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

Administrative process

UABs (Faculties and Departments) are the primary bodies responsible for admitting applicants onto postgraduate programmes. In this capacity, UABs set relevant academic conditions as specified in the advertised entry requirements for each postgraduate programme (including English Language requirements). In addition, the UABs select Departmental Supervisors for research students.

The College By-Laws currently specify that the Tutor for Graduates has responsibility for graduate admissions. Currently, responsibility for overseeing admissions operations is delegated to the Senior Tutor and the Admissions Officer. The College may in future decide to revisit this arrangement (for example, by creating the office of Graduate Admissions Tutor, which either the Tutor for Graduates or Senior Tutor would hold.)

Tutorial Fellows are responsible for selecting offer-holding candidates into Brasenose in accordance with the agreed criteria set out below. As a separate condition of entry, the College sets certain financial conditions: candidates must establish adequate funding is in place to meet all course fees, and foreseeable living expenses for the duration of a course. Proof of year 1 tuition fees must be provided to the college and reviewed by the Finance Bursary and Admissions Officer before the college offer can be set to unconditional.

Programmes for which the College will accept candidates

Tutorial Fellows will be consulted in Trinity Term regarding the programmes for which the College is prepared to admit graduate students in the following academic year. New courses, aligned to our subject areas in which we have expertise, will be highlighted to the relevant Tutorial Fellows for consideration. The result of the consultation will be presented to Academic Committee for approval.

Special arrangements will apply to current or former undergraduate or graduate students applying for programmes the College does not currently admit for. Subject to the agreement of the relevant Tutorial Fellow, the Tutor for Graduates shall be authorised to admit such candidates.

Quota

The College currently aims to admit 100 new full-time graduate students each year (30 PGR and 70 PGT). This is based on availability of accommodation, withdrawal rates and the desire to maintain a global graduate population of 220.

The proposed number plan for the following academic year will be presented to Admissions Committee and Academic Committee in Hilary Term each year. The Tutor for Graduates and Admissions Officer will make every effort to recruit to quota, taking into account inevitable attrition.

Amendment of Quota mid-cycle

Amendments to quota or the associated number plan must normally be agreed by the Governing Body during Term time at one of the College's stated general meetings. In exceptional circumstances, a maximum of two additional students may be added to quota between meetings of Governing Body provided that the Tutor for Graduates gives consent. These applications must then be approved by the relevant subject selectors, in accordance with the criteria set out below, prior to a College offer being made.

Agreed criteria for accepting candidates

In deciding which candidates to admit to the College, selectors should adhere to the following agreed criteria:

1. Admitting only those whose programmes of study complement the College's academic staff profile;
2. Admitting sufficient candidates (allowing for attrition) to meet the annually agreed quota;
3. Availability of a suitable College Advisor (the Tutor for Graduates or Senior Tutor may be approached for advice on this point as required).*

*If a Selector is unable to act as College Advisor (for example, because of sabbatical leave), a substitute, approved by the Tutor for Graduates, should be identified who is willing to act as College Advisor in their stead.

In deciding which candidates should be rejected, Selectors should adhere to the following criteria:

1. Admission would not complement the College's academic staff profile,
2. No suitable College Advisor is available.

Applications will not be sent on to selectors unless sufficient space is available within the set quota. Applications received once a subject's quota has been met will be marked by the Admissions Officer as "not under consideration".

Applications under which remain under consideration for longer than three weeks will be reallocated to another college by the central Graduate Admissions team.

Graduate students enrolled on a DPhil programme may have supervisors at either Brasenose or another college.

Notwithstanding the above criteria, all decisions shall be consistent with the College's core admissions objective of selecting students with the greatest academic potential, regardless of background.

The Senior Tutor shall be responsible for ensuring that the college's webpages and other publicity materials are consistent with this section of the admissions policy.

Graduate Deferrals

Graduates will not be permitted to defer entry unless their Department or Faculty approve the request and their deferral is compatible with the College's graduate number planning. Candidates are not permitted to defer for financial reasons and candidates will not normally be permitted to defer more than once.

Migration

migration is normally permitted under the following circumstances:

(i) the student stands to gain financially from a college-affiliated scholarship and both Brasenose and the releasing college agree to the move. If an applicant is migrating to take up a partially funded studentship prior to the start of their course, the offer will remain conditional until any remaining financial conditions are met.

(ii) the student moves to take up a paid role such as Junior Dean (or similar) which requires them to be a member of College.

(iv) the student has a compelling academic or personal reason to request a move and both Brasenose and the releasing college agree to the migration request.

Supporting disabled applicants

Under the Equality Act 2010, the College has an anticipatory duty to make reasonable adjustments for students and prospective students with disabilities. Some applicants with a disability will declare this on the application form, and the central Graduate Admissions team and the Disability Advisory Service will take the opportunity to ensure this information is used as systematically and proactively as possible by the different parties involved to support applicants through the admissions process. Applications where a disability has been declared are allocated to colleges as normal. Not all applicants with a disability declare it at the time of submitting their application form, so there may still be occasions where late adjustments need to be made, for example a candidate requesting a change of college later in the admissions cycle or while they are on course.

College Advisor's Duties

The College Advisor is available as a source of help and advice to graduate students. Their role is separate from that of the Departmental Supervisor, who is responsible for directing the academic work of the student. The College Advisor may be consulted on academic matters in a broad sense, but will offer more of a pastoral service, offering guidance on matters including financial or personal issues. College Advisors will monitor the termly Supervision reports and may discuss any matters arising from them with both the student, the Tutor for Graduates and the Senior Tutor. For guidance, most College Advisors will typically be responsible for five to ten students although this will vary in certain subjects

Maintenance of the policy

It is the responsibility of the Tutor for Graduates, Senior Tutor, and Admissions Officer to maintain this policy to ensure that it remains relevant.

Date 13.02.2013. Amended 08.10.2018 and 21.01.21.
Revised 29.10.24
Revised 11.11.2026

Annexe: Named or Specific Graduate Scholarships

BNC has secured funding for specific graduate scholarships (as opposed to donations which provide general support for postgraduate awards). The College needs to adopt a process that maintains alignment with any eligibility criteria stated in the gift agreement.
The following protocols are to be observed and the pro-forma maintained by the Admissions Officer is to be used when assessing applications.

1. Candidates who wish to be automatically considered for funding must apply by the January deadline.

2. Graduate Fees and Funding team send a full list of eligible offer holders to the Brasenose Admissions Officer once all January deadline offers have been made. Eligibility is assessed based on residence and/or subject requirements, as per the terms of each scholarship.

3. The Tutor for Graduates should assemble an academic panel, consisting of at least two Fellows in neutral subjects, to rank the candidates by academic quality. The selectors shall take into account the application materials submitted by the candidates and the rankings and comments of the College's subject selectors when reaching their decision.

4. Once a first and second choice candidate have been decided upon by the Academic Panel, the Finance Director and Director of Development should be informed and allowed to raise any objections.

5. If no objections are raised, then the Admissions Officer can inform Graduate Fees and Funding of the first-choice nominee, and the award letter can be sent to the candidate.

6. If the candidate accepts the award, they will be moved to Brasenose (if not already a Brasenose offer holder) and a college offer will be made.

7. Admissions Officer closes the loop with the Development Office by providing Development Director with details of the application and outcome.

8. The decision is reported to the relevant committees (Admissions, Disbursements, Development). Any changes to the admissions process should be discussed at committee

level and introduced in time for the next admissions round; if modifications to the Colleges Admissions policy are needed, approval must be obtained from GB.

Approved by Academic Committee 10.10.2014

Revised 29.10.2024

Revised 11.11.2026