

Document

Document Name	Admissions Policy
Responsible Owner	Navitas UPE Compliance
Issue Date	September 2023
Brief Description of Policy	This document sets out our policy for admission and entry to the college's undergraduate and taught postgraduate applicants.

Version Control

Date	Version	Summary of Changes	Approver
2020	V1 2020/21	<ul style="list-style-type: none"> Changes incorporated in response to the new Student Visa Route Changes to improve clarity and understanding 	Head of Compliance
September 2023	23_01	<ul style="list-style-type: none"> Changes included in line with other relevant UPE policies and processes to ensure alignment Changes made to the format 	Head of Compliance Director of Operations

Key Related Documents

Name	Location
QS10 Student Complaints and Academic Appeals Form	College Website
QS14 The Student Protection Plan	College Website
M04 Terms and Conditions	College Website

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Introduction

This document sets out our policy for admission and entry to the college's undergraduate and taught postgraduate applicants. This policy applies to applicants, parents, agents and staff members responsible for the administration of admission/entry.

Principles of Admission

The admission of individual applicants is at the discretion of the College with entry levels and other requirements agreed in collaboration with the partner University.

In exercising this discretion, the College and/or Admissions and Recruitment Team will abide by the following principles set out below.

There should be a reasonable expectation that any person admitted to a course of study has the potential to achieve the standard prescribed in the 'progression criteria' at each stage of that pathway. Further, that there should be reasonable expectation that such persons are able to fulfil the objectives of the degree award.

Where applicants do not directly meet normal stated entry criteria or where there are regulatory, migratory or other requirements to consider, the College Admissions Team reserves the right to review such applications as 'Non-standard' as outlined within this policy.

When considering each individual applicant for admission to a course, in addition to the entry criteria, evidence may be sought as to the applicant's personal, professional and educational experiences that provide indications of his or her ability to meet the demands and inherent benefits of the pathway.

The College will endeavour to ensure that no applicant is discriminated on the grounds of race, colour, nationality, ethnic or national origin, marital status, disability, age, gender, sexuality, political or religious beliefs. To this end, the College, in association with the partner university, ensures that the criteria and procedures used for selecting students are valid, fair and transparent, applied consistently for each course and in no way unjustly disadvantage any applicants. The College will consider all applications in accordance with The Equality Act, 2010 and all associated guidance.

The College reserves the right to consider in greater detail, applications from persons who have a criminal record in either the France, in their country of origin or elsewhere.

When making an offer in response to an application and having due regard to all entry requirements (academic and otherwise), any such offer will typically be for the entire graduate and postgraduate degree.

Code of Ethics

The College ensures that the following standards are applied at all times to the recruitment and application processes.

All staff act in the best interests of the applicant, while respecting College, Navitas and institutional policies and regulations, statutory and legal requirements. The Source Country Office (SCO) Staff and College Marketing and Admission Teams recognise the power of influence that comes with their position and committed to using it ethically and responsibly. Inappropriate use or influence includes but is not limited to:

- Providing false or misleading information to applicants or the representatives to gain a competitive advantage
- Exploiting personal relationships or connections to unfairly influence an applicant's admissions decision
- Failing to disclose potential conflicts of interest that may compromise the impartiality of the admission process

The Director of Marketing and Admissions (DMA) for the College and the College Director/Principal (CDP) are responsible for monitoring adherence to these ethical standards and promptly addressing any concerns or violations. It is essential that all staff members exercise their influence judiciously and, in a manner, consistent with the best interests of the applicants and the College.

All College Admissions staff and authorised representatives recognise their areas of competence, education, training and experience and recognise the boundaries of their qualifications and competence, making appropriate referrals when situations fall outside them, specifically by referring 'Non-standard' applications. The College Director/Principal (CDP) and Director of Marketing and Admissions are responsible for assuring that this standard is met.

CDPs and the DMAs shall proactively stay informed about current developments in recruitment practices, changes in legislation, and relevant policies and procedures related to admissions. Any proposed changes to the recruitment and application processes, policies, or procedures shall be communicated by the CDP and DMA to the UPE Compliance Team and University Partner compliance equivalent before implementation. This allows for a thorough review of the proposed changes to ensure they align with legal requirements and best practices. The CDP and DMA shall collaborate with the Compliance Team to ensure that operating standards and compliance requirements are consistently met. This collaborative effort aims to enhance the quality, fairness, and transparency of the admissions process.

Regular internal compliance assurance audits shall be conducted by the Compliance Team to assess the effectiveness of current practices and to identify areas for improvement. The findings of these assessments will guide the College in making necessary adjustments to maintain high standards. The CDP and DMA shall encourage a culture of continuous improvement within the admissions teams, fostering an environment where staff members are empowered to suggest enhancements and share best practices.

Non-standard Applications

As noted throughout this document, applications may be considered as 'Non-standard' due to a number of reasons and these may be, but are not limited to, reasons associated with; academic entry requirements, regulatory compliance, equality and diversity, and any other requirements, which may affect the applicant's chosen course of study such as professional membership criteria. The Partner University may additionally state additional circumstances under which specific escalations and approvals may be required.

All such applications should be referred to the College Academic Board (CAB) for consideration and possible onward referral to the Partner University. The CAB will review the

cases and provide a recommendation within a 3 working day period after referral. These referrals can take place before or after an offer is issued.

The College Academic Board (CAB) is the mechanism by which each application, not meeting the standard entry requirements and/or requiring consideration because of other criteria, should be reviewed and this review should occur before the issuance of any offer.

Membership of the CAB should include an Admissions Manager or designated other with sufficient compliance knowledge and understanding to review all relevant regulatory requirements.

All cases considered by the CAB should be fully documented and should be submitted to the College Learning and Teaching Board (CLTB) for recording on the minutes.

Should a case require onward referral to the Partner University, this should be recorded in the notes of the CAB and no decision made until such time as the University Registry returns. The Partner University will aim to review the cases and provide a recommendation within 5 working days from point of referral.

Those applications considered as 'Non-standard' could be included under one of the following categories:

- Academic entry (those falling below entry requirements and those requiring consideration of Accredited Prior Learning or Admission with Exemption)
- Regulatory (Immigration)
- Equality and diversity (disability or additional learning needs) for assessment of reasonable adjustments and capacity to complete the course
- Criminal record and persons at risk

Academic Entry

If an applicant marginally does not meet the stated entry standards and does not fall within an agreed threshold of the requirements, but the applicant can demonstrate abilities/aptitudes which can be assessed as appropriate for entry to a stage of study, these applicants are eligible for referral to the College Academic Board. The applicant will also be considered for admission, given that the stage of study in question is designed to incorporate:

- appropriate teaching support via enhanced contact hours; or is to be
- delivered over a longer period of time to enable adjustment

However, these applicants are not guaranteed to be successful in securing an offer of admission and may also require onward referral to the Partner University for approval.

The CLTB delegates responsibility for the formal approval, to the College Academic Board, of an applicants' prior learning and experience and for determining the amount of credit that an applicant might be permitted.

Regulatory (Immigration)

Applicants who require a Student Visa to study in the France must also meet all of the Campus France requirements to be able to make a valid visa application before the College and Partner University will make an unconditional offer and confirm candidature with the authorities. As part of the conditional offer, applicants will be asked to supply documents such as copies of passports, qualifications and visas that relate to these requirements. Applicants may also be asked to provide information about their past immigration history and previous study (if applicable). The confirmation with Campus France will not take place until all conditions of the offer have been met. Both the College and Partner University reserve the right to withhold the issuing of this confirmation for any applicant whom there is reason to believe they will not be in a position to make a successful Student Visa application or may not be able to uphold Student Visa conditions for the duration of the course.

Instances where this may be applicable include, but are not restricted to, the following examples:

- There is insufficient time to make a Student Visa application prior to the latest start date for the course
- The applicant does not have, or is unable to provide evidence that they have, sufficient funds to be able to make a successful Student Visa application, in line with Campus France's financial requirements
- It is discovered that the applicant has either withheld or provided false information in their original application in relation to their previous immigration history
- Additionally, credibility concerns may arise in cases where an applicant has previously been rejected by Navitas colleges due to doubts about the genuineness of their intentions or past misconduct
- Inadequate supporting documents, including documents where tampering is evident, or there are other irregularities.

English Language Level

Applicants for whom English is not a first language are required to hold a recognised qualification with the required minimum score for their chosen course.

Where an applicant is unable to demonstrate the requisite level of English language, the applicant may be offered entry on to a pre-sessional English programme where available and appropriate.

Further guidance and information on applicable English entry requirements can be found on the College's official website.

Previous Applications & Study France– Academic Progression

If an applicant has made a previous application to study or enter France, this must be declared on the application form.

The time spent previously studying in France, and the courses previously studied, may be assessed in order to establish an applicant's study intentions.

Disability or Additional Learning Needs

Applications from candidates with disabilities will be assessed on the basis of academic suitability for the course in question but will also be subject to the ability of the applicant to meet any professional practitioner requirements.

The College's Admissions team are committed to developing educational opportunities, which can be accessed by all qualified applicants and, as such, the admission process is open to all persons with a disability or learning needs.

The college strongly encourages applicants to fully disclose their disabilities, whether a mental or physical condition, as early as possible in order to ensure that any necessary support arrangements and reasonable adjustments to alleviate the effects of any applicants' condition can be considered, and where appropriate, made prior to arrival at the College. In instances where a disability or wellbeing concern is known in advance of the course of study it is advisable to declare this no later than on acceptance to the course (Application Form). It is also encouraged that a known disability likely to affect the use of participation in additional activities associated with the Programme, or where it is likely to mean that special arrangements will be required (for example, in relation to access, accommodation, travel), these be declared during the admissions application stage.

The College Admissions Team will consider all applications in accordance with all applicable laws, statutes, regulations and associated guidance. In accordance with this, the College may reject an application on the grounds of disability where:

- Necessary adjustments would not be reasonable either to the physical or staffing resource base of the College
- The College cannot guarantee the health and safety of the applicant for the times that they are not in timetabled sessions at the College

For further information on our admissions arrangements where an applicant discloses a disability or wishes to learn more about the services provided at a Navitas College/Navitas University Partner, please visit the policy section on the College website to read our Disability Policy (M1b). Alternatively, please request a copy of from your Admissions contact.

Applicants Under the Age of 18

Applicants who are under the age of eighteen (18) years of age at the time of enrolment will be considered for a programme of study at a Navitas College based on their individual merit and their potential to benefit from their chosen pathway.

The College Admissions Team recognises that students should normally be eighteen (18) years old at the time of progression to the stage of study taken in full at the partner University. The University may also set a higher minimum age limit for certain pathway progression points if required by a professional or statutory body and where this is active may, in turn, determine age limits to College entry points as well.

Several operational requirements are associated with the enrolment and admission of students under the age of eighteen:

- Completion of all relevant forms associated to admitting a student under the age of eighteen requested by the Admissions Team and completed through relevant checks in our admissions system (Studylink);

- Confirmation of their accommodation and travel arrangements need to be received prior to arriving in France (a regulatory requirement);
- Parents/legal guardians must provide a written letter of consent with their child's Student Route visa application. It must outline the consent to study, live and travel independently (as applicable)

Criminal Offences

For the safety and wellbeing of students and staff at Navitas UPE, the college will require a level of Criminal Record background checks for the following groups of students:

All those offered places on professional programmes requiring placements that involved regulated activity (e.g., teaching, nursing and social work)

- All those undertaking paid or voluntary work on behalf of Navitas UPE in a regulated setting (e.g., Student Ambassadors)
- Students undertaking research which required unsupervised access to children or vulnerable adults

Where students are from overseas or have lived overseas for a significant period of time, checks will be sought from the countries concerned. Students from countries where no checks are available will be required to make a declaration concerning their life history.

If a criminal record check indicates that an individual is barred from working with children or vulnerable adults then they will not be offered a place on any course requiring placement that involves in regulated activity, allowed to work as a volunteer in such a position, or to undertake research involving children or vulnerable adults. They may be counselled to seek an alternative course if this is deemed appropriate.

In the event that an applicant discloses a relevant unspent conviction, the Admissions Manager or designated other will refer the case to the College Director Principal and Partner University for assessment in line with applicable Partner University procedures.

Where a decision to not issue an Offer of Admission is made, this will be communicated clearly to the applicant.

Should a student commit an offence whilst registered on a course, this must be declared to the College at the earliest opportunity. Failure to do so may result in the withdrawal of that student's registration at the College and Partner University.

Entry Requirements

The College's admission process aims to admit applicants, who are believed to have the potential for success. This commitment is underpinned by factors that may indicate the likely success of a student including:

- Attained and pending academic qualifications
- The academic context in which qualifications have been achieved
- An applicant's stated interest, commitment and motivation for study
- Relevant work or other non-academic experience

- Academic and/or professional references
- Where required, an applicant's performance at interview
- Where required, an applicant's portfolio or sample of written work
- Where required, an applicant's research proposal

Additional assessment of professional capability may apply to the professional courses.

Other qualifications or experience that demonstrates appropriate knowledge and skills may be acceptable after consultation with relevant Partner University Admission Tutor(s).

Academic and English entry requirements for courses are determined jointly between the College and Partner University and are published on the College's website.

All pathways involving analytical techniques and their application may have a higher level of mathematics entry qualification associate. These specific entry criteria over and above the normal entry criteria are dictated by the requirements of the stage/programme specification.

In the event that entry requirements change, the College will update the published entry requirements.

The College reserves the right to ask applicants to provide additional evidence of qualification or intention to study in order to determine an applicant's eligibility to study.

Offers

The College and Partner University reserve the right to determine the eligibility of any applicant for a course and issuance of an Offer of Admission.

An offer of a place (conditional or unconditional) on a pathway of study, imposes an obligation on the College to admit an applicant and neither should be withdrawn without their consent, except in the following circumstances:

- The applicant fails to meet the conditions of the Offer of Admission
- The intake to the stage of study, pathway or course is cancelled in line with the College's Terms and Conditions
- The applicant fails to provide requested supporting documentation by the specified date
- The applicant or a representative of the applicant is found to have made a false statement on the Application Form and/or the Acceptance of Offer Form or any other admission associated form, correspondence, documentation, interview or statement, deliberately or inadvertently, or has otherwise sought to mislead the College
- The applicant or a representative of the applicant has withheld pertinent information or provided only basic information, such as failure of attainment or poor attainment in a previous course of study or qualification
- The applicant or a representative of the applicant has failed to declare any relevant unspent conviction
- No reasonable adjustment can be made by the College or Partner University regarding learning provisions or pastoral care
- The applicant is unable to enrol as per the specified intake date on the Offer of Admission
- The applicant has failed to complete the Acceptance of Offer Form and return by the specified deadline

- The applicant has demonstrated an inability to make the necessary payment of the course fees deposit, and if applicable, accommodation final payments prior to issue of confirmation to visa authorities by the college or university partner
- Allowing the student to retain their offer would contravene any applicable regulatory or legislative requirement, including possible immigration compliance or financial credibility concerns
- An incorrect offer has been made and needs to be withdrawn

Failure to Run Courses

The College and Partner University make all reasonable efforts to deliver the programmes of study and other services and facilities described in its information for students. However, the University may in some circumstances be required to make the following changes:

- To the award or programme title;
- To the availability of or discontinuance of a core module; or
- To the overall type of assessment for the Programme, for example by exams, coursework or practical assessment (or combination of these)
- To the mode of delivery of the course, or part of the course. For example, from Face to Face to Online (in accordance with Campus France and Government guidelines)

If any change the College makes such changes that materially affect the student, or that are to the student's detriment, the College will take all reasonable steps to notify the affected applicants promptly to minimise any disruption to commencing their studies.

For further information about the circumstances and/or reasons the College may be required to take the actions above please visit: [Policies & Procedures - ICN International College Paris](#) to view our student contract.

The College also sets out the measures in place to protect a student in the event that a risk to the continuation of studies arise. Whilst the Student Protection Plan considers material changes to students on a programme of study, all applicants have the right to an understanding of the procedures should a type of issue listed in the policy occur. The Student Protection Plan (QS14) can be found on the policy section of the College website or alternatively please request a copy from your Admissions contact.

Complaints

A complaint is when an applicant is dissatisfied with the service received from the College Admissions Team.

Any complaint made by an applicant (or their representative) relating to the administration of the admission process or regulatory framework will be deliberated by the College's Management Team to ensure a resolution that is fair and reasonable. Where necessary the complaint may be referred to the Academic Registry UPE for deliberation in line with the College's Complaints Procedure.

Appeal

An 'appeal' is a process of review, based upon a full application and associated documentation. An appeal can be made by applicants who believe they meet the grounds for appeal to permit a second review of their application.

There will be no discrimination or prejudice against any applicant who makes an appeal.

The College will only accept appeals from the applicant directly and not from any third-party representative such as parents, agents or school representatives unless the applicant's situation is such that they require third party representation.

Appeals may be made on the following grounds:

- **Procedural irregularity** - where an applicant believes that the College has not followed the procedures stated within this policy and that there is reasonable doubt as to whether the outcome might have been different had the error not occurred.
- **New material information** - where an applicant can provide new information to support their application which was not available at the point when the application decision was made.
- **Extenuating circumstances** - which had not been known at the time when the decision was made.

All appeals will be considered on their individual merit, however, if an appeal is based on the grounds below it will not be considered:

- Academic judgment
- Retrospective reporting of extenuating circumstances (which would have been known at the point of application)
- Failure by the applicant to attain the entry qualifications as stated in the conditions of offer

The applicant should raise the matter at the earliest possible time and within 30 days of the Offer of Admission or rejection being issued. A student should raise an issue with any member of staff at a Navitas UPE College or representative, orally or in writing and initially this will be treated as an Informal Query. If a Student Complaints and Academic Appeal Form (QS10 Student Complaints and Academic Appeals Form) is submitted, it will be treated as an Appeal.

The appeal will be investigated by the relevant Admissions Manager or designated other including the input from academic staff and the Partner University where required. A written decision will be given by the Admissions Manager, normally within ten working days of an appeal being made. If it proves impracticable to respond fully within ten working days, the applicant will be informed of a realistic timescale in which to expect a response.

If the applicant is dissatisfied with the response received from the Admissions Manager, a written appeal should be made within ten days of the date of the written response. This should set out briefly: the nature of the appeal; the steps already taken; details of the response received; a statement as to why the applicant remains dissatisfied and, without prejudice to any formal remedy which might be determined, the remedy which is sought.

This written appeal will be referred to the Academic Registry UPE who may call together a Case Review Panel to consider all relevant facts. The Case Review Panel's decision, supported by reasons, following completion of this process will be considered as final. If a Case Review Panel is not held, the decision from Academic Registry will be final.