

Churchill Undergraduate Application Policies

Appeals or Complaints

We aim to offer admission to undergraduate applicants of the greatest academic potential. Like all Cambridge Colleges, Churchill College receives many applications of very high quality, significantly more than it has places available. Unfortunately, therefore, we cannot offer everyone a place and the number of unsuccessful candidates – even those with very strong applications – is also high.

Churchill College runs a data-driven admissions selection process. The College takes time considering all elements of an application (including formal applications, tests, submitted work and interviews), to ensure that admissions decisions are focussed on academic ability and potential, and all staff involved in the process are trained to treat applicants fairly, consistently, and professionally.

Unsuccessful applicants may be dissatisfied with the decision not to offer them a place, but the College's academic judgement cannot be appealed. Very occasionally, however, an applicant may have grounds to believe that the decision not to offer them a place stems from a procedural error (submitting an "appeal"), or they may be dissatisfied with some other aspect of the management of their application (submitting a "complaint").

The Cambridge Colleges have a shared policy for managing appeals and complaints, to which Churchill College subscribes. This is available [here](#). All applicants to Churchill College are asked to read this policy, to ensure that they understand it and to agree to abide by it.

Anyone wishing to submit an appeal must do so by midnight on **1 March** (for applications from the preceding October).

Confidentiality

Candidates are required to maintain confidentiality at all times. This includes the admissions process, the interview and, if you are admitted, whilst you are a student at Cambridge. You must not disclose details of any admissions assessment, assigned pre-reading or interview questions to other applicants or to any commercial organisation. This includes, but is not limited to, communication indirectly or directly by email, websites, chat rooms, texts or the sharing of notes with other applicants or any third party. You or any third party are strictly forbidden to record or photograph any part of the application process. We will cancel your application to the University if you record your assessment or interview, photograph your assessment or interview, or have an unauthorised third party present during your assessment or interview. We understand

that you may wish to discuss your interviews with advisers at your school or college. However, we ask that you do not share full details of any specific questions we ask and to ensure that you destroy any and all notes taken once the interview is completed. The duty of confidentiality does not apply to any disclosures required by law or for the purposes of seeking legal advice.

Extenuating circumstances, Access Requirements, and Candidate Health

Churchill College can only take into consideration information that is disclosed during an application. We cannot consider any information that subsequently comes to light after a decision on an application is made. Applicants are responsible for ensuring that all relevant information is fully and accurately disclosed to the College and that the standard procedures and timeframe for its disclosure are followed.

Should a candidate's health or circumstances change during the admissions round, it is the responsibility of the applicant to inform the College of this, providing supporting evidence if required. It is particularly important that such matters are brought to the College's attention immediately if they would involve additional access requirements: whilst every reasonable attempt to accommodate these will be made, the College cannot guarantee that such late changes will be possible.

If you fall ill or experience issues on the day of an admissions interview or College assessment, you must contact us at admissions@chu.cam.ac.uk before your interview/assessment takes place. If you do not tell us contemporaneously, we will proceed on the assumption that you are fit and ready for interview/assessment. Any illness, injury or personal circumstances reported after your interview/assessment has taken place cannot be taken into account when Churchill College considers your performance.

Feedback

Because of the very high volume of applications received, and in line with the University of Cambridge's standard position, Churchill College does not provide individual feedback to unsuccessful candidates. However, information to contextualise our decision will be provided in rejection letters, both for candidates who are rejected before interview and for those who are rejected after interview. Churchill College is committed to transparency in its admissions process and it works with schools and colleges across the UK and worldwide to support them in preparing future applicants. To this end, Churchill College sends annual admissions reports to schools and colleges from whom we receive applications. Furthermore, schools and colleges seeking guidance from the College on future applications are warmly encouraged to get in touch. By applying to Churchill College, applicants confirm that they understand this policy and accept that individual feedback on applications will not be provided.

Late submissions and missed deadlines

Late submission of any forms or documents required as part of the application process, or a failure to meet any deadline during the admissions round, can be considered as grounds for the rejection of an application.

Qualifications declared and examination sittings

In accordance with UCAS policy, applicants must declare ALL qualifications achieved and pending at the point of application. This includes, for example:

- results for public exams in all subjects that you have studied at school, whether compulsory or optional;
- results for public exams in all subjects that you have self-studied;
- all STEP Mathematics results, regardless of which course you are applying for;
- results for English language tests (e.g. IELTS);
- all previous results in subjects where you have retaken exams or entered for multiple sittings;
- all previous results (including modular sittings), even if they are lower than expected;
- all future sittings of qualifications;
- additional qualifications such as SATs, or APs.

Failure to declare a qualification or examination sitting is a breach of the agreement made when submitting the My Cambridge Application, and a breach of our Terms of Admission. Applicants must tell us when they are planning to sit exams for each of their qualifications, including each sitting where relevant. It is the expectation of Churchill College that all examinations for any qualifications upon which an offer is made conditional will be sat once only, and within the sitting date declared at UCAS.

It is important that applicants check their application to make sure that they have entered all their qualifications correctly. Applicants who need to correct any information submitted at UCAS must [complete this UCAS form](#) to inform us of these corrections. Applicants have until **5 November** to make any corrections without it affecting their application adversely.

Applicants agree to accept and adhere to the terms of this policy and acknowledge that their application will be withdrawn and any offer that has been made will be cancelled if it is later found that the information they provided in relation to their qualifications is incomplete or inaccurate.

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