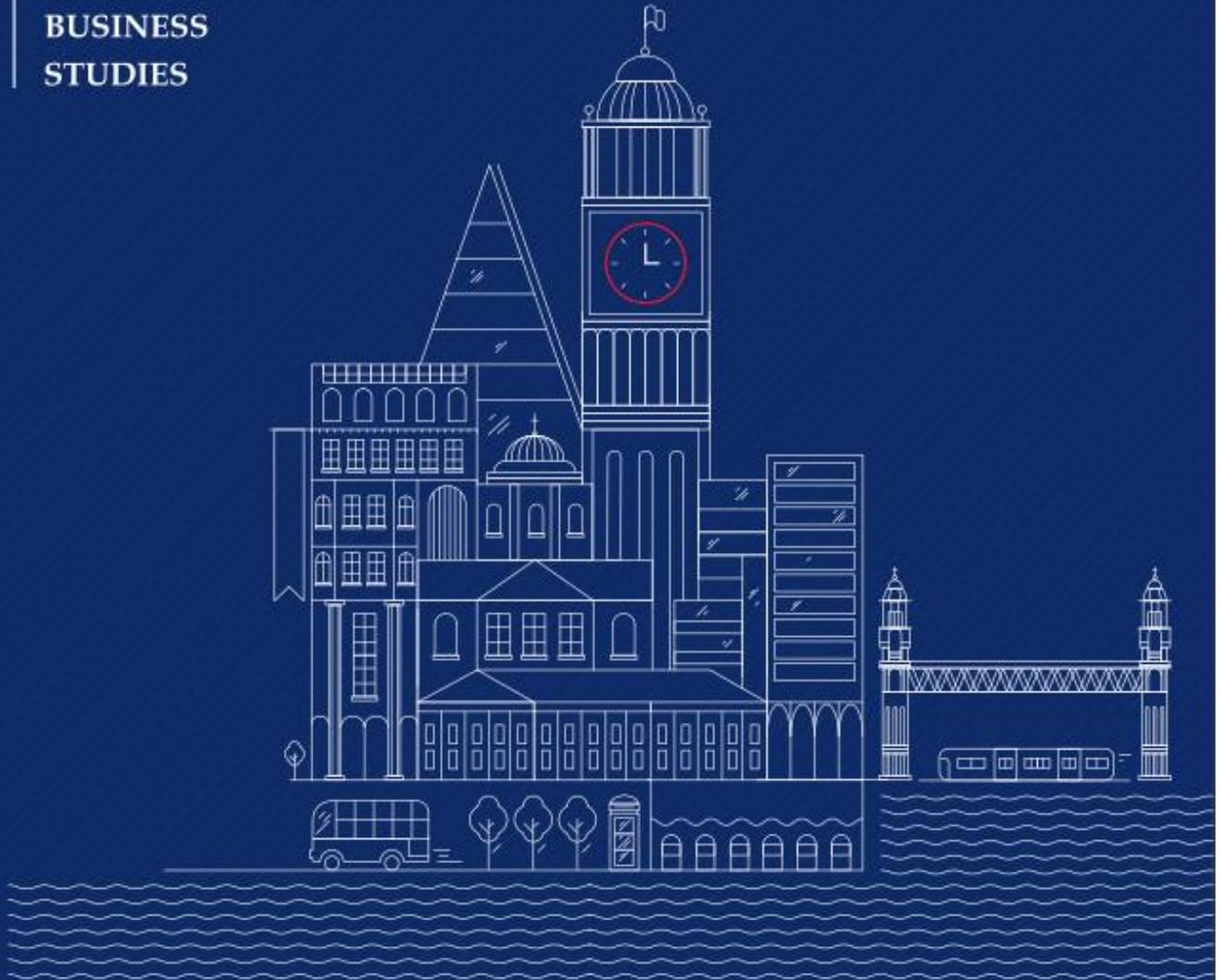




LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Admissions Policy

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Approved by	Academic Board

LCIBS - Requirement, Selection and Admissions Policy

1. Introduction

This policy outlines LCIBS policy and procedure for the admission and selection of students. It has been formed in relation to the QAA UK quality Code Part B, Chapter B2: Recruitment, selection and admission to higher education.

The policy referred to in this document will be applied fairly and impartially, which follows the College's ethos in providing flexible and high quality learning opportunities for all prospective students and students already enrolled. This policy will also be reviewed and approved annually by the Academic Board to meet the College's ongoing commitment to improvement and enhancement.

The QAA and its Quality code has set out an expectation that all institutions of higher education must meet:

“Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support higher education providers in the selection of students who are able to complete their programme.”

The Indicators of sound practice

Indicator 1

Recruitment, selection, and admission policies are informed by the strategic priorities of the higher education provider. Higher education providers promote a shared understanding of their approach among all those involved in recruitment, selection, and admission.

Indicator 2

Recruitment, selection and admission processes are conducted in a professional manner by authorised and competent representatives of the higher education provider.

Indicator 3

Higher education providers have procedures for handling appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals and complaints procedures are conducted expeditiously and in accordance with a published timescale.

Indicator 4

Higher education providers monitor, review and update their recruitment, selection and admission policies and procedures, in order to enhance them and to ensure that they continue to support the provider's mission and strategic objectives. Higher education providers determine the frequency with which monitoring and review are undertaken.

Indicator 5

Recruitment activities undertaken by higher education providers assist prospective students in making informed decisions about higher education.

Indicator 6

Higher education providers make clear to prospective students how the recruitment, selection and admission process will be conducted and what prospective students have to do.

Indicator 7

Selection processes for entry into higher education are underpinned by transparent entry requirements, both academic and non-academic, and present no unnecessary barriers to prospective students.

Indicator 8

Higher education providers determine how decisions and the reasons for those decisions are recorded and conveyed to prospective students.

Indicator 9

Higher education providers inform prospective students, at the earliest opportunity, of any significant changes to a programme to which they have applied. Prospective students are advised promptly of the options available in the circumstances.

Indicator 10

Higher education providers give successful applicants sufficient information to enable them to make the transition from prospective student to current student.

2. Aims

LCIBS will apply a fair and transparent policy that offers opportunity to all its prospective and existing students. We will aim to offer all students a stimulating learning environment where all students are treated with respect and on the basis of merit, performance and their capability regardless of their gender, ethnicity, belief, sexual orientation, religion, age or disability.

The College will recruit with transparency and integrity by trained professionals. With a dedicated team of admission staff and recruitment agents. We will offer places to prospective students whose qualifications, skills and/or experience match those of our entry requirements and the demands of our programmes. We will also ensure that there is compatibility between the qualification that we offer allowing students to progress and develop their skills and career aspirations.

When recruiting and selecting students LCIBS aims to:

- i. Seek to widen participation and provide equality of opportunity to all prospective students and those already enrolled as deemed to be able to complete their chosen programme of study successfully
- ii. Select and recruit students to available programmes that best suit their career goals and skills sets
- iii. Offer fair and unbiased guidance on all our programmes to prospective students

3. Entry Requirements

All prospective students must first meet the entry requirements for their chosen mode of study, these can be found on our website and are provided to all prospective students on enquiry.

Each application will be assessed on an individual basis. They will first undergo an audit check to ensure that they are complete and accurate. That the correct information has been provided to the student to ensure that the student can make an informed choice of which programme they wish to enrol on.

LCIBS reserves the right to amend, or exclude any entry requirement(s), content or other details relating to the programme, in response to any external factors or changes, such as those deemed necessary by external regulation or awarding bodies. LCIBS also reserves the right to withdraw a programme due to low demand. Should this occur all students will be informed at the earliest opportunity and will be offered guidance and advice on alternative programmes the college offers, acceptance to these alternatives will be at the decision of the prospective student.

3a Qualification requirements

Once a prospective student has engaged with the admission process, the admission team will request evidence of the students' formal qualifications. They will have to provide original copies of certificates of their qualifications, which ever are relevant to the programme of study they are interested in joining.

List of entry requirements per programme type:

BSc Programmes –Validated by the Open University

- Three A' levels at Grade A*-E or Minimum of 60 UCAS Points
- BTEC Level 3 – with a minimum of 60 UCAS Points
- LCIBS Access Course – Minimum of Merits in all modules

Certificates HE (CertHE) – Validated by the Open University

- A minimum of 5 GCSEs at grades A* - C
- LCIBS Access course – Pass in all Modules

Diplomas HE –Validated by the Open University

- A certificate of Higher Education (CertHE) or two A' levels grades A-D or Minimum of 48 UCAS points
- LCIBS Access Course – Merits in 3 Modules

Executive Education Programmes - LCIBS own Programmes

A minimum of a Bachelor's degree or 3-5 years' work experience

Other equivalent formal qualifications are accepted and where possible LCIBS will use the NARIC database to determine equivalence.

3b Work or other relevant experience

LCIBS has an Accreditation for Prior Learning policy. In which prospective students may wish to use their relevant working experience as part or fully against the entry requirement, or a part credit/exemption from the modules contained within the programme(s). The admission team will advise students on what evidence will be required and what is acceptable. As a general rule the following will be the minimum required.

- Minimum age of 18 years
- Minimum of three years relevant experience
- A written statement from the student outlining how they believe their working experience matches either the entry requirements or learning outcomes contained in the module they are seeking exemption from
- Evidence to support their statement i.e. employment contract, references from employer or annual appraisals etc.

3c Level of English

All Students must be able to show that they have the necessary level of English to complete their preferred programme of study.

See chart below:

Programme	IELTS	English Qualification
Access Course	4.5	B1 of CEFR
CERT or Dip	4.5	B1 of CEFR
Executive Education	5.0	B2 of CEFR
BSc	5.5	B2 of CEFR

4. Acceptance of application

All prospective students will receive in writing the decision of their application this is normally by email. LCIBS would have considered each application on an individual basis this will be conducted by the Admissions Board. The acceptance will be one of the following:

- Conditional Offer
- Unconditional offer
- Rejection

The student will be offered guidance and advice no matter what the outcome from the admissions team.

If the application does not fulfil the requirements for acceptance, LCIBS will provide feedback, if requested, with the reasons for the non-acceptance. LCIBS

will also offer any alternatives that are available to the prospective student should they match those entry requirements.

LCIBS reserves the right to deny an application from any student on the following grounds (but not limited to)

- Application made on false pretences i.e. Falsified documentation
- Student unable to meet the entry requirements
- Limited availability of places
- Lack of resources or capacity to run the programme
- Inability to meet student's special requirements
- Student has current or previous visa issues which may impact them completing the programme
- The general interest of the wider community of students or staff

It is the responsibility of all prospective students to declare their true immigration status at the point of application.

5. Special Needs/Disability Applications

All applicants will be considered on the same academic grounds regardless of their disability or additional learning needs. Prospective students with any disability or additional learning needs will be required to declare these at point of application, this is to ensure that the college is able to provide the necessary additional support the student should require. All reasonable adjustment that are within the college's capability will be discussed and considered with the prospective student (and where possible implemented) during the admission process before an offer is made. However, the college does reserve the right to refuse admission due to lack of capability or resources to meet those additional needs.

6. Appeals and complaints

a) Appeals

A prospective student has the right to appeal against the admission decision or the selection process. In either of these cases the prospective student must complete the colleges' Admission Appeals form. This must be completed in full and sent to admissions@lcibs.co.uk or via post on the address included within the form. The college will acknowledge the appeal within 2 working days and will make a formal response within 10 working days. If the student has not fully completed the form or incorrectly then the college will contact the student to inform them of what is still required. The 10 days for the formal response will then start when the college has received the amended or updated appeal. The appeal will be considered at the college's admissions appeal board.

b) Complaints

LCIBS is committed to operating its selection and admissions procedure in a fair and consistent manner that is transparent and is conducted in a timely fashion. Any student wishing to make a complaint the college will attempt to try and resolve this if possible in an informal manner in line with the college's complaints procedure, before making a formal complaint. Should the prospective student wish to make a formal complaint they should follow the colleges complaints procedure, this can be found on the colleges website and complete the complaints form. The form should be completed fully and then emailed to Student Services (admissions@lcibs.co.uk) or posted to the address on the form. All complaints received will be dealt with in accordance to the complaints procedure.

- c) If the student is unhappy with the outcome or response from the internal admission appeal/complaints process. The student can refer their complaint to the Award Organisation. For the CertHE, DipHE or BSc programmes this is the Open University.

7. Admission and selection process

a) Application form

The prospective student completes the application form from our website or with their agent. It is expected that they would have fully read the entry requirements for the programme they wish to study on. They should also look at the college's website to ensure that they are aware of the method of teaching and the assessments involved for that programme. A hard copy of the application must then also be submitted (either in person or to address on the form) with the following:

- Two Passport size photographs (signed on back)
- Copy of passport, the pages containing their photograph, passport number, passport expiry date, any previous UK visas and their personal details
- Copies of all relevant educational certificates, work experience and other supporting documents
- Proof of funds to pay programme fees (non UK or EU students)
- Proof of English proficiency as stated in the entry requirements

NB: any documentation that is not in English must be translated and done so by a recognised translation body and must be on headed paper of that translation body and signed by a member of staff as an authorised version. LCIS will not accept any translated documentation that is not authenticated. LCIBS also reserves the right to contact any organisation to be able to verify the documentation.

b) Assessment of application

The admissions team will assess the validity of the application and the supporting documentation. The application will be returned if not fully completed or if the supporting documentation is incomplete.

c) Verification of documentation

The documentation and certificate will be checked the NARIC database will be used to ensure they match entry requirements. Any questions at this stage will go to the student or the agent for clarification. The admissions team at this point will prepare the file to go to the Admissions Board, they will also make an initial recommendation to the Panel to admit the student or not.

d) Admissions Board

The Admissions Board will receive the student's application file and the recommendation from the admission team. They will then considered the application and make their recommendation to admit the student or not.

e) Outcome letter to student

The outcome letter will then be sent to the student with one of three outcomes; unconditional offer, conditional offer or rejection.

8. Consent and use of information

When signing and submitting the application form, all prospective students give consent to LCIBS to use this information to process the information provided on the form for selection, admission, enrolment, communication and administrative purposes. The student is also agreeing to the processing and disclosure of the details for any purpose connected to their studies, or for any other legitimate purpose including the compilation of statutory statistical data and personal returns. All admissions information will be treated with the strictest confidence and is only shared between the applicant, the admissions manager and team, admission board and relevant authorities, and the concerned academic personnel. All data is held in accordance to the Data Protection Act 1998.

9. Further assistance, questions and feedback

At any time during the application phase a prospective student can contact via email admissions@lcibs.co.uk or call 0207 242 1004.