

Admissions Complaints- Programmes Validated by Newman University)

1. Definitions

This guidance relates to **admissions** complaints only relating to admission to any academic programme validated by Newman University delivered by Queen's Foundation, Birmingham. "Applicants who have concerns about possible procedural errors, irregularities and/or maladministration in the way in which their application was handled may make a complaint under the University College's formal complaint system.¹" Once the Foundations process has been exhausted the student may appeal to the University under this procedure.

Queen's Foundation do not permit **admissions appeals** (an appeal against an admissions decision outcome), this guidance relates to admissions complaints only.

2. References

- UK Quality Code for Higher Education Chapter B2, Recruitment, Selection and Admission to Higher Education.
- Newman Admissions Policy

3. Stages of the Process:

LEVEL 1: Investigation of the complaint by Queen's Foundation
STAGE 1: Informal resolution
<ul style="list-style-type: none"> ▪ Applicants who have a complaint to make should raise it as soon as possible with the Academic Registrar Katherine Onion (admissions@queens.ac.uk) and no more than 28 days after the event unless there is good reason for the delay. ▪ At the conclusion of any informal resolution attempts, the applicant will be informed of the formal complaint procedure and deadline for submitting a formal complaint. ▪ Formal complaints should be addressed to the Principal David Hewlett and sent via PA Anjana Parmer (a.parmer@queens.ac.uk).
STAGE 2: Formal resolution
<p><i>The formal stage will be instituted only when the informal procedures have been exhausted and the complainant remains dissatisfied.</i></p> <ul style="list-style-type: none"> ▪ When a complaint moves to stage 2 then an investigating officer who is not connected with the admissions process will be appointed by the Principal.

¹ <http://www.newman.ac.uk/study/2784/our-admissions-policy>



- The investigating officer will review the admissions complaint in relation to the administration of the Queen's admissions policies and procedures. The complainant may be requested to provide evidence of communications or other items or attend an interview with the investigating officer to discuss the detail of their complaint.
- The investigating officer will produce a report making recommendations either for resolving the complaint with mediation, upholding the complaint and issuing instructions as to how the complaint must be addressed, or dismissing the complaint with reasons.
- A letter will be sent to the complainant informing them of the outcome and also how the complainant may request that the decision is reviewed by Newman University if they are still unsatisfied.

LEVEL 2: Referral to the Newman University

STAGE 3: University review

- If the complainant remains dissatisfied once Queen's informal and formal procedures are exhausted, the complainant must be informed of their right to request a review by the University.
- The University will determine whether to review the admissions complaint to ascertain whether the Queen's admissions policies and processes had been implemented correctly and will contact both Queens' and the complainant to gather evidence.
- If procedural irregularities are identified, the complaint might be referred back to the Queen's for further review.
- The University will inform both the complainant and the Queens foundation of the outcome. If the University dismisses the review there shall be no further opportunity for the complainant to be pursued within the University.
- Both Queen's Foundation and Newman University subscribe to the Office of the Independent Adjudicator, however this body does not look at admissions decisions so no referral to this agency can be made by the complainant.

Queen's Review

- If procedural irregularities are identified by Newman University, the complaint might be referred back to the Queen's for further review.
- The Queen's Foundation will repeat stage 2 focussing on the issues identified by Newman University and respond to the complainant accordingly.