



Student recruitment and admissions

Policy No.	SRA-006	Version:		004			
.Title	Policy and procedure for confirmation of examination results for undergraduate entry						
Description	How the University manages confirmation of exam results by applicants taking up offers of study.						
Dates							
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UK quality code:	Core practices: The provider has a reliable, fair and inclusive admissions system.			Legal/regulatory driven		No	
Purpose							
To outline the process by which an undergraduate applicant holding a conditional firm or conditional insurance offer provide their examination results in order to meet the offer conditions and confirm a place at the University of Edinburgh.							
Scope						Mandatory	
All home, EU, and overseas applicants to undergraduate programmes.							
Consultation carried out							
College admissions practitioners							
Responsibilities							
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Approving body:	Student Recruitment and Fees Strategy Group						
Related policies:	The University of Edinburgh Admissions Policy						
Policies superseded:	None						
Keywords:	results; offer; appeal						



Policy and procedure for confirmation of examination results for undergraduate entry

1. Purpose

- 1.1.** This policy refers to the process by which undergraduate applicants holding a conditional firm or conditional insurance offer provide their examination results to the University, in order to meet the conditions of an offer and confirm a place at the University of Edinburgh.

2. Scope

- 2.1.** This policy and procedure apply to all home, EU, and overseas applicants to undergraduate programmes at the University of Edinburgh.

3. Abbreviations

- UCAS: Universities and Colleges Admissions Service
- GCE: General Certificate of Education
- SQA: Scottish Qualifications Authority
- HESA: Higher Education Statistics Agency
- SFC: Scottish Funding Council
- SRA: Student Recruitment and Admissions

4. Definitions

- 4.1.** The UCAS cycle refers to the admissions cycle at UCAS, in which a prospective student submits an application to study at the University. Each cycle runs for 13 months, from 1 September until October the following year. For example, the 2023 UCAS cycle runs from 1 September 2022 until October 2023.

5. Background

- 5.1.** The University must receive formal evidence of examination results where these are required to meet offer conditions. Many examination results, including SQA Highers and Advanced Highers and GCE A-levels, are verified and supplied to the University by UCAS. A list of qualifications that UCAS sends to the University is published on the [UCAS website](#).

- 5.2.** For all other qualifications, and qualifications achieved in previous years, it is the responsibility of the applicant to provide formal evidence of examination results where these are required to meet offer conditions.
- 5.3.** Where an applicant is appealing examination results, the University must be informed. Successful appeals may have different outcomes depending on when the revised grades are confirmed.

6. Policy detail

6.1. Provision of examination results:

- 6.1.1.** Formal evidence of examination results includes formal transcripts, certificates and online verification.
- 6.1.2.** Formal evidence must be received by the University within 10 working days of publication of the applicant's examination results, or by 31 August of the UCAS cycle in which the applicant applied, whichever is earlier.
- 6.1.3.** Where formal evidence is received by the relevant deadline, and the examination results enable the applicant to meet their offer conditions, the applicant's offer will be made unconditional.
- 6.1.4.** Where formal evidence is not received by the relevant deadline, the application will normally be rejected.
- 6.1.5.** Where formal evidence is received by the University after the deadline, the decision to admit the applicant is at the discretion of the University.

6.2. Appeal of examination results:

- 6.2.1.** Where an applicant has not met their offer conditions and intends to appeal an examination result, the University must be informed within 10 working days of publication of the applicant's examination results, or by 31 August of the UCAS cycle in which the applicant applied, whichever is earlier.
- 6.2.2.** Where an applicant meets their offer conditions following an appeal of an examination result, the following will apply:
- 6.2.3.** If formal notification of the successful appeal outcome is received by the University **by 31 August** of the UCAS cycle in which the applicant has applied, the applicant's offer will be made unconditional, provided there is sufficient capacity on that course. If there is insufficient capacity then a deferred place will be offered.
- 6.2.3.1.** If formal notification of the successful appeal outcome is received by the University **after 31 August** of the UCAS cycle in which the applicant applied **and before 31 December**, the applicant will be offered deferred entry in the following academic year. This offer is contingent on the applicant meeting all minimum entry requirements for the year of entry, and that there is sufficient capacity on that course to accommodate the student.

6.2.3.2. The University cannot consider any notifications of appeal outcomes received after **31 December** in the year of the UCAS cycle in which the applicant applied.

Deadlines for confirmation of examination results or notification of a successful appeal

Date	Action by applicant	Outcome
By 31 August	Formal evidence of examination results or formal notification of successful appeal.	Offer is made unconditional. Entry in September of the same year.
After 31 August and before 31 December	Formal notification of successful appeal.	Offer of deferred entry for September of the following year.
After 31 December	The University cannot consider any notifications of appeal outcomes received after 31 December of the year of the UCAS cycle in which the applicant applied.	

7. Data protection

- 7.1.** The University of Edinburgh holds information about everyone who applies and studies at the institution. Information supplied as part of an application is used to administer the admissions process and may be shared with UCAS or other bodies to verify the identity, qualifications or references of an applicant. Information may also be used in an anonymised form for statistical purposes, which may be subsequently published or passed to government bodies such as the SFC or HESA for the purposes of guiding policy and funding allocation.
- 7.2.** Information held on successful applicants will be additionally used to administer studies, monitor performance and attendance, and provide student support. Further information about the University's use of data is available from the University's [Data Protection Officer](#).

8. Reporting and monitoring

- 8.1.** Monitoring and recording of application deferrals administered by the College admissions teams.

9. Responsibilities

- SRA team [Maintains and reviews the policy]
- College undergraduate offices [Administer the policy and provide feedback to SRA team]

10. Associated documents

- N/A

11. Policy version history

- Approved May 2014
- Reviewed Nov 2019 (no changes)
- Reviewed Oct 2021 (minor changes)
- Reviewed Apr 2023 (1. Deadline for confirmation of examination results moved to 31 December from 15 January. 2. Less definitive wording around guaranteeing a place in the same year to candidates who have successfully appealed results).