

UK COLLEGE OF BUSINESS

ADMISSION POLICY

MISSION STATEMENT

UK College Of Business delivers diverse opportunities for learning and achievement for international students and provides the access, facilities and support to enable them to achieve their full potential. Also, we want to ensure that only genuine students are selected who aspire to gain academic excellence from the UK education system, contribute positively to the UK society and economy and do not abuse the immigration systems of this country.

This admissions policy has been implemented and is continuously monitored in order to ensure that our above-stated mission is achieved and **Intentions and Abilities** of prospective students are assessed effectively.

SCOPE OF THE POLICY

This policy applies to all applicants for courses at UK College of Business. These applicants may be new applicants from overseas, local students, existing students of UK College of Business who want to apply for a new course or other students who are on student visas in the UK.

STATEMENT OF PRINCIPLES

Widening participation

UK College Of Business is committed to increasing and widening participation in education and training. Applications to attend college courses are actively encouraged from all interested individuals from a diversified mix of backgrounds.

Guidance

The college is committed to providing impartial guidance in the admissions process to help applicants to choose the course or programme which is right for them.

Confidentiality

The college is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 1998 and other related legislation and regulations.

Equality of Opportunities

The college is committed to ensuring that the admissions process will be open and transparent and that no individual or group receives less favourable treatment by virtue of age, disability, economic status, faith, gender, marital status, sexuality, race, colour, and nationality, ethnic or national origin.

Compliance

The college is committed to ensuring that all its policies and procedures are fully compliant at all times with the current laws and relevant regulations issued by the relevant authorities. Main regulators are the UK Borders Agency (UKBA) and QAA (our accreditation body).

APPLICATION ASSESSMENT

All applications for admission are assessed against the general eligibility criteria and any specific requirements of the course applied for. The Admissions Office applies all the checks and assesses the application against the admission criteria and entry requirements. If the Admissions Office is satisfied, the candidate is issued with a conditional offer letter and his/her application is forwarded to the Academics Department for a selection interview.

Initial eligibility criteria

Apart from having any specific eligibility criteria for individual courses there are certain requirements that all applicants must meet:

- Applicants should meet the eligibility criteria for the awarding body of the course applied for.
- Applicants should meet the eligibility criteria and entry requirements including English language requirements laid down by the college.
- Overseas applicants must have the capability to pay all their fees and have enough funds to meet the requirements of the UKVI for maintenance.
- Overseas applicants must meet all other requirements for their visa entry into the UK.
- Applicants who are already in the UK on student visas must meet all the requirements for changing sponsor, changing course, visa extensions or any other immigration-related conditions.

The interview

Applicants for all the courses should have to appear before an interview carried out by a member of staff from an Interview Panel maintained by the Academics department. The interview is either conducted through Skype or in person. The interviewer is authorised to offer places on a course applied for by the applicant or any alternative course suggested by the interviewer.

No admission can be granted without the approval of the interviewer.

There are two primary aims of the interview. First is to help an applicant consider a range of options and choose a course or programme of study that matches their aspirations and potential and which builds on their prior attainment and experience. The other aim is to contribute towards the process of establishing Intentions and Abilities of prospective students. Interviews are the most critical selection

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tool in helping to recruit genuine students who have the potential and capabilities to benefit from the UK education system in order to enhance their career prospects and contribute positively to the society and economy of their countries.

After the interview, applications are sent back to the Admissions Office for further processing. For INTERNATIONAL STUDENTS once all the conditions are fully met, a Confirmation of Acceptance for Studies (CAS) is issued to students requiring visas or visa extensions upon the payment of course fees or the initial deposit.

APPLICANTS WITH PARTICULAR NEEDS

Learning difficulties/disabilities

The college will help applicants with learning difficulties/disabilities by assessing their learning needs and by providing additional support where appropriate.

International students

The college has a robust system in place that ensures that only genuine international students are recruited. All applicants are thoroughly vetted in order to assess their intentions and abilities so that the possibilities of non-genuine students being granted admission can be minimised. One of the measures in this regard is that the college requires all overseas applicants to pay most of their course fee before a CAS can be issued.

MONITORING OF ADMISSIONS POLICY

College management committee is responsible for ensuring that:

- This policy is effectively implemented and is in operation at all times.
- Students with genuine intentions and appropriate abilities are selected through the admissions process.
- All members of staff involved in the admissions process are adequately trained for the process to be undertaken smoothly and effectively.
- The admissions policy and procedure is fully up-to-date at all times, making sure that any changes in the relevant legislation/regulations are incorporated immediately.

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STUDENT ADMISSIONS POLICY

Name of Developer/Reviewer

Policy Owner

Principal

Person responsible for implementation

Principal

Approving Committee/Board

College Management Committee

Review Frequency

Ongoing Compliance

Reviewing Committee

College Management Committee

Next Review January 2020