Policy

The School of Nursing and Midwifery follows the University's Admissions Complaints and Appeals Policy:

<https://www.keele.ac.uk/media/keeleuniversity/studyatkeele/uk-euadmissions/Admissions%20Complaints%20and%20Appeals%20Policy.pdf>

4. References

A reference for the applicant will be completed on the UCAS form by the referee. This is normally from an academic tutor. For applicants invited for interview, a second reference may be required. Friends, relatives or neighbours are not eligible to act as referees.

5. Disclosure and Barring Service (DBS) Process

Successful applicants will be required to satisfy DBS Enhanced clearance and will be sent a Disclosure Barring Service (DBS) Self-declaration form prior to commencement of the programme. This declaration includes: any police reprimands, warnings, convictions or cautions, both 'spent' and 'unspent' convictions, as well as any information held locally by police forces where there are grounds to be considered relevant to the programme applied for. (See Appendix 1)

Having an item on the disclosure does not necessarily exclude a student from a Nursing or Midwifery programme. Unclear disclosures are assessed by a Health & Conduct Committee Panel. (See 5.2)

Self-declaration forms are held securely and saved until the DBS disclosure has been received and if there are any discrepancies the student may be called to a Health and Conduct meeting.

5.1 DBS Application

On commencement of the programme students are required to complete a DBS application form and provide documentary evidence for verification. Documents may include:

- Passport
- Driving Licence
- Birth/Marriage Certificate
- Proof of current home address (utility bill)

See Gov.uk website for more information (link below):

<https://www.gov.uk/guidance/documents-the-applicant-must-provide>

All clear disclosures are noted on a protected site of the student record.

Please note that applicants for Nursing and Midwifery courses are not subject to the Rehabilitation of Offenders Act.

The University follows the DBS Guidance (see

www.gov.uk/government/organisations/disclosure-and-barring-service)

5.2 Unclear disclosure

Should an unclear disclosure be received, the student will be contacted and the process for unclear disclosure will be invoked. The process for assessing unclear DBS disclosures is via the Health & Conduct Committee Panel Meeting that includes representatives from clinical partners. Please see University Regulation B5 for more information:

5.3 DBS Update Service

Students are required to register with the DBS Update Service within 30 days of their DBS application being submitted. Students should be aware that the School of Nursing and Midwifery will check students' DBS status at regular intervals throughout the programme. Students are required to inform the School of any changes to their DBS status as soon as possible.

While the cost of the initial DBS is currently borne by the SNAM, the subscription for the update service will be paid by the student annually for the duration of the programme (currently £13 per year).

Students who fail to register with the DBS online update service within the 30 days, will be responsible for the cost of a new DBS application (currently £44) .

5.4 Annual Declaration of Good Health and Good Character Status

Each year students will be required to complete an Annual Declaration of Good Health and Good Character Status; this requires the student to confirm whether there has been any change(s) in their health and status with regard to criminal convictions/cautions. (See Appendix 2).

Failure to complete an accurate declaration may jeopardise the student's continuation on the programme.

5.5 Leave of Absence Process

If at any point during the programme of study the student takes a leave of absence, prior to return they may be required to undergo Occupational Health clearance and a mandatory DBS check. In this circumstance the student will be contacted by the School prior to their return to complete this process. (See Appendix 2)

6. Safeguarding Procedure and Guidance

The School of Nursing and Midwifery follows local safeguarding of children, young people and vulnerable adults procedures. The safeguarding lead will be responsible for activating and managing any concerns raised under the safeguarding guidance. A copy of the guidance is available upon request.

7. Occupational Health Clearance

Offers for Nursing and Midwifery programmes are subject to satisfactory health clearance.

All nursing/midwifery students must be fit for practice and must meet the standards of proficiency or competence required by the Nursing and Midwifery Council at the point of registration.

Nursing: <https://www.nmc.org.uk/standards/standards-for-nurses/>

Midwifery: <https://www.nmc.org.uk/standards/standards-for-midwives/>

Assessment of fitness to commence the programme is undertaken by the University's Occupational Health Service (OHS).

Applicants who are offered a place will receive a Health Questionnaire for completion. The questionnaire also has to be validated by the applicant's General Practitioner. Without this validation, health clearance will not be processed. There is a charge made by the GP for validating the health questionnaire. **It is the applicant's responsibility to pay the fee, collect the form and provide it duly completed to the Occupational Health Department, Keele University by the date specified and before enrolment. Any delays in the return of the OHS declaration form may result in the candidate not being able to progress onto the programme.**

On receipt of the health questionnaire by the Occupational Health Service, the form is screened by the Senior Occupational Health Nurse and a decision is made regarding the applicant's fitness to undertake the programme applied for. Further investigation on health grounds may be necessary by Occupational Health before health clearance is made, i.e. further GP/Consultant reports and some applicants may be required to see the Occupational Health Advisor and / or Physician for medical assessment.

The University's Occupational Health Service will issue a Fitness Certificate to the School which may include recommendations on any adjustments or further assessments.

Any reasonable adjustment recommendations made by Occupational Health are reviewed via the school's processes and may be referred to the Health & Conduct Committee Panel Meeting to ascertain if adjustments can be met by practice or the programme. If the adjustment recommendations are unable to be met, the applicant's offer will be withdrawn. Please see University Regulation B5 for more information: <https://www.keele.ac.uk/regulations/regulationb5/#B5.2>

When health clearance is determined by Occupational Health, this is recorded on the student record as meeting the mandatory health requirement of the UCAS offer.

If an applicant is declared 'unfit' to undertake the programme applied for, Occupational Health will meet with the applicant for debriefing and the School is informed of the decision.

Health clearance is a mandatory non-academic condition made with the offer of a place. Applicants should be aware that they will be required to be tested for and / or immunised against a range of infectious diseases prior to commencement in clinical areas.

8. UCAS Extra and Clearing

Courses will be available in UCAS clearing and UCAS Extra only where there are vacancies.

9. Fraudulent Applications

The School reserves the right to refer any application to UCAS if there is suspicion that an application is fraudulent or may contain fraudulent information. Any applicants / students found to have submitted fraudulent applications will have their application / offer / studies withdrawn or terminated.

10. Data Protection

Keele University complies with the General Data Protection Regulations/Data Protection Act 2018 and UCAS regulations in processing applications and storing applicant's information. Full details of how the University processes applicants and registered student data can be found at <https://www.keele.ac.uk/privacynotices>

11. Enrolment

Applicants who accept an offer will be informed of the arrangements for the enrolment, registration, induction and orientation of new students approximately one month prior to commencement.

All applicants are advised that they should start their studies on the dates specified. If for any reason this is not possible, then it will be at the discretion of the Director of Undergraduate Programmes regarding whether or not an applicant is able to commence their programme of study.

12. MSc Nursing (pre-registration)

The processes for those applying to MSc Nursing are the same as documented in this Recruitment, Selection and Admissions policy with the following exceptions and deviations:

12.1 Selection and Admission. The Shortlisting Process.

Applications will be initially shortlisted against the personal statement, application and references.

12.3 Selection and Admission. The Selection Process.

The selection process will be as in section **3.2**

Offers will be subject to successful Recognition of Prior Learning. Experience used for RPL will normally be within the previous 5 years. Support for the completion of RPL will be provided. For further information see the University's guidance on Recognition of Prior Learning: <https://www.keele.ac.uk/qa/programmesandmodules/accreditationofpriorlearning/>

12.4. UCAS Extra and Clearing

These processes are not usually applicable to applicants applying for the Msc programme.

13. Contact

Admissions Office,
School of Nursing and Midwifery
Keele University
Clinical Education Centre
University Hospitals of North Midlands NHS Trust
Royal Stoke University Hospital
Newcastle Road
Stoke-on-Trent
ST4 6QG
Email: nursing.admissions@keele.ac.uk
www.keele.ac.uk/nursingandmidwifery

14. Quality Assurance & Equality Impact Assessment

This Admissions Group is responsible for implementing, monitoring and reviewing this policy. The group will seek approval for any changes by reporting to the School Education Committee on an annual basis. *Equality issues have been taken into account during the development of this document/policy/review and all protected characteristics have been considered as part of the Equality Analysis undertaken.'*

Appendix 1: DBS Self-Declaration Form

Criminal Record Self Declaration

The course that you have applied for will require a Disclosure and Barring Service (DBS) check. Please note a criminal record does not automatically bar a candidate and the programme will seek further information regarding the circumstances to make an informed and considered judgement about a candidate's suitability in such instances.

The information provided by you on this form will be processed by the University for the purpose of assessing your suitability to undertake the course, including your suitability to take up any placement opportunities, in accordance with the University's Policy and Procedures Relating to the Disclosure and Barring Service (DBS) Process and for no other purposes.

All information concerning criminal records will be treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998

As part of Keele University's DBS Clearance Process, you are required to complete this form.

I (Name) _____ UCAS Personal ID: _____

understand that the information that I have provided will be checked against my Disclosure and Barring Service (DBS) check and that my signature affirms that this is full and accurate declaration.

I understand that if I refuse to provide additional relevant information or otherwise assist in this suitability process that any provisional offer of a place on the programme may be withdrawn.

It is my responsibility to inform the University of any changes in my circumstances from the date of signing this declaration, within 2 weeks of any changes occurring.

Failure to disclose relevant information which is subsequently discovered may lead to withdrawal of any provisional offer of a place or to a suitability investigation and for current students may result in withdrawal from the University, referral to a Criminal Convictions Panel, disciplinary action under the provisions of Regulation 20 or consideration under the Fitness to Practice Regulation (regulation 18).

Please Note: From 29 May 2013, the DBS will be removing certain specified old and minor offences from criminal record certificates issued from this date. Please view the DBS filtering rules document on page 3 and the document at the address below before answering the questions overleaf:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>



Disclosure & Barring Service

Filtering rules for criminal record check certificates

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS criminal record certificate if:

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

- The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years
- The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

Appendix 2: Annual Declaration of Good Health and Good Character Status

Declaration Year 1 Nursing

Please click next to access the form.
There are 17 questions in this survey.

Annual Declaration of Good Health Status

Both sections to be completed on commencement of the course, at the start of each subsequent year of the course and on return to the course following an interruption of study.

Please read the following statements carefully and tick the statement that applies to you, ensuring that you sign both sections of the page.

HEALTH STATUS

I hereby declare that I understand that it is my responsibility to inform the School of Nursing and Midwifery of any change in my physical or psychological health status.

Please tick ONE statement that applies:

I can confirm that:

*

Choose one of the following answers
Please choose **only one** of the following:

- First year pre-registration BSc and Progression Point 1 MSc students only -There has been no change in my health status that may affect my practice since my application to commence the course
- There has been no change in my health status that may affect my practice since I was declared fit by the Occupational Health Service
- There has been a change and I have informed the School
- There has been a change and I have not informed the School

If there has been a change in your health status you may be contacted by the Occupational Health Service for further information.

I understand that the School's requirements for immunisation or in providing evidence of historical immunisation must be complied with in a timely manner . Failure to do so will preclude practice based learning elements of the programme and may result in disciplinary action and withdrawal from the programme.

*

Please choose **all** that apply:

- I have read and understood the information

Annual Declaration Good Character Status

GOOD CHARACTER

I hereby declare that I understand that it is my responsibility to inform the School of Nursing and Midwifery of any change in my status with regard to criminal convictions / cautions.

Please tick ONE statement that applies:

I can confirm that:

*

Please choose **only one** of the following:

- First year pre-registration BSc and Progression point 1 MSc students only - I have not received any criminal convictions/cautions which may show on future Disclosure and Barring Service (DBS) disclosures since my application to commence the course
- There has been a change and I have informed the School
- There has been a change and I have not informed the School

If there has been a change we will undertake a DBS check

I have read the Standard/Enhanced Check Privacy Policy for applicants (at the link below) and I understand how DBS will process my personal data and the options available to me for submitting an application.

**<https://www.gov.uk/government/publications/dbs-privacy-policies>
(<https://www.gov.uk/government/publications/dbs-privacy-policies>) ***

Please choose **all** that apply:

- I have read and understood the information

The School of Nursing and Midwifery might need to check your status via the DBS database at any time during the academic year.

*

Please choose **only one** of the following:

- Yes - I give my permission for the School to carry out DBS checks at any point in the year
- No - I do not consent to the School carrying out DBS checks at any point in the year

Please note if you answer NO to the above then we will need to contact you to discuss this.

Student Declaration of Confidentiality of Information

I hereby declare that:

I have read the guidelines on (Nursing and Midwifery):

- 1. NMC (2015) The Code: Professional Standards of practice and behaviour for nurses and midwives <http://www.nmc.org.uk/standards/code/> (<http://www.nmc.org.uk/standards/code/>)**
- 2. I will hold in strict confidence any personal information concerning patients / service users / carers / colleagues and practice areas, that may become known to me during my duties in any of my clinical placements and other educational environments. I will not divulge such information to any unauthorised person nor discuss it with anyone in any public place or public forum.**
- 3. I understand that such confidential or personal information includes patient's details, diagnosis, treatment, other particulars relating to his or her condition, and information relating to clinical settings which may become known to me.**
- 4. I understand also that the disclosure to unauthorised persons of such confidential information is classified within the university's disciplinary rules of conduct and may warrant a recommendation to withdraw from the university.**

*

Please choose all that apply:

I have read and understood the information

Photo Consent Information

Please READ the following information and then click the button to indicate you have read and understood

During teaching sessions and other related activities, staff may choose to take photographs of groups of students for use on our web pages and social media channels (e.g. Facebook and Twitter).

When photographs are taken, staff will endeavour to inform students of the purpose of the photographs and where they will be made available.

On every occasion you have the right to not be included in a photograph: if you do not wish to be included in any photograph, please indicate this at the time. You do not have to give a reason.

If you decide after being included in a photograph that you no longer wish to be included, you can indicate this to us by contacting the member of staff who took the photograph or by contacting the Learning Technology and Social Media team nursing.edtech@keele.ac.uk (mailto:nursing.edtech@keele.ac.uk)

However, please note that if you change your mind AFTER the photograph has been taken, it might have already been used online and we might not be able to completely remove it from our online presence.

Please note this information is separate to consent for photographs taken specifically for marketing and publicity for which written consent will be sought. Additionally, photos of individuals will always require specific written consent.

Please indicate below that you have read and understood this information. By ticking the box you are NOT consenting to us taking photographs - you are just acknowledging that you have read this information about how we will seek consent when we take photographs.

*

Please choose **all** that apply:

I have read and understood the information on photo consent

Declaration that all written work submitted will be the student's own work

I hereby declare that:

- I have read and understand the regulations regarding Academic Integrity available at:
<https://www.keele.ac.uk/academicdevelopment/learningteaching/academicintegrity/>
(<https://www.keele.ac.uk/academicdevelopment/learningteaching/academicintegrity/>)
- I have read and understood University Regulation 8 12 'Unacceptable Coursework and Academic Misconduct'
<http://www.keele.ac.uk/regulations/regulation8/#d.en.19990> (<http://www.keele.ac.uk/regulations/regulation8/#d.en.19990>);
- I understand the term 'plagiarism' and that this assignment is not plagiarised
- I have not colluded with anybody in preparation and production of any assessments
- No assignments (or sections of assignments) have been submitted for assessment in this or any other module.
- I have read and understand the Assessment Handbook.
- I understand that inappropriate use of a proofreader as outlined in Section 5 of the University's proofreading guidance
<http://www.keele.ac.uk/studentacademicconduct/> (<http://www.keele.ac.uk/studentacademicconduct/>) could be classed as academic misconduct.

With a clear understanding of the above I undertake that any written work that I submit to the School of Nursing and Midwifery, either formative or summative, will be entirely my own work and will not be the result of plagiarism, cheating or collusion.

*

Please choose **all** that apply:

I have read and understood the information

Skills Consent

I understand that I will be expected to actively participate in teaching sessions, including directed study, 'flipped classroom' activities, simulation and roleplay.

I understand that it is part of the School's quality assurance processes to electronically record some assessments using audio/visual recordings.

I understand and agree to comply with all attendance and reporting of sickness within the School.

I am aware of and agree to abide by the School's uniform policy, both within and without of practice areas.

I am aware of the personal technology policy and agree to abide by it.

<https://docs.google.com/document/d/1AybYcERUs0yJfJiNCEcYlYnkZMK8XDqJoaoCCf2Eun4/edit?usp=sharing> (<https://www.google.com/url?q=https://docs.google.com/document/d/1AybYcERUs0yJfJiNCEcYlYnkZMK8XDqJoaoCCf2Eun4/edit?usp%3Dsharing&sa=D&source=hangouts&ust=1537878785273000&usg=AFQjCNHEAgTKR5iCCxQP1XiHG8HDyNUkw>)

*

Please choose **all** that apply:

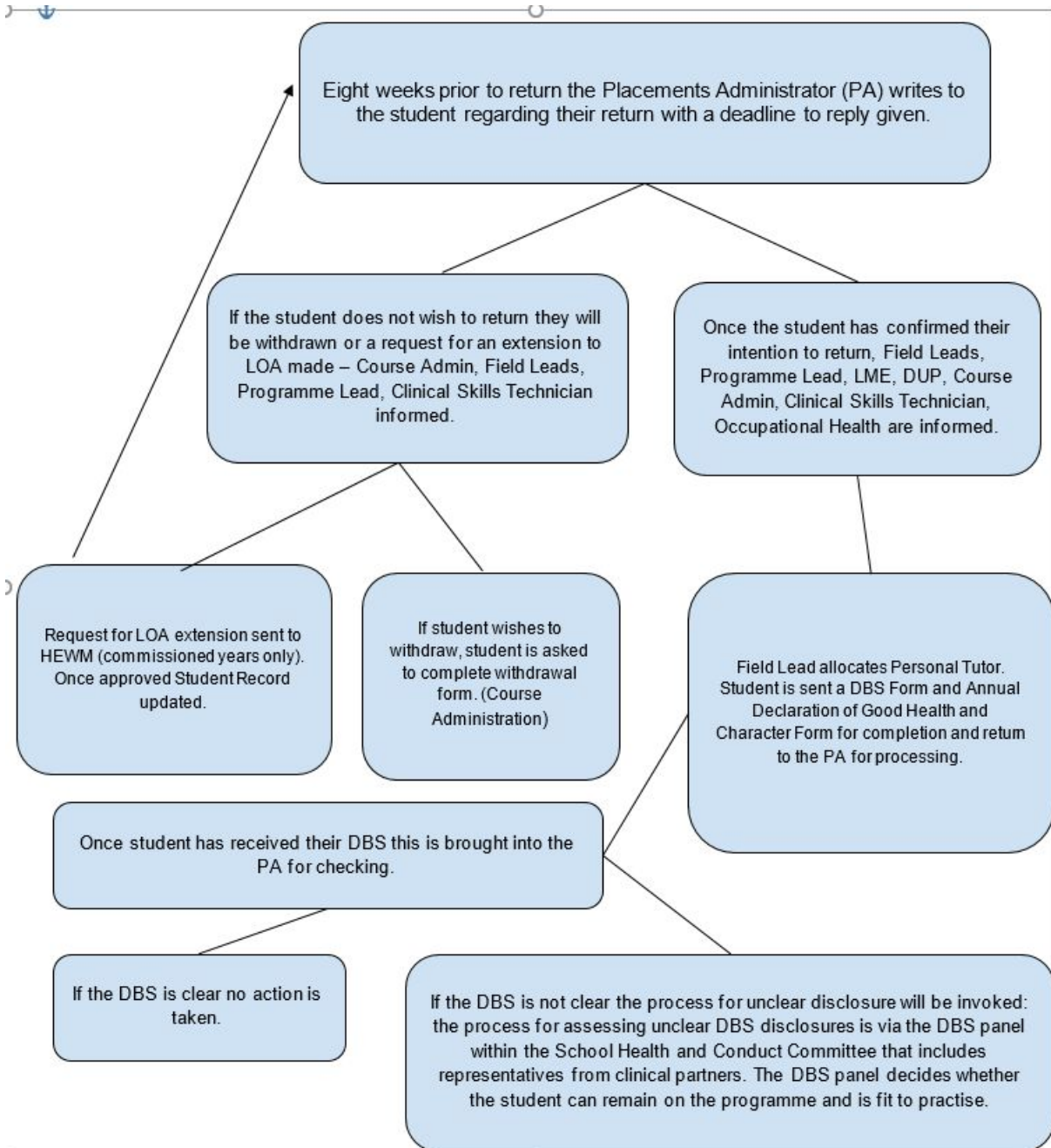
I have read and understood the information

Thank you for completing this form

Submit your survey.

Thank you for completing this survey.

Appendix 3: Pre-Registration Nursing and Midwifery Students Return from Leave of Absence Process



Appendix 4

Guidance for applicants for remote interviews

Where appropriate applicants may be interviewed remotely via video link.

As with face to face interviews, you will normally be interviewed by 2 interviewers.

Home interviews will normally be 20 mins and for international students 40 mins.

You are advised that it is a formal interview and that you should dress accordingly. Where possible we recommend you do not conduct the interview in your bedrooms. For those of you that are under 18 an adult should be present in the house with you (although not at the interview!).

Your device will need to be able to access the camera and microphone .

From your own perspective we would recommend that you don't have any family photos or other personal information in the background.

At the beginning of the interview you will be asked to confirm your ID and members of the panel will show theirs.

Appendix 5: Mapping the QAA UK Quality Code for HE , Admissions , Recruitment and Widening Access (2018)

QAA Guiding Principles		SECTION IN POLICY
1.	Policies and procedures for application, selection and admission to higher education 1 courses are transparent and accessible.	2-12
2.	Higher education providers use fair, reliable and appropriate assessment methods that 2 enable them to select students with the potential to complete the course successfully.	3.1, 3.2
3.	Higher education providers reduce or remove unnecessary barriers for prospective students.	2.1,3.1 EIA
4.	Information provided to prospective students for recruitment and widening access purposes supports students in making informed decisions.	2,3,4,5,7
5.	All staff, representatives and partners engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced	3.2
6.	Providers continually develop widening access strategies and policies in line with local and national guidance.	2.3