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Summary of Changes since previous version

- Changes incorporated in response to the new Student Visa Route
- Changes to improve clarity and understanding

1. Introduction

- 1.1. This document sets out our policy for admission and entry to the college's undergraduate and taught postgraduate applicants.

2. Principles of Admission

- 2.1. The admission of individual applicants is at the discretion of the College with entry levels and other requirements agreed in collaboration with the partner University.
- 2.2. In exercising this discretion, the College and/or Admissions and Recruitment Centre will abide by the following principles set out below.
 - 2.2.1. There should be a reasonable expectation that any person admitted to a course of study has the potential to achieve the standard prescribed in the 'progression criteria' at each stage of that pathway. Further, that there should be reasonable expectation that such persons are able to fulfil the objectives of the degree award.
 - 2.2.2. Where applicants do not directly meet normal stated entry criteria or where there are regulatory, immigratory or other requirements to consider, the College Admissions Team reserves the right to review such applications as 'Non-standard' as outlined within this policy.
 - 2.2.3. When considering each individual applicant for admission to a course, in addition to the entry criteria, evidence may be sought as to the applicant's personal, professional and educational experiences that provide indications of his or her ability to meet the demands and inherent benefits of the pathway.
 - 2.2.4. The College will endeavour to ensure that no applicant is discriminated on the grounds of race, colour, nationality, ethnic or national origin, marital status, disability, age, gender, sexuality, political or religious beliefs. To this end, the College, in association with the partner university, ensures that the criteria and procedures used for selecting students are valid, fair and transparent, applied consistently for each course and in no way unjustly disadvantage any applicants. The College will consider all applications in accordance with The Equality Act, 2010 and all associated guidance.
 - 2.2.5. The College reserves the right to consider in greater detail, applications from persons who have a criminal record in either the UK, in their country of origin or elsewhere.
 - 2.2.6. When making an offer in response to an application and having due regard to all entry requirements (academic and otherwise), any such offer will typically be for the entire undergraduate or postgraduate degree.

3. Code of Ethics

- 3.1. All Navitas agents, Navitas UPE representatives and College staff, when considering applicants for entry into the UK, must adhere to the Code of Ethics as laid down by UKCISA and these can be found on UKCISA's website.

- 3.2. The College ensures that the following standards are applied at all times to the recruitment and application processes.
 - 3.2.1. All staff act in the best interests of the applicant, while respecting College, Navitas and institutional policies and regulations, statutory and legal requirements.
 - 3.2.2. The Source Country Office (SCO) Staff and College Marketing and Admission Teams recognise the power of influence that comes with their position and that it is not used inappropriately. Assurance of this message and its application to second and third parties should be monitored by the Director of Marketing and Admissions for the College, and the College Director/Principal (CD/P).
 - 3.2.3. All College Admissions staff and authorised representatives recognise their areas of competence, education, training and experience and recognise the boundaries of their qualifications and competence, making appropriate referrals when situations fall outside them, specifically by referring 'Non-standard' applications. The College Director/Principal (CD/P) and Director of Marketing and Admissions are responsible for assuring that this standard is met.
 - 3.2.4. The CDP and Director of Marketing and Admissions for the College must keep pace with current developments in recruitment practice, legislation, policies and procedures. They must inform the Academic Registry of any proposed changes prior to those changes being made, and maintain operating standards and compliance requirements, with a view to continuous improvement.

4. Non-standard applications

- 4.1. As noted throughout this document, applications may be considered as 'Non-standard' due to a number of reasons and these may be, but are not limited to, reasons associated with; academic entry requirements, regulatory compliance, equality and diversity, and any other requirements, which may affect the applicant's chosen course of study such as professional membership criteria. The Partner University may add additional state additional circumstances under which specific escalations and approvals may be required.
- 4.2. All such applications should be referred to the College Academic Board for consideration and possible onward referral to the Partner University.
 - 4.2.1. The College Academic Board (CAB) is the mechanism by which each application, not meeting the standard entry requirements and/or requiring consideration because of other criteria, should be reviewed and this review should occur before the issuance of any offer.
 - 4.2.2. Membership of the CAB should include an Admissions Manager with sufficient compliance knowledge and understanding to review all relevant regulatory requirements.
 - 4.2.3. All cases considered by the CAB should be fully documented and should be submitted to the College Learning and Teaching Board (CLTB) for recording on the minutes.

4.2.4. Should a case require onward referral to the Partner University, this should be recorded in the notes of the CAB and no decision made until such time as the University Registry returns.

4.2.5. Those applications considered as 'Non-standard' could be included under one of the following categories:

- Academic entry (those falling below entry requirements and those requiring consideration of Accredited Prior Learning or Admission with Exemption)
- Regulatory (Immigration)
- Equality and diversity (disability or additional learning needs) for assessment of reasonable adjustments and capacity to complete the course
- Criminal record and persons at risk

4.3. Academic Entry

4.3.1. Where an applicant marginally does not meet the stated entry standards, and does not fall within an agreed threshold of the requirements, but where the applicant demonstrates abilities and aptitudes that can be assessed as appropriate for entry to a stage of study, these applicants are eligible for referral to the College Academic Board and consideration for admission, given that the stage of study in question is designed to incorporate:

- appropriate teaching support via enhanced contact hours; or is to be
- delivered over a longer period of time to enable adjustment

4.3.2. However, these applicants are not guaranteed to be successful in securing an offer of admission and may also require onward referral to the Partner University for approval.

4.3.3. Those applicants where their prior qualifications and learning are accepted as fulfilling some of the requirements of the proposed pathway or course of study may be eligible for exemption through the Accreditation of Prior Learning (APL) either through experience or by qualification.

4.3.4. The awarding of APL is a recognised route of entry to the College and should be formally referred to the College Academic Board as a 'Non-standard' application.

4.3.5. The CLTB delegates responsibility for the formal approval, to the College Academic Board, of an applicant's prior learning and experience and for determining the amount of credit that an applicant might be permitted.

4.3.6. All CLTBs and Academic Boards are required to follow the guidelines published by the Quality Assurance Agency (QAA) and specifically here this refers to Chapter B6: Assessment of students and accreditation of prior learning.

4.3.7. The following general guidelines will also be considered when making decisions about APL:

- It is clearly demonstrated that an applicant has fulfilled some of the assessment requirements of the designated pathway or course of study by means other than attendance on that course;
- That by completing the remaining requirements of the designated stage of study or course, the applicant will be able to fulfil the objectives of the course or pathway and attain the prescribed standard for successful completion and onward progression to the partner University;
- That there are no constraints placed by external bodies; and
- APL cannot be granted to the Interactive Learning Skills and Communication module.

4.3.8. The College places an equivalent credit limit on the proportion of learning that can be recognised through APL. These are as follows:

Pathway Title	Delivery Model	Stage of Study Credit Points (maximum)	APL Credit Points / Modules (maximum)
Undergraduate Pathway Stage 1	SDM	120+	60 or four (4) modules
Undergraduate Pathway Stage 2	SDM	120+	40 or two (2) modules
	IDM	120	N/A
Postgraduate Pathway Stage 1	SDM	80	N/A
	IDM	120	N/A

4.4. Regulatory (Immigration)

4.4.1. Applicants who require a Student Visa to study in the UK must also meet all of the Home Office requirements to be able to make a valid visa application before the College and Partner University will make an unconditional offer and issue a CAS. As part of the conditional offer, applicants will be asked to supply documents such as copies of passports, qualifications and visas that relate to these requirements. Applicants may also be asked to provide information about their past immigration history and previous study in the UK (if applicable). The CAS will not be issued by the Admissions Office to applicants until all conditions of the offer have been met, and both the College and Partner University reserve the right to withhold the issuing of a CAS to any applicant who we have any reason to believe will not be in a position to make a successful Student Visa application.

Instances where this may be applicable include, but are not restricted to, the following examples:

- There is insufficient time to make a Student Visa application prior to the latest start date for the course.
- The applicant does not have, or is unable to provide evidence that they have, sufficient funds to be able to make a successful Student Visa application.

- The applicant is currently residing in the UK as an ‘overstayer’ (remaining in the UK beyond the expiry date of their visa).
- It is discovered that the applicant has either withheld or provided false information in their original application in relation to their previous immigration history

4.4.2. English Language Level

- 4.4.2.1. Applicants for whom English is not a first language are required to hold a recognised qualification with the required minimum score for their chosen course.
- 4.4.2.2. Where an applicant is unable to demonstrate the requisite level of English language, the applicant may be offered entry on to a pre-sessional English programme where available and appropriate.
- 4.4.2.3. Further guidance and information on applicable English entry requirements can be found on the College’s website.

4.4.3. Previous study in the UK – Academic Progression

- 4.4.3.1. There are specific requirements and exemptions with respect to academic progression and these can be found in the Immigration Rules and Policy Guidance.
- 4.4.3.2. For those applicants where they have previously studied in the UK and that study has been under the Student Route, Tier 4 (General) or as a Student, their next course must typically represent academic progression from the previous.
- 4.4.3.3. Applicants do not need to show academic progression if:
 - This will be the applicant’s first Student application to study in the UK;
 - The applicant will be making a Student application overseas;
 - You are assigning a CAS for a student to make a first application to complete an existing course which commenced at another Student Sponsor where that institute had their licence revoked;
 - You are assigning a CAS for a student to re-sit an examination or repeat a module.
- 4.4.3.4. Careful consideration of the Immigration Rules and Policy Guidance documents needs to be given before any offer of admission is made, where a student has previously studied in the UK.
- 4.4.3.5. The time spent previously studying in the UK, and the courses previously studied, may be assessed in order to establish an applicant’s study intentions.

4.4.4. Previous study in the UK – Study time

- 4.4.4.1. The time a student can spend studying at degree level is limited to five years except if enrolled on certain exempted courses. There is no study time limit for students studying at Master’s level or above.

4.4.5. Previous study in the UK – Right to study

4.4.5.1. Sponsorship is based on two basic principles and one of those is that “...those applying to come to the UK to study [applicants] are eligible to do so...”. It is a requirement therefore, before assigning a CAS to a prospective student (or issuing an unconditional offer), the Sponsor (College and/or University) have assessed that the applicant is eligible for such. This is most applicable, but not exclusive, to applicants that are already in the UK.

4.4.6. Previous applications to study in the UK

4.4.6.1. If an applicant has made a previous application to study or enter the UK, this must be declared on the application form.

4.5. Equality and diversity (disability or additional learning needs)

4.5.1. The College’s Admissions team are committed to developing educational opportunities, which can be accessed by all qualified applicants and, as such, the admission process is open to all persons with a disability or learning needs.

4.5.2. The College strongly encourages applicants to disclose their disabilities as early as possible in order to ensure that any necessary support arrangements can be considered and where appropriate made prior to an applicant’s arrival at the College, and in all instances no later than on acceptance to their course.

4.5.3. The College Admissions Team will consider all applications in accordance with The Equality Act, 2010 and all associated guidance. In accordance with this, the College may reject an application on the grounds of disability where:

- Necessary adjustments would not be reasonable either to the physical or staffing resource base of the College.
- The College cannot guarantee the health and safety of the applicant for the times that they are not in timetabled sessions at the College.

4.6. Under 18 - Minors

4.6.1. Those persons considered minors, will be less than eighteen (18) years of age at the time of enrolment. Such applicants will be considered on their individual merit and their potential to benefit from their chosen pathway.

4.6.2. The College Admissions Team recognises that students should normally be eighteen (18) years old at the time of progression to the stage of study taken in full at the partner University. The University may also set a higher minimum age limit for certain pathway progression points if required by a professional or statutory body and where this is active may, in turn, determine age limits to College entry points.

4.6.3. There are a number of operational requirements that are linked to the enrolment and admission of a student who is under the age of eighteen and as such link to their admission:

- The relevant sections of the Acceptance of Offer are required to be completed;

- Confirmation of their accommodation and travel arrangements need to be received prior to arriving in the UK (a regulatory requirement);
- Parents/legal guardians must provide a written letter of consent with their son's/daughter's/ward's Student route visa application;

4.7. Criminal Offences

4.7.1. At the point of acceptance of offer, applicants are required to declare any relevant criminal convictions that are unspent in accordance with The Rehabilitation of Offenders Act 1974.

4.7.2. The College considers relevant convictions to include:

- Offences involving any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Sexual offences, including those listed in the Sexual Offences Act 2003.
- The possession and/or the creation or distribution of indecent images of a child.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences).
- Offences involving firearms.
- Offences involving arson.
- Offences involving terrorism.

If you were convicted outside the United Kingdom for an offence listed above, this is also considered a relevant offence.

4.7.3. In the event that an applicant discloses a relevant unspent conviction, the Admissions Manager will refer the case to the College/Director Principal and Partner University for assessment in line with applicable Partner University procedures.

4.7.4. Where a decision to not issue an Offer of Admission is made, this will be communicated clearly to the applicant.

4.7.5. Should a student commit an offence whilst registered on a course, this must be declared to the College at the earliest opportunity. Failure to do so may result in the withdrawal of that student's registration at the College and Partner University.

5. Entry Requirements

5.1. The College seeks to admit applicants, who are suitably qualified for its programmes and who it believes have the potential to succeed. This commitment is underpinned by factors that may indicate the likely success of a student including:

- Achieved and pending academic qualifications
- The academic context in which qualifications have been achieved
- An applicant's stated interest, commitment and motivation for study
- Where relevant, work or other non-academic experience
- Academic and/or professional references
- Where required, an applicant's performance at interview
- Where required, an applicant's portfolio or sample of written work
- Where required, an applicant's research proposal

5.2. Additional assessment of professional capability may apply to the professional courses.

- 5.3. Other qualifications or experience that demonstrates a candidate possesses appropriate knowledge and skills may be acceptable after consultation with the appropriate Partner University Admission Tutor.
- 5.4. Academic and English entry requirements for courses are determined jointly between the College and Partner University and are published on the College's website.
- 5.5. All pathways associated with analytical techniques and their application, have a higher level of mathematics entry qualification associated with them. These specific entry criteria over and above the normal entry criteria are dictated by the requirements of the stage/programme specification.
- 5.6. In the event that entry requirements change, the College will update the published entry requirements as quickly as possible.
- 5.7. The College reserves the right to ask applicants to provide additional evidence of qualification or intention to study in order to determine an applicant's eligibility to study.

6. Offers

- 6.1. The College and Partner University reserve the right to determine the eligibility of any applicant for a course and issuance of an Offer of Admission.
- 6.2. An offer of a place (conditional or unconditional) on a pathway of study, imposes an obligation on the College to admit an applicant and neither should be withdrawn without their consent, except where:
 - The applicant fails to meet the conditions of the Offer of Admission.
 - The intake to the stage of study, pathway or course is cancelled in line with the College's Terms and Conditions.
 - The applicant fails to provide any requested supporting documentation by the specified date.
 - The applicant or a representative of the applicant, is found to have made a false statement on the Application Form and/or the Acceptance of Offer Form or any other admission associated form, correspondence, documentation, interview or statement, deliberately or inadvertently, or has otherwise sought to mislead the College.
 - The applicant or a representative of the applicant, has withheld pertinent information or only provided basic information, such as failure of attainment or poor attainment in a previous course of study or qualification.
 - The applicant or a representative of the applicant has failed to declare at a relevant unspent conviction.
 - There can be no reasonable adjustment made by the College or Partner University with regard to learning provision or pastoral care.
 - The applicant is unable to present at enrolment as per the stated intake date on the Offer of Admission.
 - The applicant has failed to complete the Acceptance of Offer Form and return by the specified deadline.
 - The applicant has demonstrated an inability to make proper payment of the requisite course fee deposit, and where appropriate accommodation final payments prior to issue of a Provisional/CAS Statement.
 - The applicant has failed to demonstrate adequate maintenance funds on request by the College and prior to issue of a Provisional/CAS Statement.

- The applicant has failed to provide evidence of insurance for the first year of their studies in the UK.
- The College or Partner University believes that allowing the student to hold their offer or to receive a CAS would contravene any applicable regulatory or legislative requirement.
- An incorrect offer has been made and needs to be withdrawn.

7. Failure to Run Courses

- 7.1. The College and Partner University make all reasonable efforts to deliver the programmes of stud and other services and facilities described in its information for students. However, the University may in some circumstances be required to make:
- a change of award or programme title;
 - a change to the availability of or discontinuance of a core module; or
 - a change to the overall type of assessment for the Programme, for example by exams, coursework or practical assessment (or combination of these).
 - a change to the mode of delivery of the course, or part of the course. For example, from Face to Face to Online.
- 7.2. If any change the College makes such changes that materially affect the student, or that are to the student's detriment, the College will take all reasonable steps to notify the affected applicants promptly to minimise any disruption to commencing their studies.
- 7.3. For further information about the circumstances and/or reasons the College may be required to take the actions above please visit: https://c3ccd77d3bc9155004bd-af6d5625c7dc1784715667717e0c396.ssl.cf6.rackcdn.com/HIC_terms-and-conditions-may-2020.pdf to view our student contract.

8. Complaints

- 8.1. A complaint is when an applicant is unhappy with the service received from the College Admissions Team.
- 8.2. Any complaint made by an applicant (or their representative) relating to the administration of the admission process or regulatory framework will be deliberated by the College's Management Team to ensure a resolution that is fair and responsible. Where necessary the complaint may be referred to the Academic Registry UPE for deliberation in line with the College's Complaints Procedure.

9. Appeal

- 9.1. An 'appeal' is a process of review, based upon a full application and associated documentation. An appeal can be made by applicants who believe they meet the grounds for appeal to permit a second review of their application.
- 9.2. There will be no discrimination or prejudice against any applicant who makes an appeal.
- 9.3. The College will only accept appeals from the applicant directly and not from any third-party representative such as parents, agents or school representatives unless the applicant's situation is such that they require third party representation.
- 9.4. Appeals may be made on the following grounds:
- **Procedural irregularity** - where an applicant believes that the College has not followed the procedures stated within this policy and that there is reasonable doubt as to whether the outcome might have been different had the error not occurred.

- **New material information** - where an applicant can provide new information to support their application which was not available at the point when the application decision was made.
 - **Extenuating circumstances** - which had not been known at the time when the decision was made.
- 9.5. All appeals will be considered on their individual merit, however, if an appeal is based on the grounds below it will not be considered:
- Academic judgment
 - Retrospective reporting of extenuating circumstances (which would have been known at the point of application)
 - Failure by the applicant to attain the entry qualifications as stated in the conditions of offer
- 9.6. The applicant should raise the matter at the earliest possible time and within 30 days of the Offer of Admission or rejection being issued.
- 9.7. The appeal will be investigated by the relevant Admissions Manager including the input from academic staff and the Partner University where required. A written decision will be given by the Admissions Manager, normally within ten working days of an appeal being made. If it proves impracticable to respond fully within ten working days, the applicant will be informed of a realistic timescale in which to expect a response.
- 9.8. If the applicant is dissatisfied with the response received from the Admissions Manager, a written appeal should be made within ten days of the date of the written response. This should set out briefly: the nature of the appeal; the steps already taken; details of the response received; a statement as to why the applicant remains dissatisfied and, without prejudice to any formal remedy which might be determined, the remedy which is sought.
- 9.9. This written appeal will be referred to the Academic Registry UPE who may call together a Case Review Panel to consider all relevant facts. The Case Review Panel's decision, supported by reasons, following completion of this process will be considered as final. If a Case Review Panel is not held, the decision from Academic Registry will be final.