



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Admissions and Enrolment Process

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Key principles

This document is to be read in conjunction with the college's Admissions policy and other relevant policies and forms.

London College of International Business Studies ("LCIBS"; "the college") will apply a fair and transparent policy and procedures that offer equal opportunity to all its prospective and existing students. The college's aim is to offer all students a simulating learning environment where they are treated with respect and on the basis of merit, performance and capability regardless of their gender, ethnicity, belief, sexual orientation, religion, age or disability.

Roles and responsibilities

Admissions Committee – is a subcommittee of the Academic Board and has been granted by the Academic board the duties of overseeing the development and monitoring of the college's admission policy, criteria and process. Admissions Board members (listed below) ensure that the admission process is implemented in a fair and in a transparent manner and promotes equality;

- Academic Registrar
- Admissions Officer(s)
- Dean
- Head of Student Experience
- Programme lead(s)
- BSc Lecturer(s)

Dean/Programme lead(s)/Lecturer(s) – responsible for final decisions relating to prospective students applying to study in the UK or abroad. Supported by the Academic Registrar and the Admissions Officer(s) to ensure that correct procedures are followed when dealing with fraudulent applications, applicants with criminal convictions, applicants with special needs and those with long-term medical conditions.

Academic Registrar – coordinates the admissions process across a portfolio of programmes in close liaison with the Academic and Admissions Departments. Oversees the admissions process for all LCIBS campuses in the UK and abroad. In conjunction with academic staff, the Academic Registrar has overall responsibility for the admissions process and criteria pertaining to all LCIBS prospective student applications.

Admissions Officer(s) – in line with this process document, appointed Admissions Officers are responsible for processing all incoming applications for all LCIBS programmes. Following the Admissions policy, they verify prospective students' qualifications against the entry criteria. Using the UK's National Agency system, Admissions Officers verify international qualifications. Admissions Officers issue all relevant correspondence as per the Admissions Board decisions. They are also responsible for monitoring responses from the prospective student and ensuring that accurate data is recorded and maintained within the College's Student Management System (SMS).

Admissions process

The Admissions Board decision to admit a prospective student into LCIBS is based on academic merit, whether they meet the LCIBS entry qualification and English language requirements for their preferred programme, and the availability of space on a course. The entry criteria for each specific LCIBS programme can be found in the LCIBS Admissions policy available on the college's website in conjunction with other LCIBS policies and forms.

LCIBS recognises prospective students relevant work experience and has an Accreditation for Prior Learning policy in place. Prospective students may wish to apply their relevant work experience as partly or fully satisfying the entry qualification requirements for their preferred programme of study. Academic team members will advise, or will appoint appropriately trained staff member(s) to advise prospective students on the procedural side of applying in accordance with RPL criteria and required documentation/evidence. For further details refer to Section 4.3. Entry requirements: Non-traditional prospective students in the Admissions policy.

According to the LCIBS Admissions policy, all prospective students must be able to show that they have the necessary level of English to complete their preferred programme of study, with the minimum requirement being level B1 of the Common European Framework of Reference

for Languages (CEFR). ANNEX 2 English certificates accepted for this purpose are the following:

- Cambridge English First ([FCE](#))
- BEC [Vantage](#)
- [IELTS](#) Academic or UKVI (5-6.5)
- [TOEFL iBT](#) (87-109)
- [TOEIC Listening & Reading](#) (785)
- [TOEIC Speaking & Writing](#) (310)
- [PTE General](#) Level 3 (59-75)
- [Trinity ISE II](#)

The college provides English language pre-sessional programmes designed to support prospective students whose English proficiency is below the required standard and in order for them to meet the minimum English language level for adequate study on the applied programme.

An LCIBS English tutor or academic representative will assess each prospective student invited to attend the Admissions Workshop regarding their English level. Following the English language assessment, the assessment form with obtained CEFR level is completed and, if required, further pre-sessional English language recommendations are made by the LCIBS English tutor or academic representative.

Completion of all components of the LCIBS application, signing and submitting the application along with the relevant documentation and evidence and accepting the Terms and Conditions are required before the application can be further considered. An Admissions Officer is allocated to each prospective student and has an overall responsibility for document verification and that the correct information has been provided to the student to ensure that the prospective student can make an informed choice about which programme they wish to enrol on. Each application will be assessed on an individual basis. A list of the entry requirements for each programme can be found in the LCIBS Admissions policy.

The assigned Admissions Officer will preside over their allocated prospective students' applications throughout the entire admissions life cycle. This includes:

- Reviewing all components of any submitted application form.
- Following up on incomplete application forms.
- Using their knowledge, experience and available systems and verifying supporting documentation (using NARIC compare international qualifications against UK HE system). Where unsure, raising their concerns with the Academic Registrar or Head of Student Experience.
- Seeking academic assessment regarding the prospective student's submitted personal statement.
- Requesting an official English translation of documentation whereby these are submitted in foreign language,
- Within 48 hours from the application submission date, inviting the prospective student to attend an Admissions Workshop. An Admissions Officer will lead the Admissions Workshop and is responsible for the dissemination of correct and accurate information provided by each Admissions Workshop panel member.
- Preparing prospective students' physical and electronic files for regular Admissions Board meetings during which the academic decision to make an offer is made.
- Responsibility for presenting correct and accurate information to the Admissions Board.
- Preparing the correct documentation (conditional, unconditional offer or rejection) and informing the prospective student of the Admissions Workshop outcome. Other

supporting documents are to be provided to the prospective student along with the admissions outcome (at that time adhering to current LCIBS T&Cs; Unconditional offer Acceptance form; Financing your studies leaflet).

ANNEX 3 offers some case study guidance

Document(s) verification and application consideration process

The LCIBS Admissions team operates under UK National Recognition Information Centre (NARIC) membership to verify academic, vocational and professional qualifications and skills from all over the world. Each Admissions Officer has all the requisite experience and training to evaluate UK and international qualifications and has access to NARIC Degrees Deception – Combating Education Fraud training.

All prospective students will receive in writing a decision on their application, this is normally submitted to their provided personal email with the subject heading: 'Private & Confidential'. Prospective students' representatives or other third parties are not copied in to the official communication or required to receive feedback on any prospective student's application.

All offer letters are issued in PDF format supported by other documents/forms, also in PDF format. Decisions can be summarised as:

Unconditional Offer – the prospective student meets all LCIBS entry requirements of the programme applied for and is officially offered a place to study. The student officially accepts the offer by completing the acceptance form within a given period of time and returning this to the LCIBS Admissions team.

The student will be asked to supply the originals and/or certified copies of provided entry documents for their registration. The LCIBS Student Services department together with the Academic Registry office lead the registration process.

Conditional Offer – the prospective student who does not yet meet the LCIBS entry requirements of the programme will be given an opportunity to do so within a given period of time. The conditions are clearly stated in the conditional offer and may include the completion of previous educational qualification and associated results, English language tests or other additional requirements or documentation.

Rejection – the college is unable to offer the student a place on the programme applied for at that time. If the applicant does not fulfil the requirements for acceptance, LCIBS will provide feedback, if requested, clearly outlining the reasons for non-acceptance.

LCIBS reserves the right to deny an application from any student on the grounds that are described in the Admissions policy.

ANNEX 1 describes the LCIBS admissions journey.

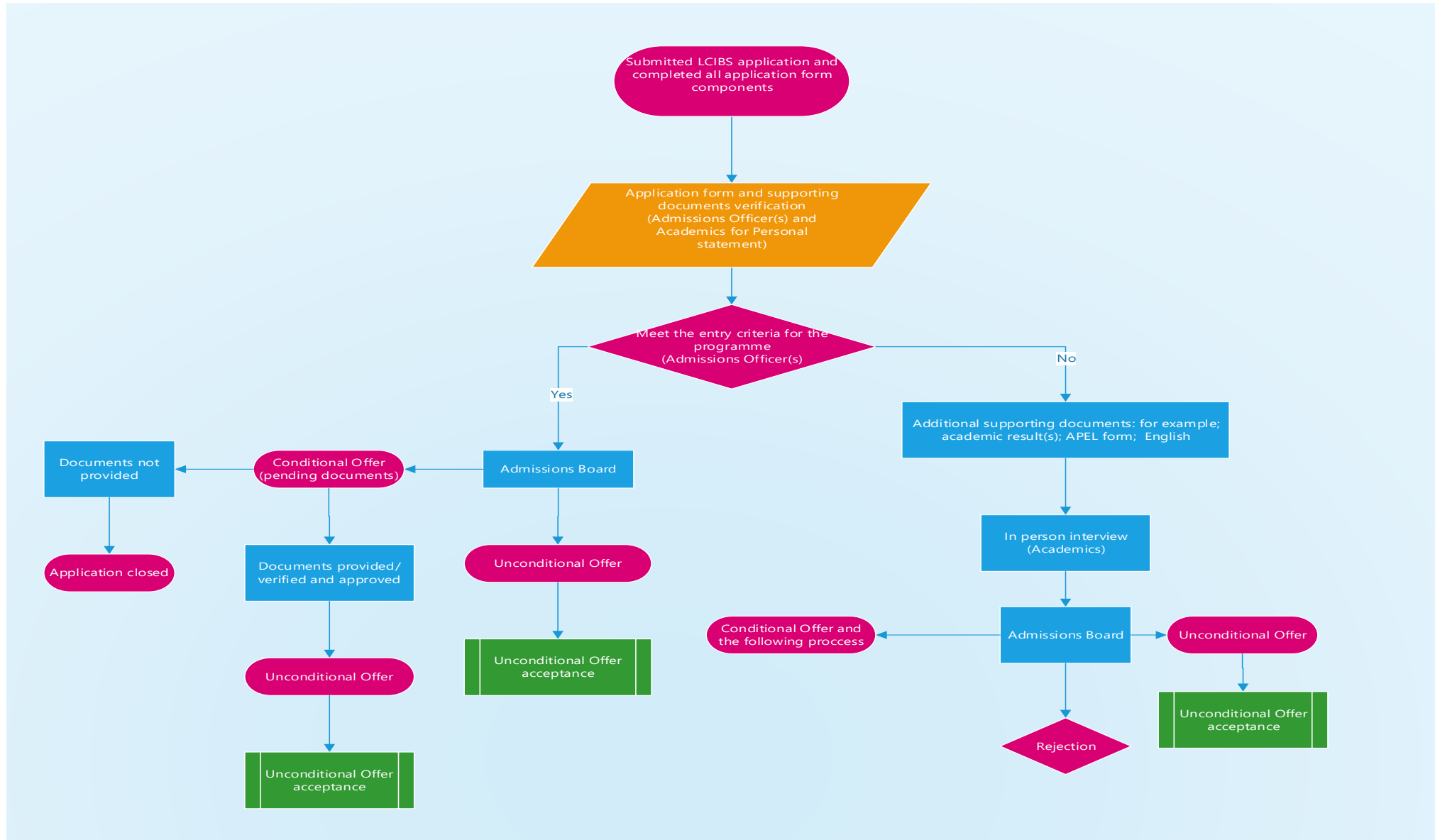
Admissions Processing Times

LCIBS aims to respond to prospective students who submitted their application within 48 hours of receiving that application, usually via provided email address.

The official decision is issued to the prospective student within 48 hours after attending the Admissions Workshop.

Prospective students' physical and electronic file is fully updated before each Admissions Board meeting (this includes all relevant notes, completed forms and letters).

ANNEX 1



ANNEX 2:

	Description
C2 Mastery	The capacity to deal with material which is academic or cognitively demanding, and to use language to good effect at a level of performance which may in certain respects be more advanced than that of an average native speaker. Example: <i>CAN scan texts for relevant information and grasp main topic of text, reading almost as quickly as a native speaker.</i> All practice tests at this level
C1 Effective Operational Proficiency	The ability to communicate with emphasis on how well it is done, in terms of appropriacy, sensitivity and the capacity to deal with unfamiliar topics. Example: <i>CAN deal with hostile questioning confidently. CAN get and hold onto his/her turn to speak.</i> All practice tests at this level
B2 Vantage	The capacity to achieve most goals and express oneself on a range of topics. Example: <i>CAN show visitors around and give a detailed description of a place.</i> All practice tests at this level
B1 Threshold	The ability to express oneself in a limited way in familiar situations and to deal in a general way with non-routine information. Example: <i>CAN ask to open an account at a bank, provided that the procedure is straightforward.</i> All practice tests at this level
A2 Waystage	An ability to deal with simple, straightforward information and begin to express oneself in familiar contexts. Example: <i>CAN take part in a routine conversation on simple, predictable topics.</i> All exams and practice tests at this level
A1 Breakthrough	A basic ability to communicate and exchange information in a simple way. Example: <i>CAN ask simple questions about a menu and understand simple answers.</i> Practice tests at A1 level

Source: <https://www.examenglish.com/CEFR/cefr.php> (accessed on 25 Oct 2018)

ANNEX 3:

Case study 1:

Applicant meets the entry criteria (academic/APEL and English) and positive admissions workshop outcome (minimum rating of 3 from academic member) = offer for the programme applied

Case study 2:

Applicant meets the entry criteria (academic/APEL) but low level of English (below the minimum CEFR required level or as per English assessment recommendation) and positive Admissions Workshop outcome (minimum rating of 3 from academic member) = Conditional offer for the programme of study applied for but with suggested Pre-sessional English tuition (5, 10 or 20 weeks dependent upon existing level)

Case study 3:

Applicant meets the entry criteria (academic/APEL) but low level of English (much below the minimum CEFR required level / 20+ w pre-sessional English or as per English assessment recommendation) and positive Admissions Workshop outcome (minimum rating of 3 from academic member) = rejection for the programme applied for but can be considered for L3 (with pre-sessional English)*

*or English class as an individual programme with subsequent progression onto an academic qualification

Case study 4:

Applicant meets the entry criteria* (academic/APEL) and fair level of English (A1 – B2) but negative Admissions Workshop outcome = rejection for the programme applied for but may be considered/offered for lower academic study level / presumably L3 (with or without pre-sessional English)

*review qualification originality in this case

Case study 5:

Applicant does not meet the entry criteria (academic/ APEL) but fair level of English (A1 – B2) and positive Admissions Workshop outcome = reject for the programme applied for but considered/offered for lower academic study level / presumably L3 (with or without pre-sessional English)

Case study 6:

Applicant does not meet the entry criteria (academic/ APEL) and L0 in English = reject for the programme applied for and no further action required

Case study 7:

Applicant is not able to evidence previous educational qualifications and cannot be considered for APEL but fair level of English (A1 – B2) and positive Admissions Workshop outcome = reject for the programme applied for but considered / offered for L3 study (with or without pre-session English).