

Pathways Admissions Policy

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1. General Principles:

THE OIEG 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 the Pathways Admission Team in the selection of students who are able to complete their programme. This policy is informed and guided by the UK Quality Code, Chapter B2, published by the QAA and commits OIEG (referred to hereafter as the Group) to providing a fair, effective and responsible admissions service. This policy takes account of relevant legislation including the Equality Act 2010, the Freedom of Information Act 2000, the Human Rights Act 1998, the Data Protection Act 1998, Bribery Act 2010, the Rehabilitation of Offenders Act 1974 and the Police Act 1997 and the sponsor guidance from the United Kingdom Visas and Immigration (UKVI).

Responsibilities:

- i. Strategic responsibility for admissions lies with the Steering Board of each of the partner universities.
- ii. Operational responsibility for admissions lies with the Head of Academic Admissions.
- iii. Day-to-day decision-making is handled by the Pathways Admissions Team.

2. Equality and Diversity, Age and Disability

- i. OIEG welcomes applications from prospective disabled students (within the meaning of the Equality Act 2010) which includes: physical and sensory impairments, mental health conditions, long term health conditions, autistic spectrum conditions, and learning differences such as dyslexia and dyspraxia.
- ii. Age:
 - a) For LIPC: applicants must be a minimum of 18 years of age by 12 weeks after the date of enrolment on the continuation degree.
 - b) For BIC: applicants must be a minimum of 17 years of age when they begin at BIC. Admittance of students under 17 is considered to be an exceptional provision.
 - c) For LBIC: applicants must be a minimum of 18 years of age on the date of enrolment on the continuation degree. Admittance of students under 18 is considered to be an exceptional provision.
 - d) For ICD: applicants must be a minimum of 16 years of age when they begin at ICD.
- iii. Applicants are asked to declare unspent criminal convictions at the time of application. Having a criminal record will not automatically prevent an applicant being offered a

place and the decision made will depend on the nature of the course applied for and the circumstances and background of offences.

3. Information for Enquirers and Applicants:

The Group is committed to providing accurate admissions and course information, which is clear, comprehensive and easily accessible.

- i. Course information, entry requirements and application procedures are detailed in the Group's promotional materials (website, prospectus, flyers etc...).
- ii. All information, data and content contained in promotional materials are signed off by the partner universities.
- iii. Enquirers are encouraged to get in touch with the OIEG Global Recruitment Unit (GRU) at any time during the process to obtain further, more detailed or up-to-date information about the University facilities, the course details, and life in the UK (if from overseas). Current students are sometimes employed as ambassadors to give information on life at a UK institution from a student's perspective.
- iv. All staff are required to answer these enquiries in a helpful and professional manner.
- v. The Group's appointed agents are given a specific point of contact in the GRU and Admissions Team to help facilitate and/or deal more effectively and efficiently with day-to-day enquiries or further information
- vi. Changes in course information and entry requirements are communicated to agents / students by email from the Admissions Team as soon as they are known. Alternative options are offered if applicable.

4. How to Apply:

- i. Applications can be considered for courses at any time up to the course late enrolment date except non-EU students domiciled outside the EU.
- ii. Applicants requiring immigration permission to study at the College are advised to apply in good time to allow this permission to be considered. CAS issuance deadlines (by country and course) are available from the Admissions Team. This date will be determined by the immigration status and current location of the applicant.
- iii. Applicants may submit their applications via a local agent, through a friend/relative, by post, fax, email or in person directly to OIEG.
- iv. The Admissions Team aims to make decisions on all applications within 2 working days.
- v. Each application is given a unique reference number to ease identification in subsequent dealings.
- vi. The result of the application is communicated to the Applicant in the form of an Offer Letter listing the terms and conditions of enrolment. This is usually sent as an attachment to an email (often via the student's agent). Unsuccessful applicants are informed why they were not accepted and advised of more suitable courses offered by other educational institutions within the Group (where and if possible).
- vii. An Offer Letter will detail the name of the course offered, the dates, fees, any other expenses and instructions of what to do next. Any conditions of the offer will be listed.
- viii. Any applicants, both successful and unsuccessful, may request feedback on their application at any time.
- ix. Deferred entry will be considered at any time up to the start of the course.

5. Assessment of Applicants:

The assessment of applicants is achieved by means of the information provided on the Application Form and any supporting information such as qualifications, statement of purpose, portfolio, CV and references from relevant work experience. In some cases further information

may be taken into consideration by means of an interview with a member of the admissions staff.

- i. Applicants are encouraged to give us much information as possible at the time of application so informed decisions can be reached.
- ii. Academic entry requirements are published in the Group's promotional materials (website, prospectus, flyers etc...). More specific requirements for each course and country are contained in the Pathways folder on the shared T drive to which staff can refer when a decision may not be immediately apparent. UK NARIC is used to guide decision making in the assessment of overseas qualifications.
- iii. Whenever possible credit will be given for any relevant prior learning.
- iv. The Group takes seriously its responsibilities under the Equalities Act 2010 and welcomes applicants regardless of race, language, religion, political or other opinion, national or social origin, or sexual orientation.
- v. Final decisions on admission to an individual (embedded) International College rest with each of our respective university partners.
- vi. Successful applicants are guided through the rest of the enrolment procedure to ensure a smooth student experience and a successful start to their studies.

6. Complaints and Appeals:

- i. Appeals: An appeal will be acknowledged within 2 working days and a decision given within 5 working days.
- ii. Complaints: The Group will aim to consider all applicants in a fair and transparent way, but recognises that complaints can arise. These will be referred to the Head of Academic Admissions in the first instance. If the applicant is still not satisfied, the Head of Academic Admissions will escalate the matter to the relevant senior person at the university concerned.
- iii. Our partner universities have their own complaints policies which can be found online:
Bangor: <https://www.bangor.ac.uk/regulations/BUProc01-v201101.pdf>
Bedfordshire: <https://www.beds.ac.uk/student-experience2/academic-information/complaints>
De Montfort: <http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-complaints/student-complaints-procedure.aspx>
Dundee: <https://www.dundee.ac.uk/governance/dca/complaints/>

7. University Partners

Each of the Group's university partners has an Admissions Policy to which the Pathways Admission Team adhere. These are located as follows:

- i. Bangor: <https://www.bangor.ac.uk/regulations/BUCode09-v201201b.pdf>
- ii. Bedfordshire: http://www.beds.ac.uk/_data/assets/pdf_file/0003/451857/Admissions-Policy.pdf
- iii. De Montfort: <http://www.dmu.ac.uk/documents/dmu-students/academic-support-office/student-admissions-policy-2016.pdf>
- iv. Dundee: <http://www.dundee.ac.uk/media/dundeewebsite/pgla/documents/policies/Recruitment-and-Admissions-Policy-Approved-121114.rtf>

8. Employee Training and Development

Admissions staff are assigned responsibility for different regions of the world. This develops their regional expertise; furthermore training is provided to them by industry specialists (usually UK NARIC and UKCISA) where a need is identified.

9. Monitoring and Review of Policies and Procedures:

The Head of Academic Admissions will review this policy document annually. Amendments can be made at any time in reaction to the requirements of the Group.