STUDENT RECRUITMENT AND ADMISSIONS POLICY

Version Control

Version	History of Amendments	Date
Version 1	Final version	May 2015
Version 2	Revision of Version 1	June 2017
	Approved at TeLSEC	June 2017
	Version 2 approved at AC	July 2017
	Final version ready to be disseminated	October 2017
Version 3	Revision of Version 2	
	Approved at TeLSEC	
	Version 3 approved at AC	
	Final version ready to be disseminated	
Version 4	Revision of Version 3	
	Approved at TeLSEC	
	Version 4 approved at AC	
	Final version ready to be disseminated	
Version 5	Revision of Version 4	
	Approved at TeLSEC	
	Version 5 approved at AC	
	Final version ready to be disseminated	
Version 6	Revision of Version 5	
	Approved at TeLSEC	
	Version 6 approved at AC	
	Final version ready to be disseminated	
Version 7	Revision of Version 6	
	Approved at TeLSEC	
	Version 7 approved at AC	
	Final version ready to be disseminated	
Version 8	Revision of Version 7	
	Approved at TeLSEC	
	Version 8 approved at AC	
	Final version ready to be disseminated	

This policy outlines the College's aims for the recruitment and admission of students. It also describes the processes which are used to select and admit new students to our programmes.

This policy is the responsibility of the Student Administration Office, and is monitored and reviewed annually by the College in light of experience, research and good practice.

Contents

1. The College's recruitment and admissions aims

The College's recruitment and admissions support the goals and aims of the College as detailed in its Mission and Strategic Plan. These can be found on the website.

We aim to further develop our teaching and research provision, ensuring high quality is delivered in these areas for suitably qualified students.

We hope to produce alumni who demonstrate excellence and distinctiveness in their chosen field. Therefore we aim to recruit students:
- of the highest academic and intellectual ability
- with the potential and motivation to succeed on our programmes
- who will fully engage with, and benefit from, studying at the College

We recruit students by:
- providing clear and transparent admissions information to prospective applicants
- operating a fair and effective admissions process
- ensuring the consistent application of policy across the College
- welcome applications from the widest range of educational, social and cultural backgrounds

We are committed to providing a fair, effective and professional admissions service which is consistent with good practice. The College also has a commitment to equality and diversity, and welcomes applications from all who are eligible to apply.

2. **Responsibility for admissions activities**
Academic staff and Student Administration work in partnership to provide an effective admissions service.

    Student Administration Office (Admissions) has responsibility for determining and managing the College's Student Admissions Policy and procedures; providing advice and support to academic staff, enquirers and applicants; assessing applications and making offers in consultation with academic staff; and developing and managing effective systems for admissions.

    Academic staff are responsible for determining entry requirements and assessment processes for the programmes; assessing academic aspects of applications and making offers; and providing detailed and up-to-date programme information for enquirers and applicants.

3. **Information for enquirers and applicants**
The College is committed to providing accurate admissions and programme information which is clear, comprehensive and easily accessible for enquirers and applicants.
Admissions and programme information, including information about entry requirements , fees and how we assess applicants, is published on our website at www.almcollege.org.uk
We aim to provide accurate and up-to-date information in all of our publications but – as the printed programme leaflets are published so far in advance – applicants should always refer to our website for the most up to date admissions and programme information.

4. **Entry Requirements**
The College welcomes applications from students who can demonstrate that they are able to benefit from the programme they have chosen to study and from the learning and research environment that the College provides.

To ensure that all applicants are prepared for their studies, each programme has academic entry requirements which applicants will need to fulfil. The entry requirements for each programme can be found on the individual programme pages on our website at www.almcollege.org.uk

If applicants to Arabic Language programmes do not have formal qualifications evidencing their existing language competency, entry may be determined by taking an entry test. This measure is to ensure that students admitted to each programme are studying at the correct level and are capable of completing their studies successfully.

In addition to academic entry requirements, the College requires all students to show that their English language is at a level which allows them to successfully complete their chosen programme. Information on acceptable English language qualifications can be found at
http://www.almcollege.org.uk/admissions/study-requirements/

Applicants are asked to provide two references on headed paper (at least one of these should be an academic reference, and if you are currently employed one may be from an employer). For applicants who are already studying with another education provider, a reference from the lead supervisor/head

of programme should be supplied. References should be submitted directly to Student Administration, either on headed paper or from an official company/university email address.

5. Assessing applicants

The College looks for motivated students with the necessary academic preparation, as detailed in the entry requirements for each programme, who will benefit from the College's learning and research environment.

We are keen to ensure that all applicants are provided with an equal opportunity to demonstrate their skills, potential and achievements. The College's methods of assessment are fair and valid, applied consistently for each programme and reviewed regularly. Each applicant is assessed on an individual basis, with academic discretion used in assessing the range of evidence presented by applicants.

In assessing the academic suitability of applicants, we consider the following information:
- achievement in awarded qualifications
- predicted achievement in qualifications for current studies
- personal statement, for evidence of motivation and commitment to the subject area, and for reasons for their interest in the Al-Maktoum College
- references, for confirmation of academic potential and personal qualities

External sources, such as the UK's National Recognition Information Centre (NARIC), are consulted to determine whether applicants meet the academic entry requirements.

We reserve the right to assess prior attainment within the context of academic judgement and discretion, whilst bearing in mind our commitment to fair and consistent consideration of all applicants. Applicants may be invited to attend an interview as part of the assessment process.

6. Submitting an application

6.1 How and when to apply

There is no set closing date for applications. Applications for the current academic year must be received well before the date when teaching starts, giving adequate time for this to be processed (21 working days). This is particularly important for those requiring a CAS for a Tier 4 visa application, which can take many months to organise.
Those who submit their application without leaving enough time for it to be processed may not be given an offer for the current academic year.

Application forms and accompanying information can be found on our website or by contacting Admissions on admissions@almcollege.org.uk . Applicants can also apply online.

6.2 How long is the application process?

The College endeavours to process applications within 21 working days (approximately 4 weeks). *This is dependent upon applications arriving complete with references and other supporting documents.*

6.3 Communication with applicants

The College recognises the importance of keeping applicants informed, and aims to provide effective updates at key stages during the admissions process. The College normally communicates by email with applicants.

We send a range of communications to applicants which include the following:

- acknowledgement of the receipt of an application
- confirmation of the offer of entry and any conditions attached to the offer
- confirmation of meeting the conditions attached to the offer (if applicable)
- welcome and registration information

6.4 Offer letters
Successful applicants will receive an Offer Letter from Al-Maktoum College. The offer will either be Conditional on the basis of qualifications or requirements yet to be completed, or Unconditional. Applicants will also be sent a Financial Guarantee Form and an Acceptance/Decline Form at this stage.

6.5 Feedback
The College provides feedback on request to unsuccessful applicants. Feedback can be requested by email to feedback@almcollege.org.uk or by letter to the SQA Coordinator.
We aim to respond to requests for feedback in writing by either letter or email within 14 working days. Following receipt of feedback, if applicants believe they have grounds for an appeal on the admissions decision, they should consult the College's *Complaints and Appeals Procedure for Applicants*.

6.6 Applicants with additional support needs
The College welcomes applications from students with disabilities or additional support needs. Applications from such students are assessed following the standard procedures and consideration of support requirements remain entirely separate. If an offer is made, an assessment will be carried out to ensure the College can provide the required support.

6.7 Applicants with criminal convictions
As part of its duty and care to staff and students, the College asks applicants for information about any *relevant* criminal convictions. This information is considered before an offer to study is made, and will depend on the nature and background of the offence.
Relevant is defined as criminal offences involving any kind of violence, offences concerning the intention to harm or resulting in actual bodily harm, the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking, offences involving firearms, arson or those listed in the Sex Offences Act 2003 of the Terrorism Act 2006. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant.

6.8 Fraud and omitted details
The College reserves the right to withdraw any offer made on the basis of an application which has been found to contain fraudulent information. The College may also withdraw the offer if an applicant has been found to have omitted key information from their application or provided inaccurate information. Any student found to have been admitted on the basis of fraudulent information may have their studies terminated. Applicants are responsible to informing the College if any of their details change during the application process.

6.9 Deferred applications
The College welcomes deferred applications and will usually consider requests from students to defer after an application has been submitted. The College allows students to defer their application for up to one academic year before asking the student to re-apply.

7. Financial information

The College requires all applicants to provide evidence that they have access to sufficient funds to pay tuition fees and living expenses during their studies. Information about funding is requested in the application to the College.

The College has two fee categories – Home/EU student and Overseas students. Only those students who require a Tier 4 visa for entry and study in the UK are considered by the College to be Overseas students for fees purposes.

8. Applicant data

The data submitted as part of each application is used to assess the suitability of an applicant for study at the College. Anonymised data may also be used by the College for statistical and reporting purposes. Application data forms part of the student record for applicants who are admitted to the College. Personal data for applicants who are not admitted to the College is destroyed within 2 years.

9. Appeals and Complaints

At Al-Maktoum College we are committed to the provision of high quality and fair admissions procedures for all our applicants. We recognise, however, that there may be occasions when an applicant will feel dissatisfied with the outcome.

If an applicant feels they have a cause for an appeal or complaint, they should consult the College's *Complaints and Appeals Procedure for Applicants*.

We advise all applicants to note the section on Feedback prior to submitting an appeal or complaint.

10. Further Information

For further information about the Al-Maktoum College of Higher Education, please visit www.almcollege.org.uk

Contact details for the Student Administration office:

Student Administration (Admissions)
Al-Maktoum College
124 Blackness Road
Dundee
Tayside
DD1 5PE

E: admissions@almcollege.org.uk
T: 01382 908070