



## Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at [www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment](http://www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment)

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

**A.** Policy/Practice (name or brief description): UoE Admissions Policy Clarifications in support of volume management, September 2023

**B.** Reason for Equality Impact Assessment (Mark **yes** against the applicable reason):

- Proposed new policy/practice
- Proposed change to an existing policy/practice **YES**
- Undertaking a review of an existing policy/practice
- Other (please state):

**C.** Person responsible for the policy area or practice:

Name: Shane Collins

Job title: Director of Student Recruitment and Admissions

School/service/unit: Student Recruitment and Admissions

**D.** An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:

- affects primary or high level functions of the University **Yes – relates to admission of students**
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)?
- It is one which interested parties could reasonably expect the University to have carried out an EqIA?

**E.** Equality Groups

To which equality groups is the policy/practice relevant and why?

The following changes are proposed to the University's Admissions Policy and Procedure from 2024/25 Cycle Entry:

- That incomplete applications may not be assessed and may be rejected
- That Colleges and Schools may opt to make Personal Statements or References optional, or remove the requirement for them, for any programme.
- Changes to the treatment of multiple qualifications

- Change to policy so that applicants will be considered on the basis of one qualification type only

The changes in policy proposed have the potential to affect all applicants. They are being introduced in support of application volume management, given the very large volume of applications received. We believe that these changes do not adversely affect applicants in relation to any protected characteristic. Where an individual applicant with Challenging Circumstances that require flexibility on any of the approaches above, the Challenging Circumstances Policy will apply.

The change in policy will be communicated as part of annualised changes to the University's published Admissions Policy, from September 2023 (affecting 2024/25 entry).

#### F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

**Option 1:** No change required – the assessment is that the policy/practice is/will be robust.

**Option 2:** Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.

**Option 3:** Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified

**Option 4:** Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.

#### G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).

It is proposed that any impact of either change be considered as part of the annual Admissions Policy review process.

2. When will the policy/practice next be reviewed?

February 2024

#### H. Publication of EqIA

Can this EqIA be published in full, now? Yes

If No – please specify when it may be published or indicate restrictions that apply:

#### I. Sign-off

EqIA undertaken by (name(s) and job title(s)): Shane Collins, Director of Student Recruitment and Admissions

Accepted by (name): Shane Collins, Director of Student Recruitment and Admissions

Date: 19<sup>th</sup> September 2023

Retain a copy of this form for your own records and send a copy to [equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)