

Agreed procedures to be followed by those involved in the undergraduate admissions process.

Preparation for undergraduate admissions work

Tutors should follow the selection criteria issued by their Department or Faculty for specific courses and also the guidelines set out in the Common Framework.

<https://www.ox.ac.uk/admissions/undergraduate/courses/admission-requirements>

<https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/common-framework>

All selectors must have completed Initial training at some point, and the Refresher training at least once every five years. The training is hosted online and is updated each year. All selectors must complete the updated contextual data training each Autumn before commencing admissions work because the information is regularly updated. The Admissions Officer will circulate links to all three training modules every October. An annual audit of training will be held during Michaelmas Term by the Admissions Officer and will be reported to Admissions Committee.

Selectors should be mindful that candidates are likely to have accessed interview preparation provided by previous applicants, schools, online sources, and other sources. Interview content should, therefore, be refreshed annually. Selectors are also reminded that candidates interviewed later may gain information about interview content from candidates interviewed earlier.

Number planning

At the beginning of each season, the Senior Tutor will submit to Admissions Committee and Academic Committee a recruitment plan for approval. The number plan will take into account subject quotas and expected attrition, to ensure that the College recruits to agreed quota as far as this is possible. Subjects that do not participate in Open Offer schemes may be asked to over-offer in a particular year.

Admission of organ award holders

Organ awards may be granted to candidates applying to read any subject normally offered by Brasenose. One organ award holder per year may be admitted. Deferred entry offers must not be made for organ award applicants without prior approval from the Senior Tutor.

Applicants will be assessed for organ playing ability during an audition and interview taking place in person, in September. There will be no academic assessment of organ award applicants in September. All candidates must apply via UCAS in the normal way and the academic selectors must not be aware of their status as an organ applicant until all decisions have been made.

This page should be consulted for the latest information on organ award selection processes

Declarations of interest

Selectors are advised to inform the Admissions Office if any applicant or prospective applicant is known to them in any personal capacity. College personnel not directly involved in selection decisions are advised to make a similar declaration. Senior College officers approached by third parties with queries relating to admissions should log them with the Admissions Office. A list is maintained to log conflicts. All information received will be reported under confidential business in Admissions Committee but will otherwise remain confidential and retained no longer than necessary in accordance with GDPR requirements. In deciding whether or not a selector can assess an application, the key consideration is whether a reasonable person would consider that an objective decision can be reached (see “Interviewing”, below). There is a presumption that objectivity is not possible in the case of family members.

Notwithstanding the College’s policy on gifts, neither the selectors nor the Tutor for Admissions should accept gifts from candidates or persons connected with applicants. Offers of gifts should be reported to the Senior Tutor.

Requests for admissions information received by another College office should, where possible, be referred to the College’s Admissions Office. If there is justification for making other arrangements (for example, reasonable security precautions or a wish to avoid publicity), these should be discussed with the Tutor for Admissions.

Approaches from prospective applicants

It is at the discretion of the selectors as to whether or not they agree to meet prospective applicants upon request. Guidance offered should not exceed that which is publicly available for all other candidates (i.e. on departmental, college, or course webpages) and if selectors feel uncomfortable about the level of detail requested, or persistence of the applicant, they should report to the Admissions Office, and register the meetings/contact on the Conflict of Interest Register.

Proposed criteria for selecting candidates for interview

In deciding which candidates to invite for interview, selectors should follow relevant departmental policies. In most cases, the criteria specified are:

- i. Predicted grades at A-level or equivalent (in line with course-specific selection criteria referred to above);
- ii. Achieved grades at GCSE or equivalent (if available);
- iii. Evaluation of the UCAS application and the assignment of a score;
- iv. Written work and/or tests where required;
- v. Content of the UCAS personal statement;
- vi. The reference received from their current school or college;

- vii. Contextual information uploaded to ADSS by the Undergraduate Admissions Office or otherwise cleared for use by the College's Admissions Committee.

The above factors are not listed in order of importance. Selectors should refrain from employing criteria that are not specified by their department. Those wishing to do so should inform the Senior Tutor who can advise whether the proposed decision is consistent with a) equality legislation and b) the guideline 'that the prospects of admission are not affected by the college an applicant has chosen or been assigned to through an open application' ([Common Framework, section A](#)).

When determining whether a candidate can be invited to interview, due regard should be paid to whether the applicant has achieved or is predicted to achieve the published entry standard for their intended degree programme.

De-selection

Tutors should nominate one organising Tutor who is empowered to communicate decisions to the Admissions Office. All selection decisions must be confirmed with the Admissions Office. It is often possible for the Admissions Office to determine shortlisting decisions directly from central admissions databases (such as ADSS), but in these cases the Admissions Office will still seek confirmation from the nominated organising Tutor. Once a candidate has been de-selected, this decision is final*, *unless*:

- The Admissions Office has not carried out the wishes of the selectors as communicated by the organising Tutor.
- New and compelling evidence arises that the selector feels may cause them to reach a different decision, in which case the Tutor for Admissions will review (see also Resolution of Difficult Issues, below).

*Note that the meaning of deselection in this context is a decision by Brasenose not to interview a candidate. A direct applicant may nevertheless be interviewed at another Oxford college on the instruction of the relevant Departmental admissions coordinator (or equivalent).

Mitigating circumstances and reasonable adjustments in admissions tests and examinations

The College's policy is to take all test scores and examination results at face value. Admissions tests that have been marked centrally should not be re-graded locally. It is the responsibility of schools to notify examiners of any special circumstances affecting the performance of candidates before shortlisting decisions are made. Reasonable adjustment in the case of candidates with disabilities does not include the lowering of expected academic standards (the latter position is endorsed by the University Disability Service and is compatible with the 2010 Equalities Act). The details of a candidate's UCAS form (including the school reference) are assumed to be correct as stated. Although revisions to UCAS references may be communicated to selectors, assessors are not obliged to accept these revisions.

Mitigating circumstances and information relating to disabilities and long-term health conditions will be taken into account by College assessors of written work provided if: i) College Tutors are directly

involved in evaluating the assessments; ii) information is communicated at the time the work was submitted; iii) the evidence provided is supplied by a medical practitioner or otherwise qualified professional person.

Candidates who are not registered for admissions tests

Candidates who do not take the admissions tests will usually not be shortlisted. There is a zero-tolerance policy for missing the UCAT, but for all other tests, the relevant Departmental admissions coordinator (or equivalent) should be informed of any applicants who fail to register for the appropriate test. Then, a decision can be made on whether the application will be considered further.

Candidates who register, but then fail to take their test/s

Candidates who register but who are then unable to take the test on the relevant date(s) may only take their test at another time if this is permitted by the procedures followed by the course applied to.

The University Admissions Office recommends that candidates who do not take their test contact the College to explain their reasons. Colleges reserve the right to waive the test requirement in exceptional circumstances.

Unsolicited Testimonials

College policy is not to circulate unsolicited testimonials received from or on behalf of a candidate. Selectors are asked to discount similar material sent to them directly after sending it to the Admissions Office. Similarly, school transcripts (usually from Overseas applicants), will not be circulated although will be made available if requested by selectors. Decisions should be based solely on: i) the UCAS form, ii) solicited written work, iii) the results of tests or other assessments, recognised and authorised by the University of Oxford, iv) documentation of any special circumstances transmitted by the candidate's referee.

Offensive comments in application materials/ interviews

Brasenose College is committed to fostering a culture of openness and inclusivity, in which we engage in debate and discussion, and remain open to both intellectual challenge and change. In the course of academic debate and discussion, some admissions candidates may express views which selectors find offensive. These candidates must still be afforded every chance of a fair assessment. If you are personally affected by the content of any admissions materials, including interviews, please contact the Senior Tutor as soon as possible. If this occurs during an interview, please make a careful note of what was said by both the candidate and the selector(s).

Interviewing

Candidates must always be interviewed in panels that consist of at least two persons one of whom may be a note-taker or observer. It is essential to observe this policy since it provides protection for both individual selectors, the College, and the candidates.

The default shall be for candidates to be interviewed by at least two panels rather than one large panel to generate independent assessments. Large panels consisting of all selectors may be used if a

subject needs to make a further assessment. Requests to deviate from the default model should be made to the Tutor for Admissions, setting out the case for a deviation. For example, reference may be made to a subject's Admissions Process Review approved by the Admissions Executive and Admissions Committee.

Interviewing teams should always include one employed Brasenose academic who will usually be either a College Fellow or a Lecturer with admissions responsibilities. In some subjects, it may be appropriate for the second interviewer to be another Oxford academic – this could include post graduate students if suitably experienced and/or trained. In the event of the illness or indisposition of an interviewer, the Senior Tutor should be notified and every effort will be made to find a suitable replacement interviewer.

In order to provide guidance and reassurance, selectors should ensure that candidates are informed about the planned format and duration of the interview before it commences. Selectors are reminded that interview length and format may vary between colleges.

Selectors should declare if a candidate is known to them (see above). In the event that a Selector believes it is possible to reach an objective decision (for example, in cases where a candidate attended a College or University Study Day) the interview should proceed as usual. If a Selector does not believe it is possible to reach an objective decision, an alternative interviewer will be appointed. Selectors should not interview immediate family members.

Selectors are encouraged to refresh and revise interview assessment periodically and to be aware that some candidates may benefit from access to school question banks, online resources, and specialist books on Oxbridge applications and interviews.

Re-interviewing

Candidates should not be re-interviewed during the same cycle after the normal process has concluded without prior discussion with the Senior Tutor. The reasons for such re-interviews should be clear and compelling in order to enable the College to justify such decisions.

Those reapplying in a later cycle may be re-interviewed by the same selectors. They should be assessed on the information provided in the current admissions cycle only.

Online Interviews

Online interviews should be conducted in line with instructions and guidance issued for each admissions cycle. Candidates requesting in-person interviews on grounds of disability or other compelling grounds will have their request reviewed by the Tutor for Admissions who will seek the advice of the Disability Advisory Service and the Departmental admissions coordinator.

Candidates applying to other colleges and/or who have made open applications

No candidate should be in any way disadvantaged by making an open application or a direct application to another college.

For some courses, tutors are obliged to offer second interviews regardless of who the interviewees may be. In other cases, selectors should interview candidates who have applied to other colleges if, in their judgement, this may assist in ensuring that those applicants who are best qualified, and who have the greatest potential to excel in their chosen course of study, are selected for admission.

Candidates failing to present themselves for interview

If candidates are unable to attend one or more interview, owing to illness or other unavoidable circumstances, every effort will be made to interview the candidate at another time. The requirement to compare all candidates equally, regardless of their college of application, requires decisions to be made from a gathered field. This makes it inappropriate to interview individuals after the Department or Faculty has met to consider candidates in December.

In view of the tight time-schedule, candidates unable to make the original interview time due to experiencing illness or other adverse circumstances will be:

- a) invited to be interviewed at a later time or
- b) tutors may judge the application on the application materials alone (i.e. with no interview).

Every effort should be made to secure an interview, and candidates should be advised that the latter option may jeopardise their chances of being offered a place on their course. In the event that a candidate elects to attend interview when suffering from a verified circumstance likely to affect interview performance, the selectors will take this into consideration and ensure that the outcome for the candidate is no worse than it would have been if no interview had been possible. Reasonable adjustments will be made to avoid unfair disadvantage to candidates where interview performance may be compromised by disability (see below).

Proposed criteria for making final offers of places

When deciding whether to make an offer to an applicant, selectors should take into consideration the candidates' ranking in the subject meeting chaired by the Admissions Co-ordinator, if a ranking is produced. The candidate ranked highest of those applicants remaining in contention should normally be favoured. The fact that a candidate has made an open application should not work for or against an applicant.

Selectors may also wish to consider one or more of the following factors:

- the candidate's interview performance. The interview may have evidenced a particular area of strength or weakness to which due regard should be paid alongside the subject's overall grading or ranking.
- the candidate's eligibility for the Opportunity Oxford scheme and other contextual metrics provided by UAO, such as school performance data and socio-economic markers. These measures, in conjunction with the subject's overall grading and the interview performance, may contribute to the assessment of future potential.

- data about an individual's personal circumstances included in their UCAS application or otherwise added by the College to their applicant profile. Such information might, for example, take the form of an extenuating circumstances form or a declaration that they have spent time in local authority care, validated by UAO.

Conditional offers

In individual student cases, conditional offers should be at the discretion of the subject tutors, but always in line with their department and in consultation with the Senior Tutor. Systematic departures from Faculty standard offers, however, require approval in advance of the interview season (to ensure admissions prospects are not affected by the College an applicant has chosen).

The College's current policy is not to accept either General Studies or Critical Thinking A-level in fulfilment of conditional offers. Modern Studies, when offered as a Scottish Higher, is an acceptable qualification. A list of excluded international qualifications is available here:

<https://www.ox.ac.uk/admissions/undergraduate/courses/admissions-requirements/international-qualifications>

No candidate applying pre-qualification shall be made an unconditional offer or an offer that substantially discounts the Faculty standard offers (for example, 'EE' offers or similar).

Open Offers

The purpose of Open Offers is to provide insurance against attrition and these candidates, if not needed to make up losses, must be acceptable to other colleges and as likely to achieve the offer as others. Selectors should, therefore, avoid making offers to candidates whose results may not be available by the start of August confirmation (i.e. those taking Irish Leaving Certificate qualifications) or who are unlikely to meet the standard entry requirements.

Withdrawing or amending offers prior to confirmation

Once an offer of a place has been made for a specific programme of study and transmitted via UCAS, it is not normally possible for it to be withdrawn or amended. The reason stems from the fact that in making an offer, the College has entered into a contractual commitment. An offer can only be withdrawn in exceptional circumstances, such as the following:

- i) there is evidence that a candidate has breached UCAS rules (see also misrepresentation and criminal convictions);
- ii) a material change occurs in the candidate's examination plans rendering them unable to meet their offer conditions;
- iii) there is evidence a clear and significant error has been made as set out in the terms and conditions of offers (in this case, however, the error must be reported to UCAS whose customer services team would determine whether the mistake can be rectified, taking into consideration the status of the application, the point in the cycle, and the specific circumstances of the situation);

- iv) changes to programmes of study or other circumstances outside the reasonable control of the College (UCAS would need to be informed of these changes);
- v) a candidate requests that he or she is released from their offer.

Post-confirmation, students enter into a separate College and University contract that includes adherence to a behavioural code. Breaches of this code may lead to the imposition of sanctions that prevent an individual taking up his or her place. Such matters, however, are separate from admissions procedures.

Misrepresentation and criminal convictions

As part of the Common Framework and Handbook on Admissions, Conference of Colleges' Admissions Committee has agreed procedures that will consider whether candidates found to have misrepresented themselves or who have declared criminal convictions can be admitted. The College will apply these procedures to any cases that arise in its admission of students.

Currency and timing of qualifications

In addition to achieved grades, the College also regards A-level (or equivalent examinations) as providing evidence of candidates' ability to manage workload. Whether or not a candidate completes an A-level before Y13 may, however, reflect the timing of the curriculum. For example, Maths and Further Maths are taught jointly and depending on the order in which modules are taught a candidate may complete one of these A-levels in Y12. Applications will be considered individually but the following general guidelines apply:

- The College takes all marks at face value and, therefore, regards grades achieved in Y12 (or earlier) in the same way as grades achieved in Y13. An A-level 'B' grade in Y11 or Y12, therefore, is not regarded any differently as a B grade achieved in Y13.
- With the exception of candidates applying for Medicine, where one A-level (in either an essential or recommended subject) has been taken early and grades of A* or A have been achieved, the College will usually require the remaining two grades of the standard offer requirement to be met in Y13 on the first attempt. If three or more A-levels remain to be taken in Year 13, the guidance of the relevant departmental Admissions coordinator will be sought over an appropriate offer.
- With the exception of candidates applying for Medicine, where here two A-levels have been taken early, the College will expect to see information in the College/School report explaining the pattern of sittings. If two or more A-levels remain to be taken in Year 13, the guidance of the relevant departmental Admissions coordinator will be sought over an appropriate offer.
- The undergraduate Medicine degree requires candidates to meet the conditions of their offer in one academic year.
- Each year, the College Office receives requests from offer holders seeking to drop a fourth A Level. The individual's situation will be discussed by the subject selectors and Tutor for Admissions.
- Some Open Offer schemes require candidates to achieve a standard offer in one sitting. Selectors should in these cases make sure Open Offers are only made to candidates who can

meet the entry requirements in a single sitting. This is to avoid problems with exporting the candidate if their exam history is not compatible with other colleges' admissions policy.

- SAT scores expire after five years and must then be re-taken. There is no formal expiry date for most other qualifications, and their currency should, therefore, be discussed with the Tutor for Admissions and the department concerned, taking into account individual circumstances and the demands of the course. Where a mature student applies some years after leaving school (for example, upwards of five years after the normal school leaving age), they should not be regarded as re-sitting examinations and, according to circumstances, it may be appropriate to disregard earlier qualifications in favour of more recent evidence of achievement. In general, we require a formal qualification to have been taken within three years of applying. This may be a foundation course or similar.

Resits

Selectors should bear in mind that (i) resits may occur by virtue of documented extenuating circumstances; ii) re-sitting may be more feasible for certain social groups than others generating a potential source of inequality. School or College references will be consulted for information about resits along with other causes of underperformance and selectors should consider each case on its merits. In the absence of compelling circumstances, candidates re-sitting school examinations should be expected to meet the same conditions as other candidates in a single sitting. **Applications from candidates studying at another university**

The College will only consider applications from candidates currently studying at other universities in exceptional circumstances, which should be made clear in the candidate's application. Selectors wishing to interview or offer a place to one of these candidates should discuss the application and the exceptional circumstances with the Tutor for Admissions.

Unconditional Offers

Candidates who apply post qualification should be asked to supply confirmation of the qualifications that they have declared as complete on their UCAS form as a condition of their offer. If an English Language qualification is required, even candidates that have met the academic offer will have a conditional offer. The offer will only be made unconditional when all academic and non-academic conditions have been satisfied.

English Language Requirements

In accordance with the University's policy on English Languages requirements, all international applicants must satisfy one of the English proficiency requirements as outlined on the University's website <https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/for-international-students/ELR>

Student who fail to meet the standard English language requirement by the 31st July may be considered for a waiver as long as:

1. The miss is marginal (0.5 off one element in IELTS, or equivalent)
2. The candidate has had multiple attempts at the test

3. The subject tutors and the Department approve of the waiver.

Deferred entry

The approach to deferred entry is likely to vary from subject to subject. Departmental guidance on deferred applications should be followed, where this exists. In general, selectors should consider candidates who are offered deferred places to be worthy of an offer of a place in any year. In addition, selectors are advised to consider the age of the applicant since candidates with an August birthday and/or who will be minors the following Michaelmas Term may seek to defer entry in order to gain maturity. Where applicable, the separate policy on admitting students under the age of eighteen should be consulted. Candidates should have a clear plan for their gap year (preferably one which includes an academic justification) and also a strategy for maintaining engagement with the proposed subject of study during their year out. No candidate is entitled to request a deferral for more than one year except for Singaporean males for whom two years national service is mandatory. In this instance the College will be informed, and selectors are at liberty to permit a two-year deferral. Applicants should be advised by the College that, if successful, they will need to apply through UCAS again the year prior to entry, but that this is only a formality.

Candidates seeking deferral post-offer on health grounds must present medical documentation and follow a fitness to study procedure recommended by the College Doctors. If an offer-holder is not fit to commence study with reasonable adjustments at the end of a deferral period, no further deferral shall be permitted, and the individual will instead be advised to reapply when s/he is fit to do so. Candidates intending to take final examinations at the normal school leaving age should not be permitted to apply for deferred entry in the lower sixth form or equivalent.

Admission of candidates who will be under 18 or under 16 years of age at Matriculation

The admission of applicants under 16 requires the approval of Governing Body (who may delegate this authority to the Principal). A separate College policy governs the admission of applicants who will be aged between 16 and 18 at the date of Matriculation.

Funding

It should be a condition of entry that candidates are able to confirm that they have funding in place to cover living costs for the duration of their programme and all fees for their first year. For students with Home fee status applying for their first undergraduate degree, notification that they are eligible for UK public funding and intend to apply to Student Finance England for support, would be acceptable confirmation. Nothing in this policy, however, shall preclude the College from deciding to support candidates with non-standard funding needs in exceptional circumstances (for example, refugees, asylum seekers, and students who are care-experienced).

Equal opportunities, diversity, and disability

The College shall conduct its admissions in accordance with relevant UK legislation governing equality and diversity. No applicant shall be discriminated against

on grounds of disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, and sexual orientation, or age (for applicants who will be underage at the time of Matriculation, see above).

In accordance with the 2010 Equalities Act, the College recognises protected characteristics. The general policy on disabilities (informed by advice from Disability Services) is as follows:

- Reasonable adjustments will be made to accommodate candidates with disabilities or long-term health conditions at interview (candidates should make separate arrangements in respect of aptitude tests).
- All applicants indicating on their UCAS forms that they have a disability or long-term health condition should receive an email inviting them to specify any adjustments required should they be called for interview.
- In the decision whether or not to call for interview or to make an offer, including the decision to release a candidate to a departmental pool, those requiring adjustments shall not be subjected to any detriment.
- Examination results achieved should be taken at face value (schools are required to bring to the attention of examination boards exceptional circumstances and to make reasonable adjustments during the assessments themselves).
- Reasonable adjustment does not include lowering the entry standard on courses.

Communication of decisions

Admissions decisions must only be communicated to candidates by the Admissions Office on the University's agreed 'Decision Day' (usually Tuesday of the first or second full working week in January). Tutors are requested not to contact candidates until after confirmation of places, including the avoidance of contact through social networking sites. Queries received from candidates should be discussed with the Admissions Office who will send an appropriate response. The College will observe the strict UCAS embargo on communication of A-level results and any other embargo applicable to examinations. During the embargo period, no contact of any kind is permissible with a candidate, their school, or third parties. Any intimation of what a result might be is also prohibited. After the embargo period ends, UCAS advises higher education institutions not to give out details of results. In cases where information remains missing, a candidate or their representative should be informed of this fact and asked if they know the result in preference to the giving out of results.

Candidates failing to meet the terms of conditional offers

The College's number plan allows for withdrawals and missed offers. In consequence, unless candidates can demonstrate special circumstances which are corroborated by their schools and are assessed by academics as having the potential to excel on course, the default decision should be to reject the applicant.

As far as possible, the Senior Tutor will work with selectors to ensure that decisions to exercise leniency are fair and consistent to all candidates within and across subjects. The following

procedure will be followed in the case of candidates with documented special circumstances, such as illness or other unavoidable circumstances affecting examination performance.

In the event that a candidate fails to meet the terms of a conditional offer, the College's academic selectors will be invited to review the case. Selectors will take into account:

- guidance issued by ADEX and Ad Com;
- documented evidence of extenuating circumstances submitted prior to confirmation;
- the record of on course performance of students admitted without achieving the minimum entry requirements which shall be kept up to date.

Reviews carried out during confirmation must be completed prior to any UAO deadlines for notifying UCAS of outcomes and in time for candidates rejected after failing to meet the terms of their conditional offer to be entered into the unqualified pool if this option is available. During the period where A-level results are embargoed, colleges are prohibited from contacting schools and/or disclosing any information about results.

Candidates presenting appeals after being notified of rejection via UCAS may have the rejection decision reviewed if a sufficiently compelling case is presented. Selectors agreeing to post-confirmation reviews will take into account:

- guidance issued by ADEX and Ad Com;
- documented evidence of extenuating circumstances submitted by the school or UCAS referee post-confirmation;
- the record of on course performance of students admitted without achieving the minimum entry requirements which shall be kept up to date;
- whether any procedural irregularity took place at the point of the initial rejection

Final decisions on undergraduate selection will be normally taken by the relevant Tutorial Fellows but if a decision cannot be reached, or if a candidate fails to achieve at least an A (or equivalent) in a qualification advertised as being an essential course requirement (<https://www.ox.ac.uk/admissions/undergraduate/courses/admission-requirements/admission-requirements-table>), or if the decision is not consistent with agreed quota, or a reprieve proposal falls outside of agreed guidelines, then the Tutor for Admissions may refer the case to the Academic Committee either for adjudication or endorsement, as appropriate (see Resolution of Difficult Issues). Qualified Open Offer candidates whom the College is underwriting and who cannot be placed elsewhere should be admitted in preference to candidates missing offers. Should the selectors wish to exercise leniency, due regard will be paid to the Common Framework on admissions. In particular, selectors should act so as 'to ensure applicants are selected for admission on the basis that they are well qualified and have the most potential to excel in their chosen course of study.' The following clause should also be observed: 'Where a College wishes to take a candidate who falls below the agreed standard conditional offer, the College should inform the relevant Faculty and explain the individual's case with reference to the selection criteria.'

The outcome of all missed offer reviews shall be reported to BNC's Admissions Committee and Governing Body. Candidates missing conditional offers ought not be reprieved solely on the basis of

health or contextual flags; these circumstances should be considered and balanced against other relevant considerations, including the extent of the miss, the competing claims of other candidates to be admitted, and the overall academic assessment of a candidate's potential. In the decision whether or not to reprove a candidate or release them to the unqualified pool, those with disabilities and/or adjustments shall not be subjected to any detriment.

Selectors should not enter into a commitment with the relevant Faculty or Department that departs from the College's agreed policy on reprieves (for example, a 'zero tolerance' approach) without first notifying the Tutor for Admissions and obtaining the College's agreement as the admitting body.

Re-Marks

The College follows the University guidance on re-marks: a place for entry in the year applied for is guaranteed if the re-mark result is received by 31st August. Candidates obtaining a successful re-mark after this date will be admitted as undergraduates in the following Michaelmas Term at the discretion of the Senior Tutor, who will consult with the College Selectors and Domestic Bursar. Students who cannot be admitted (owing to the constraints of the teaching and accommodation plan) will be offered a deferred place.

Candidates achieving a conditional offer and/or who are reprieved and who request a re-mark from an examination board run the risk of a re-mark lowering their achieved grades. In determining whether the candidate remains entitled to a College place, the following principles shall apply:

- a candidate shall suffer no detriment if a grade is adjusted downwards as a result of a school appeal;
- a candidate whose mark is adjusted downward following either a clerical check or a review of marking shall suffer no detriment if his or her school supported the re-mark and had valid grounds for supposing that a higher mark should have been awarded than the mark actually awarded.

In other circumstances, the selectors will determine whether a candidate remains entitled to a College place.

Transfer Requests

The admitting selectors have discretion to consider requests to transfer into their subject prior to the start of the academic year and may elect to wait until Michaelmas. Discretion should, however, be exercised with due regard to all relevant factors, such as the interests of other candidates and subjects. If feasible to arrange, the Admissions Office will assist in pre-arrival assessment which should follow as far as possible selection procedures used in the subject concerned. The Tutor for Admissions shall exercise oversight of quota at August confirmation, mindful of the likelihood of a transfer. A subject expecting to lose an incoming student to transfer may be permitted to exceed quota by one. Likewise, the receiving subject may be advised not to seek a replacement Open Offer. Under no circumstances should a transfer influence the decision to reject or reprove another offer holder. All transfers are provisional until the College's Academic Oversight Committee approves them.

Resolution of Difficult Issues

Either the Tutor for Admissions or any admissions selector may request that those members of Academic Committee qualified to act as admissions selectors (in neutral subjects) resolve either a difficult or disputed decision. The Principal shall exercise judgement in determining how best to resolve these issues in timely fashion.

Feedback to schools

The College subscribes to the University's admissions code of practice on feedback. See

<http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/feedback>

All feedback should be dealt with on an individual basis between the candidate and the College. The College should not enter into discourse with any third parties, including schools, parents or guardians, unless the College has received written permission from the applicant to do so. An email from the applicant, copying in the school contact or parent that expresses that they give consent for the contact/parent to act on their behalf is accepted as adequate authentication. Responses to feedback requests received before 31st December will be sent to schools or candidates within 20 working days **after** the Admissions Office reopens in January. The College will not respond to requests for feedback made after 15th February.

Feedback will only be provided to candidates who were "College 1" candidates at Brasenose. Those who were interviewed at Brasenose as a "College 2" can request feedback via their "College 1". Feedback for applicants for Medicine or Law who were deselected is provided by the department/Faculty.

Complaints and appeals

The College subscribes to the University Admissions code of practice on complaints: see

<https://www.ox.ac.uk/admissions/undergraduate/applying/guide-for-applicants/decisions/complaints-and-appeals> In accordance with University policy, complaints should be referred to the Tutor for Admissions in the first instance and within 28 calendar days of the occurrence.

Reporting structure

Details of offer decisions will be circulated to Governing Body by the Senior Tutor prior to the despatch of offer letters. At the conclusion of the admissions round, the Senior Tutor will submit a report to Admissions Committee and Academic Committee reviewing the selection process and recommending any changes. In addition, the Admissions Officer will submit a report to Admissions Committee reviewing the organisation of interviews and recommending any changes.

Maintenance of the policy

It is the responsibility of the Senior Tutor to maintain this policy and to ensure that it remains relevant.

29/09/2011 and amended 5.09.2013. Deferred entry section edited 24.10.2013 in line with AC meeting 23.10.2013, part I, 3ii. Further amended 18.08.2014. Further amended 1/10/2014. Agreed at GB 15.10.2014. Further amended 12/10/2015. Agreed at GB 14/10/2015. Revised again 10.05.2016. Further revised 23.08.2017 and at Academic Committee, 18.10.2018. Further revised 15.10.2019 and approved at GB 14.11.2019. Further revised 06.10.2020. Further revised 20.10.2021. Further revised 06.10.2022

Revised 19.10.23

Revised 15/10/24

Revised 11/06/2026