

## **Imperial College London - Policy and Procedure for Admitting Students Under 18 Years of Age**

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### **1. Introduction**

- 1.1. Imperial College London recognises that, following the Equality Act 2010, it is obliged to consider applications from candidates of all ages who meet advertised academic entry requirements. However, following the advice of the Equality Challenge Unit, the College will assess an applicant's ability and readiness for university study at a large institution which operates several research-led campuses in a major capital city.
- 1.2. The College recognises that it has a special duty of care to students who are legally still children, but the College will not act in loco parentis in relation to students who are under the age of 18 years. The College has a Child Protection Policy which can be viewed as a downloadable document via the following web page:
- 1.3. <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/safeguarding-/Child-Protection-and-Safeguarding-Policy.pdf> 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 College have understood and agreed their respective expectations and responsibilities before the applicant is admitted to the College.
- 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 and the College's online application system for postgraduate degrees). The applicant will give their date of birth in their application when prompted by UCAS or the College's online application system.
- 2.2. If the College 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 the relevant admissions team (<https://www.imperial.ac.uk/study/ug/apply/contact/>) 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.

- 2.4. Applicants are advised that, following the Children's Act 2004, the College does not house students aged under-eighteen in multi-occupancy rooms.<sup>1</sup>

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

- 3.1. The applicant will apply through normal channels (UCAS for undergraduate degrees and the College's online application system for postgraduate programmes). Following normal procedure, the applicant will give their date of birth in their application when prompted by UCAS or the Imperial application system. Those applying via UCAS should be aware that they must be at least 13 years of age in order to provide their personal information to UCAS.
- 3.2. If the College 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 Director of Student Services and Departmental 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 College (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 Imperial experience. The Director of Student Services and Departmental Admissions Tutor will attend the meeting. The applicant will be given a tour of the College 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 College reasonably considers necessary following the meeting at 3.3 above, should be drawn up by the College. The Declaration must be read and signed by the applicant's legal guardian(s) and be returned to the Admissions Office. Receipt of the signed

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<sup>1</sup> <http://www.imperial.ac.uk/study/campus-life/accommodation/>

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 College, these may, if stated in the Declaration, terminate on the student's sixteenth birthday.

- 3.7. If you will need to apply for a general student visa to come to the UK as a student, please be aware that you need to be 16 years old or over to be sponsored by the College for a general student visa. Your parent(s)/Legal Guardian(s) consent submissions is also an immigration requirement with which you must comply. Failure to provide this will result in any academic offer being made unsuccessful.
- 3.8. The applicant must continue to fulfil all the conditions of their offer to the College's satisfaction before admission.
- 3.9. Applicants are advised that the College 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 College 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 College 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 College prior to the start of the degree programme. The scope and content of this agreement must satisfy the Academic Registrar, the Departmental Admissions Tutor and the Director of 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. College responsibilities in preparation for any students aged under eighteen on entry**

- 5.1. The College 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.<sup>2</sup>

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<sup>2</sup> The College has written guidance for managers on DBS checks (<https://www.imperial.ac.uk/human-resources/procedures/recruiting-staff/disclosure-and-barring-service/>) which advises that 'anyone involved in regularly caring for, training, supervising or being in sole charge of children or vulnerable adults' must be subject to an enhanced DBS check.

- 5.2. The College 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.

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<b>Location and filename:</b>	R:\7.Quality Assurance \3. Policy Framework\2. Admissions, Registration & Withdrawal\Minors Policy		
<b>Approved:</b>	Initially by Senate (May 13). Subsequent approvals by QAEC		
<b>Effective from:</b>	May 2013		
<b>Originator:</b>	Admissions		
<b>Contact for queries:</b>	Head of Admissions		
<b>Cross References:</b>	<a href="#">Child Protection Policy</a> <a href="#">Disclosure &amp; Barring Service Policy Statement, Relating to Students</a>		
<b>Notes and latest changes:</b>	Formatting changes made on 8 March 2016 Terminology and weblinks updated on 16 March 2016 and 6 June 2016 Minor revisions September 2019		

APPENDIX 1

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

**Name of Applicant**

**Applicant's UCAS Personal ID** .....

**Applicant's date of birth** .....

If the applicant named above takes up a place of study at Imperial College, I/We, the undersigned parent(s) or legal guardian(s):

1. Understand that the College shall not have parental responsibility and shall not be liable for any acts or omissions by the student. I/We agree that I shall remain primarily responsible for the student's personal supervision and welfare. For this purpose, I/We understand that I/we must consider whether there is a need to provide any continuing personal supervision.
2. Understand that I/We shall be responsible for ensuring that the student adheres to the College's rules and regulations. In particular, I/we 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 College 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 College 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 participating in such extra-curricular activities as the student shall determine.
5. Agree that, if the student is unable to consent and if it is not possible to contact a parent or legal guardian, the College may authorise emergency medical treatment acting on medical advice in the best interests of the student.
6. Accept that the College's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the College 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.
7. Understand that this Declaration shall remain in force until the student's eighteenth birthday.

**Signature of parent(s) or legal guardian(s)**

***\*Note, if you only have or are in contact with one parent /legal guardian, please enter N/A against section referencing parent / legal guardian 2.***

Signature Parent/Legal Guardian 1 .....

Name Parent/Legal Guardian 1 (please print) .....

Relationship to the applicant Parent/Legal Guardian 1.....

Signature Parent/Legal Guardian 2 .....

Name Parent/Legal Guardian 2 (please print) .....

Relationship to the applicant Parent/Legal Guardian 2 .....

Date *Click here to enter text.*

Please now return the completed Declaration to your relevant admissions team:

Faculty of Engineering: [engineering.admissions@imperial.ac.uk](mailto:engineering.admissions@imperial.ac.uk)

Faculty of Medicine: [medicine.ug.admissions@imperial.ac.uk](mailto:medicine.ug.admissions@imperial.ac.uk)

Faculty of Natural Sciences: [ns.admissions@imperial.ac.uk](mailto:ns.admissions@imperial.ac.uk)

APPENDIX 2

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

**Name of Applicant** .....

**Applicant's UCAS Personal ID** .....

**Applicant's date of birth** .....

If the applicant named above takes up a place of study at Imperial College, London in *insert month year*, I the undersigned parent or legal guardian:

1. Understand that if the College 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 Services 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 College (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 Imperial 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 College 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 College's satisfaction before admission.
9. Understand that the College 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 College 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 College prior to the start of the degree programme.
12. Understand that the scope and content of this agreement must satisfy the Academic Registrar, the Departmental Admissions Tutor and the Director of 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 Director of Student Services and the Departmental Admissions Tutor (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 College with the Director of Student Services and the Departmental Admissions Tutor.
14. Understand that the College 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 College'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 College 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 College 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 participating in such extra-curricular activities as the student shall determine.
18. Agree that, if the student is unable to consent and if it is not possible to contact a parent or legal guardian, the College may authorise emergency medical treatment acting on medical advice in the best interests of the student.
19. Accept that the College's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the College 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.

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

**Signature of parent(s) or legal guardian(s)**

***\*Note, if you only have or are in contact with one parent /legal guardian, please enter N/A against section referencing parent / legal guardian 2.***

Signature Parent/Legal Guardian 1 .....

Name Parent/Legal Guardian 1 (please print) .....

Relationship to the applicant Parent/Legal Guardian 1 .....

Signature Parent/Legal Guardian 2 .....

Name Parent/Legal Guardian 2 (please print) .....

Relationship to the applicant Parent/Legal Guardian 2 .....

Date ***Click here to enter text.***

Please now return the completed Declaration to your relevant admissions team:

Faculty of Engineering: [engineering.admissions@imperial.ac.uk](mailto:engineering.admissions@imperial.ac.uk)

Faculty of Medicine: [medicine.ug.admissions@imperial.ac.uk](mailto:medicine.ug.admissions@imperial.ac.uk)

Faculty of Natural Sciences: [ns.admissions@imperial.ac.uk](mailto:ns.admissions@imperial.ac.uk)