



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Admissions Policy

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1. Terminology

“Admissions”: Refers to the developed and delivered practices and processes that relate to admitting a prospective student up to the point of enrolment on a course through an application and selection process.

“Recruitment”: Generally, refers to a broad range of activities and initiatives undertaken by providers or their representatives prior to the point of admission. This includes outreach, events and various marketing activities, which ultimately encourage prospective students to either apply to, or start a course with, that provider.

“Application”: Indicates receipt of an applicant completed, signed and dated application form, for consideration to admit onto a college programme.

“Prospective students”: Refers to all individuals who are applying or considering applying for any LCIBS course, at any level and on any mode of study.

“Current students”: Students who are registered or enrolled on any LCIBS course. An individual becomes a ‘current student’ at the point of registration and enrolment.

“Contextual data and information”: Data and information that enable higher education providers to put attainment in the context of the circumstances in which it was obtained, for example educational, geo-demographic and socio-economic background data.

2. LCIBS Context

2.1. Introduction

This policy outlines the London College of International Business Studies (“LCIBS”; “the college”) undergraduate admissions criteria and is to be read in conjunction with the college’s Admissions and Enrolment process.

This Admissions policy applies to all undergraduate prospective students (at all LCIBS centres) who are seeking admission to study LCIBS undergraduate degrees. LCIBS’s admissions policy is set by the Academic Board.

This policy provides information on admissions principles and outlines the responsibilities of those involved in the admissions process.

2.2. Aims

LCIBS applies a fair and transparent policy that offers equal opportunity to all its prospective and current students. The college aims to offer all enrolled 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.

LCIBS will offer places to prospective students whose qualifications, skills and/or experience match those of our entry requirements and the demands of our programmes. The college 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:

- 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.
- Select and recruit students to available programmes best suited to their career goals and skills set.
- Offer fair and unbiased guidance on all our programmes to prospective students.

The policy referred to in this document will be applied fairly and impartially, which follows the college's values in providing flexible and high-quality learning opportunities for all prospective students and current students.

2.3. Equality and diversity

LCIBS is committed to admissions practices, which positively promote equality and diversity, providing an environment that is inclusive, fair and supportive for all its prospective students, current students and staff. We do not discriminate directly or indirectly against prospective students or current students. We aim to achieve this by:

- Treating all solely on the basis of their abilities and their potential, regardless of their age, disability, gender identity, marriage, civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation, trade union membership or non-membership, socio-economic background, or any other inappropriate distinction.
- Promoting diversity and equality for prospective students, current students and staff, valuing the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds.
- Promoting and sustaining an inclusive, supportive learning and work environment which upholds the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group.
- Treating all prospective students and current students, be they part-time or full-time, equally.
- Challenging all inequality and any less favourable treatment, wherever practicable.
- Ensuring that all individuals experience the same opportunities for development and opportunities to achieve their personal learning and career goals.
- Promoting an environment that is free of harassment and bullying for all staff, prospective students, enrolled students, staff and visitors.

2.4. Related policies and regulations

- Accreditation for Prior Learning policy
- Appeal policy
- Attendance policy
- Data Protection policy
- Disability policy
- Equality and Diversity policy
- Safeguarding policy
- Prevent policy
- Student Disciplinary policy
- Complaints policy
- Terms and Conditions

- Admissions and enrolment process document

3. LCIBS Admissions Principles

3.1. Fair Admissions

This Admissions policy and the college's admissions and enrolment procedures comply with the expectations of the QAA UK Quality Code for Higher Education, This Policy is clear, fair, explicit and consistently applied.

The transparent function of the LCIBS Admissions Department is fulfilled by its explicit separation from the Student Recruitment and Marketing Divisions. Student Recruitment and Marketing Departments are responsible for generating leads, preparing marketing materials and arranging the college's activities for prospective students. These activities include the LCIBS website, printed materials, advertising, open days, third parties' fairs and other prospective student events.

The Admissions Department is responsible for processing and administering submitted applications. The Admissions team is part of Academic Registry Division and, with academic oversight, processes application decisions. The LCIBS Admissions Board oversees the admissions development, the college's Admissions policy and makes recommendations with regards to all submitted applications. The LCIBS Admissions policy and the Admissions and enrolment procedures are regularly reviewed and updated when necessary.

LCIBS and its Admissions team operates under the UK National Recognition Information Centre (NARIC) membership to verify academic, vocational and professional qualifications and skills from all over the world. The Admissions team is appropriately trained on the relevant legislation, internal policies, and procedures, evaluating UK and international qualifications and other regulations important to their roles.

3.2. Information for prospective students

The LCIBS undergraduate programmes are high-quality partnership validated qualifications which are studied in a block system mode of delivery, enabling the student to focus solely upon one module area of study at a time, consecutively.

The college is committed to providing clear and comprehensive information about our programmes, entry requirements, applications procedures and the admissions process. This allows prospective students to make an informed choice. Up to date and detailed information is provided in the prospectus, on the LCIBS website and other promotional materials and guidance.

4. Applications

4.1. The applications process

Note: *This section should be read in conjunction with the Admissions and enrolment process document.*

LCIBS is committed to assessing all applications on their own merits, and according to the relevant entry criteria for the programme they have applied to. In the interests of fairness and transparency the college will process all submitted applications efficiently, maintaining clear and regular communication with prospective students throughout the applications process.

For applicants who complete and submit the online application, all correspondence will be sent to the prospective student by our Admissions team from **admissions@lcibs.co.uk** via their provided personal email address.

For prospective students who apply through UCAS, all correspondence will be sent via UCAS Track and via their provided personal email address.

The first assessment of the completed application will determine whether the prospective student has met the entry requirements for the programme applied for and can be therefore considered as a standard prospective student in accordance with the Section 4.2. below. The college will take into account all the information provided on the submitted application form, including provided certification, to assess the application against the relevant programme entry criteria. This assessment will normally include existing, verifiable academic achievements and the context in which they have been achieved, any predicted academic achievements, English language proficiency and the prospective student's personal statement. The college may choose to invite prospective students to attend an Admissions Workshop and undergo an admissions English language test to further assess their suitability for the programme applied they have applied for.

If an applicant does not meet the entry criteria outlined in section 4.2., additional assessment will determine whether the applicant can be progressed with as a non-standard prospective student in accordance with Section 4.3. In such cases, academic tutors must be satisfied that the prospective student has the necessary potential, knowledge, experience and motivation to successfully complete the programme applied for.

All undergraduate applications received through UCAS (in accordance with UCAS application cycle deadlines) are guaranteed equal consideration.

4.2. Entry requirements

Each completed and received application is assessed on an individual basis. Prospective students are generally admitted onto an undergraduate programme on the basis of their previous educational qualification(s) that meet the entry criteria for their chosen undergraduate programme. Within this Admissions policy, such a prospective student is referred to as a 'standard prospective student'.

LCIBS Undergraduate Programmes and below entry criteria have been designed in close cooperation with our validating partner. All prospective students must meet the minimum English requirements for the relevant programme outlined in section 4.4.

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 regulations or awarding bodies. LCIBS also reserves the right to withdraw a programme due to low demand. Should this occur, all prospective students will be informed at the earliest opportunity and will be offered guidance and advice on alternative programmes offered by the College. Acceptance onto these alternative programmes will be at the decision of the prospective student.

Entry to **BSc Hons Programmes**

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

Entry to **Diploma (DipHE) Programmes**

- A Certificate of Higher Education, or equivalent
- Two A' levels at grades A – D or minimum of 48 UCAS Points
- LCIBS Level 3 Access Programme – minimum Merits in 3 Modules**

Entry to **Certificate (CertHE) Programmes**

- A minimum of five GCSE at grades A* – E
- LCIBS Level 3 Access Programme – minimum Pass in all modules**

**Subject to LCIBS Academic Approval

4.3. Entry requirements: Non-traditional prospective students

Prospective students who do not meet the entry requirements set out in section 4.2. above may be eligible for admission as a non-traditional prospective student.

LCIBS operates with an Accreditation for Prior Learning (APL) policy that outlines the conditions in which non-traditional prospective students may wish to use their relevant work experience to demonstrate that they have the potential to succeed on the chosen programme. Prospective students may wish to apply it partly or fully against the programme entry requirements, or as a part credit/exemption from the modules contained within the programme. The Academic tutors have the discretion to vary the weight they give to examination results and other indicators of achievement and potential (for example: extra-curricular activities, motivation for the subject, or work experience). They therefore have discretion to vary the admissions offer, provided this remains consistent with the principles of fair access, and with this policy.

The admissions team with academic oversight will advise non-traditional prospective students on relevant evidence requirements and document formats. All non-traditional prospective students will be required to attend and pass an interview (“Admissions Workshop”) undertaken by an academic tutor. The Admissions Workshop will be used to determine and applicant’s commitment to the programme and their potential to succeed. The Admissions Workshop can be held either in person or online (Skype).

As a general rule the following is set up as the minimum, dependant on the route the non-traditional prospective student decides to apply via RPL: (ex. APL, APEL, APCL)

- Evidence of full-time work experience.
- Minimum of 2 years’ relevant work experience.
- A written statement from the prospective student outlining how they believe their obtained work experience matches either the programme entry requirements or learning outcomes contained in the module they are seeking exemption from.
- Evidence to support their statement i.e. employment contract, minimum of two references (professional or academical) and/or annual appraisals.
- Attendance at an Admissions Workshop with an academic tutor.

4.4. English Language Proficiency

All programmes at the College are delivered in English. Therefore, the College requires successful prospective students to demonstrate that they have the necessary level of English to progress and maximise their attainment opportunities whilst studying in the College.

Programme	Common Framework of Reference for Languages (CEFR) level	CEFR Description
CertHE or DipHE	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. <i>Example: CAN ask to open an account at a bank, provided that the procedure is straightforward.</i>
BSc (Hons)	B2 Vantage	The capacity to achieve most goals and express oneself on a range of topics. <i>Example: CAN show visitors around and give a detailed description of a place.</i>

English certificates accepted to demonstrate required level of English include the following:

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

Note: The College provides English language pre-sessional programmes designed to support prospective students whose English proficiency is below the required standard and supports them to meet the minimum English language level for the applied programme.

4.5. Making an application

Applications for LCIBS undergraduate programmes should be made either directly by completing and submitting our online application form, using section [Apply now](#) to admissions@lcibs.co.uk, or, for students wishing to apply via UCAS, using the institution code L60.

Applications submitted directly to our Admissions team via the above provided admissions email address will only be considered for an offer once the fully completed application form and supporting documents are received.

The following supporting documentation is required:

- Evidence of qualifications (e.g. qualifications, certificates and transcripts).
- Valid passport (or National ID card where applicable).
- English language certificate for required level (where required).
- Specific RPL completed form and supporting evidence (where required).

Copies can be provided by emailing to **admissions@lcibs.co.uk**

Note: All provided supporting documentation must be in English language or accompanied by an official English translation.

All prospective students are advised to review the college website to ensure they are aware and understand the teaching and assessments methods.

4.6. Multiple applications

Prospective students who submit applications to study on more than one programme within the same academic cycle will be considered for all programmes applied for. However, the prospective student will receive only one offer from the college for what is deemed to be the most appropriate programme.

Prospective students who make repeat applications across different academic cycles will be considered independently, without influence of previous admissions decisions.

4.7. Deferred entry – applications

If a prospective student has accepted the offer of a place on one of our undergraduate programmes, the prospective student can request a deferral. The college accepts applications for deferred entry limited to a single academic year. Equal consideration is given to deferred entry prospective students. Two-year requests for deferred entry will not be considered. The one-year period starts from the date of the original advertised start date for the programme, as per the original offer.

The prospective student will be liable to pay the tuition fees (pro-rata) which prevail on the date the student actually starts the programme of study.

Deferral requests should be made in writing by emailing **admissions@lcibs.co.uk** (before the programme starts) or **registry@lcibs.co.uk** (after a student starts the programme).

5. International applicants

LCIBS does not currently hold Tier 4 Sponsor status from the UK Home Office and cannot therefore sponsor international prospective students should they require a Confirmation of Acceptance for Studies to make their Tier 4 visa application.

For more information, contact our Admissions team by emailing on admissions@lcibs.co.uk

5.1. EU/EEA or Swiss prospective students

The London College of International Business Studies is dedicated to supporting all of our current and prospective students throughout the Brexit process. LCIBS value, celebrate and support our internationally diverse and inclusive College community, and remain committed to our status as a global institution.

Starting at LCIBS in 2018/19

If you are an EU/EEA or Swiss citizen and you are already the UK resident, or you arrive in the UK before the beginning of the transit period, you will be able to apply to live, study and apply for pre-settled or settled status and continue to live and study in the UK. All applications thereof must be submitted by 30 June 2021.

Starting at LCIBS in 2019/20 and 2020/21

If you are an EU/EEA or Swiss citizen and you arrive in the UK during the transition, and you intend to stay in the UK longer than three months, you will be able to apply to live and study in the UK. Once you have been here for five years, you will be able to apply for settled status.

Note that if you arrive during the transition period, **you will need to register through a new Home Office registration scheme**. For more information, see the [Government policy statement](#) on EU citizens arriving in the UK during the transition period.

For EU citizens arriving after 31 December 2020, the situation is at present unclear. We will update and support our current and prospective students on an ongoing basis as the situation develops.

From 1 July 2021, EU citizens and their family members in the UK must hold, or have applied for, UK immigration status in order to be here legally.

If you have any general queries, email the Registry Office on registry@lcibs.co.uk and they will direct you to the most appropriate source of help or advice.

6. Prospective students with disabilities, specific learning needs or long-term health conditions

A prospective student with a disability, specific learning difficulty or long-term health condition applying to study at LCIBS is protected by the Equality Act 2010 as well as our own Equality and Diversity Policy. Disclosing a disability, specific learning difficulty or long-term health condition at the point of application does not affect the academic decision about whether the prospective student merits an offer.

LCIBS has a responsibility to ensure that those with any disability, specific learning difficulty or long-term health condition are not prevented from benefitting from educational opportunities. We welcome applications from prospective students with a disability, specific learning difficulty or long-term health condition and encourage prospective students to disclose any disabilities, specific learning needs or long-term health conditions at the

application stage. This will enable us to make any 'reasonable adjustments' prior to the prospective student starting the programme.

If a prospective student with a disability, specific learning difficulty or long-term health condition is offered a place to study at LCIBS, details will be communicated to our Student Services Team. The prospective student will be contacted by the team in order to discuss the support we can provide. In some situations, there may be elements that cannot be delivered even with reasonable adjustments. In such a situation our Student Services Team will discuss the prospective student's options further with them.

7. Prospective students declaring criminal convictions

LCIBS is committed to equality, diversity and inclusion, and in order not to deter a prospective student with a criminal conviction from making an application, we do not require the disclosure of criminal conviction. The decision to offer a prospective student a place on one of our undergraduate programmes will not be influenced by a prospective student's criminal convictions disclosure.

It should be noted that LCIBS operates under a Disciplinary policy and process that provide a framework to deal with a case of current students' misconduct.

8. Admissions decisions and offers

All prospective students will receive an outcome on their submitted application in writing, usually by email. LCIBS would have considered each submitted application on an individual basis and this will be conducted by the Admissions Board. The offer may be conditional or unconditional.

Applications submitted via UCAS are normally communicated to a prospective student via UCAS and the conditions of the offer are in line with published information.

8.1. Conditional Offer

A conditional offer will be made if a prospective student is required to satisfy specified requirements before enrolling on to the offered programme (e.g. submission of academic certificates and transcripts, English certificate or confirmation of completing suggested Pre-sessional English classes before progressing on to the academic programme of study, valid proof of ID). If a conditional offer is made, the conditions will be clearly set out to the applicant together with any deadline for satisfying the conditions.

8.2. Unconditional Offer

An unconditional offer will be made if a prospective student has satisfied all LCIBS entry requirements at the time the offer is made.

8.3. Accepting an offer

A prospective student who has submitted the application form and applied directly to LCIBS Admissions team by email can accept an offer by completing an Acceptance form and emailing it back to **admissions@lcibs.co.uk**.

If a conditional offer is made, the prospective student's place is only confirmed once all conditions have been satisfied. If the conditions are not satisfied by any deadline which is set out in the prospective student's offer, the conditional offer (and any acceptance) will be automatically withdrawn until further dialogue with the student is established.

A prospective student who has applied through UCAS to study on one of our undergraduate programmes and who has been made a conditional or unconditional offer of a place can accept the offer through UCAS Track.

8.4. Rejection

If the submitted application form does not fulfil the requirements for acceptance LCIBS will provide feedback, if requested, outlining clearly the reasons for non-acceptance. LCIBS will offer an alternative that is available to the prospective student should they match those entry requirements.

LCIBS reserves the right to deny a submitted application from any prospective student on the following (but not limited to) grounds:

- Application made on false pretences (i.e. falsified documentation) Section 8.5.
- Prospective student unable to meet undergraduate entry requirements.
- Limited availability of places (alternative entry date may be offered instead).
- Lack of resources or capacity to run the programme (alternative may be offered).
- LCIBS inability to meet prospective student's specific requirements.
- Prospective student specific visa and immigration situation that may affect completing the programme.

8.5. Document verification and fraud

By signing and submitting an LCIBS application form (online or via UCAS) a prospective student confirms that all information provided is true, complete and accurate and that none of the information requested or other material information has been omitted. An omission will include a failure to disclose courses and qualifications that have been taken but not completed. If a prospective student supplies any false, inaccurate or misleading information, LCIBS reserves the right to:

- a) Cancel an application
- b) Withdraw offer of a place, or
- c) Withdraw the prospective student from the programme if the prospective student has already enrolled on and started the programme.

If the college withdraws an offer for any of the reasons set out above the college may also, where appropriate, inform any other relevant professional bodies or third parties about the withdrawal.

If the fraudulent or misleading information is discovered at any time after the prospective student has enrolled as a student, the college reserves the right to carry out its own internal investigations.

If, after completing the investigation, the college finds that there has been a deliberate attempt to use fraudulent or misleading information, or that relevant information was withheld in order to obtain a place on a college programme, the college may take action to permanently exclude the student. If a student is permanently excluded for the reasons set out above, the college may also, where appropriate, inform any other relevant professional bodies or third parties about the exclusion.

For information relating to any applicable tuition fee charges and refunds, refer to LCIBS current [Terms and Conditions](#).

8.6. Terms and Conditions

A prospective student who submits an application form and accepts an offer of a place on one of our programmes is required to read, understand and agree to LCIBS's current [Term and Conditions](#). LCIBS Terms and Conditions are available on our website: <https://www.lcibs.co.uk/terms-and-conditions/>, and are also included with the offer of a place and can be requested from the Admissions Department by emailing admissions@lcibs.co.uk

9. Appeals and Complaints

Appeals

Where a prospective student believes there is valid reason, or reasons, for complaining about how their application has been dealt with (including the outcome of a selection decision), the prospective student may wish to complete and submit the college's [Admission Appeal form](#). This completed form must be sent to the Academic Registrar by letter or email to:

LCIBS

Academic Registrar

Dock Manager's Office
Surrey Quays Road
London
SE16 2XU

Email: registry@lcibs.co.uk

The College will acknowledge the appeal within 2 working days and will submit a formal response within 10 working days.

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 current or prospective student wishing to make a complaint to the college will attempt to try and resolve this 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 college's [Complaint procedure](#). The completed form must be sent to the Student Services office by letter or email to:

LCIBS

Student Services

Dock Manager's Office
Surrey Quays Road
London
SE16 2XU

Email: studentservices@lcibs.co.uk

Prospective students can also refer their complaint to the specific validating partner if they do not agree with the outcome or response pertaining to the internal admissions appeal and complaints process.

Office of the Independent Adjudicator for Higher Education (OIA)

If a prospective student is still unhappy with the outcome after all the college's internal procedures have been completed they may complain to the Office of the Independent Adjudicator for Higher Education (OIA).

Any complaint made to the OIA must be submitted within 12 months of the Completion of Procedures letter being received by the student. The OIA will not normally consider complaints which have not followed the college's procedures through all stages, including appeal.

The Office of the Independent Adjudicator for Higher Education may be contacted at:

Office of the Independent Adjudicator

Second Floor

Abbey Gate 57-

75 Kings Road

Reading

RG1 3AB

Tel: 0118 959 9813

Email: enquiries@oiahe.org

10. Data Protection

All applications made by EEA/EU or Swiss prospective students are subject to the 1998 Data Protection Act (DPA) up to 24 May 2018 and the General Data Protection Regulation (GDPR) effective from 25 May 2018. All other submitted applications are subject to relevant country Data Protection Acts and/or other in country regulations.

The information provided in the application will only be used for admissions purposes within the college and will form part of the student's record if they accept their place. The information will be confidential between the prospective student, LCIBS and other parties whereby the college is legally obliged to provide the data, or the applicant has consented to release of the data. As part of the application process LCIBS will sometimes be required to release information to authorised outside agencies, such as the police or the Home Office, (to prevent or detect fraud), or to bodies such as the Higher Education Statistic Agency (HESA) who provide statistics on applications based on data from all UK Alternative providers. Other third parties directly involved in the admissions process in the UK that we may share prospective student data with are:

- UCAS (if applicable)
- The Student Loan Company (if applicable)

All parties including those with whom LCIBS have a binding contract privy to a prospective student's information are required to maintain strict confidentiality at all times. Communication

between the applicant and LCIBS admissions are conducted by professional staff who have received relevant and appropriate training.

In accordance with the Data Protection Act an applicant may request to see any personal data held by LCIBS. Under the DPA, an applicant must submit a formal request, a fee and proof of ID. The College will release the data within 40 days of receiving the request. Under the GDPR (EEA/EU OR Swiss students only), there is no fee and response will be submitted within one month.

11. Feedback

Feedback on individual unsuccessful applications will be provided upon request. Requests should be sent to:

LCIBS Admissions Department

Dock Managers Office
Surrey Quays Road
London
SE16 2XU

Or via email to: **admissions@lcibs.co.uk**

Feedback will be only provided to the prospective student and not to a third party, unless written consent has been provided by the prospective student.

