

NCIUL ADMISSION POLICY AND PROCEDURES

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1 INTRODUCTION

NCIUL is committed to ensuring that its admissions policies and procedures are transparent, followed fairly, courteously, consistently and expeditiously; that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped to make the required judgements.

The policy and associated procedures comply with the relevant equality and diversity legislation affecting the admissions of students and take account of sectoral best practice, including the QAA's UK Quality Code for Higher Education Chapter B2: Recruitment, selection and admission to higher education and Part C: Information about higher education provision of the quality code and Supporting Professionalism in Admissions (SPA's) good practice guidance.

2 PRINCIPLES

The admissions process is founded in the following principles:

- fairness
- transparency
- professionalism
- accessibility for applicants
- consistent application of policy and procedure

NCIUL is committed to promoting equality and diversity in all its practices and activities, including those relating to student recruitment, selection and admission. We aim to establish an inclusive culture which welcomes and ensures equality of opportunity for applicants of all ages, ethnicities, disabilities, family structures, genders, nationalities, sexual orientations, races, religious or philosophic beliefs, and socio-economic backgrounds. This document is supported by our equality and diversity policy.

It is NCIUL's aim to recruit and admit students who have the potential to and who are most able to benefit from NCIUL's learning, teaching and research environment, regardless of background. This is evidenced in our fee structure as well as the way in which we deliver teaching.

NCIUL is also committed to the highest standards of ethics and conduct in its administration, organisational policy and behaviour, and to open, effective and efficient communication.

3 ADMISSIONS ON PROGRAMMES OFFERED AT NCIUL

This policy covers all foundation, undergraduate, postgraduate taught full and part time applications for study at NCIUL. The policy is aimed at prospective students, applicants and NCIUL admissions and academic staff.

NCIUL welcomes applications from applicants who have the ability and motivation to succeed. NCIUL is a strong advocate of lifelong learning and widening participation providing study opportunities for all applicants who have the potential to benefit from them. It also promotes the advantages of an inclusive framework which recognises the value of both academic and vocational qualifications. Factors such as work experience, vocational training and non-standard qualifications can be taken into account when considering an application. Admissions staff have discretionary powers to assess each case on individual merit. Qualifications, which are not acceptable on their own, may be considered where there are particular combinations that are seen to meet the specific requirements of an individual programme.

NCIUL monitors changes in professional qualifications to ensure that all new qualifications are recognised and understands the importance of timely and accurate pre-entry information to prospective students to enable them to make informed choices and decisions in their selection of programmes of study. NCIUL's aim is to be proactive in the provision of information and advice to all applicants.

The entry criteria for each programme are reviewed annually by Faculty Leads and the Academic Board. The agreed criteria is used by the Admissions Office to make decisions and only where there may be some deviation will an application be referred to the Dean for a final decision unless an interview or a portfolio review is a requirement of the selection process.

Potential applicants should not be discouraged if they do not meet the precise criteria, and if for any reason the institution is unable to offer an applicant a place on their chosen programme, NCIUL will, where possible, make an alternative offer to a programme which the applicant may find suitable (i.e. such as a foundation programme).

4 RECRUITMENT

NCIUL strives to ensure that promotional materials are relevant, accessible and accurate at the time of publication, are not misleading, and provide as much information as possible to enable applicants to make informed decisions about

their options. The NCIUL management and Academic Board are responsible for ensuring the accuracy of all programme information published by NCIUL for the purposes of recruitment.

Appropriate sections are checked in consultation with Faculties, the Student Office, Managers and partners annually. Applicants will be provided with a snapshot of their chosen programme at the point of offer and this will form part of the offer and agreement. The programmes, services and other matter covered by prospectuses are subject to change from time to time and no guarantee can be given that changes will not be made following publication and/or after applicants have been admitted to NCIUL. NCIUL will communicate these changes to applicants and current students via the most appropriate communication channels.

Where material changes have been made to a published programme, those applicants with an offer on that programme will be informed of those changes as soon as possible. A refresher of the programme snapshot (mentioned above) will be sent at the end of August/start of September, before enrolment. Such changes may include:

- a change in the approval status of the programme;
- a programme gaining accreditation from a professional body;
- major variation to the programme fees;
- change of location of programme delivery;
- the closure or suspension of a programme.

5 ENTRANCE REQUIREMENTS

Entry requirements

NCIULs minimum entry requirements are published on our website. For specific programme requirements, please look under “Faculties and Departments”, select the course you are interested in, and then select entrance requirements.

NCIUL accepts all nationally recognised advanced qualifications for entry to higher education and gives equal consideration to academic and vocational qualifications for all programmes of study. NCIUL may also take into consideration skills and expertise gained from work experience or vocational training.

In addition to academic qualifications we will also take into account information provided within the personal statements and reference, particularly where these

reveal extenuating or mitigating circumstances which may have affected academic performance.

Due to the limited number of places on each programme it must be noted that attainment of published indicative entry criteria does not guarantee an offer of a place.

Additional references may also be requested in order to inform the admissions process.

NCIUL may recognise credit or credit equivalence achieved from successful study in other institutions. Students who have successfully completed Foundation degree programmes, met the performance requirement for entry and who perform satisfactorily in any selection measures, will be eligible for entry and credit recognition. Applicants undertaking a foundation degree at another institution are also eligible to apply. The Admissions Office will also receive applications for second and third year entry, which are referred to as 'advanced level entry'. As part of the admissions process applicants will be asked to disclose their module breakdowns and statement of results from their previous study in other institutions. It is likely that the advanced level entry applications will be referred to a faculty panel for a decision.

The Admissions Office is responsible for compliance with the UK Home Office in the form of offer and visa letters to applicants from outside the European Union, logging of relevant data about all new applicants and doing all in its power to ensure that anyone admitted to a programme is a genuine student.

English Language Requirements

NCIUL does not currently hold a TIER 4 license and cannot accept applications from international students. If a student does not require a student visa to study in the UK, they might still need to meet the minimum English Language requirements for the programme they wish to study for.

Applicants whose first language is not English must have a sufficient command of the English language to complete their studies satisfactorily and have completed an English Language proficiency test that has been assessed as meeting the UK Home Office requirements equivalent to a minimum level B2. Please note that the programmes at NCIUL require a minimum of International English Language Test (IELTS) band 6.0 or equivalent with a minimum of 5.5 in each component and some programmes require a higher level. Programme specific entry requirements are available on our website.

6 APPLICATIONS AND DECISIONS

Application Routes

All applications must be made directly to NCIUL Admissions Office using the mandatory application form (downloadable from the website as a PDF document, or as an online application form), which can be submitted, emailed or posted to NCIUL.

Application Deadlines

All applications received by the published and agreed deadlines will receive equal consideration.

Generally, the deadlines are as follows:

Intake	Deadline
January	1 st November
September	31 st July (International Students)
	1 st September (UK based Students)

NCIUL has set regulations stipulating the period within which an applicant must register for a chosen programme at its commencement. Where NCIUL deems that this would not be feasible due to late submission of an application, NCIUL reserves the right to make an offer of deferred entry for an alternative commencement date.

All programme applications should be made directly using NCIUL's application form available here:

<https://www.nciul.ac.uk/admissions/how-to-apply/>

NCIUL is committed to providing a professional admissions service in order to provide the best support to its applicants. We operate a centralised admissions process to achieve this.

The consideration of individual applications takes place in the Admissions Office, where staff review the application on the basis of achieved and predicted qualifications. Agreed entry criteria are used by the Admissions Office to make decisions and only where there may be some deviation will an application be

referred to a Faculty Dean for a final decision. All undergraduate applications received by the deadline date are classed as being 'on-time' and given equal consideration. NCIUL continues to consider 'late' applications received after this date until the course is at capacity.

Initial Receipt of Application

NCIUL aims to acknowledge all applications promptly.

NCIUL will not use any of the sensitive personal data submitted on the Equality and Diversity Monitoring form with the application to inform its decision-making process. This information will only be used for monitoring purposes and, in cases where an applicant has declared a disability, to allow NCIUL to contact an applicant to assess any support needs they may have.

Deferred Entry

Deferred entry is granted at the discretion of the admissions staff. Applicants should indicate that they wish to defer entry on their application form. Applications for deferred entry will be considered equally up until the point of confirmation. Normally deferred entry is granted for one year only. Applicants who decide to defer after accepting a place at NCIUL for the current cycle will be considered on an individual basis, but please note that not all programmes can accept deferred entry requests.

Selection Tests and Interviews

NCIUL does not routinely use selection tests or interview applicants during selection. However, NCIUL reserves the right to change this policy should there be a demonstrated need, for example, if there are only limited places on a programme and there is some difficulty in selecting students.

In these cases, the selection of applicants to attend interview will be conducted in a fair and transparent manner, in accordance with the published selection criteria for the programme, available at www.nciul.ac.uk.

Staff involved in undertaking selection interviews and activities, whether these are formal interviews or informal meetings with applicants, will receive training to ensure that these activities are conducted in compliance with legal requirements and NCIUL's Equality and Diversity policy.

If necessary adjustments cannot be made, the Faculty will identify suitable alternative means by which the applicant can demonstrate his or her potential. If

an interview is required as part of the admissions process but the applicant is unable to attend in person (e.g. because they are resident overseas), in some cases it may be possible for a telephone or Skype interview, or other alternative selection processes to be used.

Confirmation of Results and Re-sits

‘Confirmation’ refers to the period in August each year when NCIUL receives examination results for applicants who have accepted conditional offers on undergraduate programmes. Applicants who have achieved the grades required have their place confirmed. Applicants who have not met the required grades are reviewed and their place may be confirmed if a place is available and it is felt they will still be able to succeed on the course, although no guarantee is made that this is possible.

NCIUL will confirm whether an applicant has met the conditions of their offer upon the receipt of results for the listed qualifications in their offer letter. Applicants may be given additional consideration if they are found to have narrowly missed the conditions of their offer.

Where applicants do not meet the academic requirements, they may be given the option to apply to another NCIUL undergraduate programme where they do meet the entry requirements. Alternatively, they may register for one of NCIUL’s Foundation programmes or withdraw their application.

For admissions purposes of examination grades achieved through re-sits, the acceptability of the grades can be considered for the closest intake date after the re-sit grades have been received.

Decision Making

All Faculties consider all applications purely on academic grounds, taking into account attainment, potential, and motivation, in accordance with the procedures and criteria specified in their published admissions criteria.

In seeking adjustment for the impact of mitigating circumstances on academic attainment, NCIUL will require formal, written confirmation from the awarding body/institution or the relevant examinations officer at the applicant’s previous education institution that no request for adjustment was made when the qualifications were awarded, or has been lodged with the awarding body in the case of pending qualifications.

NCIUL aims to make and communicate its decision to applicants promptly.



Conditional and unconditional offers of admission will be specific to the applicant, clearly expressed and the requirements of any conditional offer will be consistent with the qualifications offered.

Any offer of admission is made without prejudice to the right of NCIUL to vary or withdraw it, if information of a serious nature comes to the notice of NCIUL (whether relating to events occurring before or after the date of the offer), which could reasonably have influenced NCIUL's decision if known at the time the offer was made. This includes the submission of fraudulent and/or misleading information in support of an application form. NCIUL may also, where appropriate, inform any other relevant professional bodies and/or third parties about the withdrawal.

Feedback

NCIUL does not currently provide automatic feedback to unsuccessful applicants but will provide feedback, where possible within seven working days, to those who submit a written request to admissions@nciul.ac.uk. The request must include the applicant's full name, address and application ID number (where known). If applicants have additional information to submit in support of their application, this can be provided as part of the request for feedback.

Applicants with Disabilities

As part of its commitment, the NCIUL believes that admissions processes should be as equitable as possible for all students. All applications from candidates who have disclosed a disability will be considered in the same way as any other application and a decision will be made that is based upon the candidate's academic merit and potential. The legislation with which the NCIUL's policy complies is now the Equality Act 2010 (replacing provisions in the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001) and this applies to both disabled students and applicants.

Applicants are encouraged to disclose a disability when they apply by completing the relevant section of their application form.

Whilst the provisions of the Equality Act 2010 normally make it illegal to reject an applicant on the grounds of disability there are three instances in which an institution can reject a disabled applicant if they have the entry criteria necessary and these are:

- overriding health and safety concerns;

- barriers resulting from professional requirements;
- necessary reasonable adjustments cannot be made.

The Admissions Office will discuss with all applicants who have disclosed a disability the reasonable adjustments required. The applicant's requirements are considered, and appropriate action is taken to ensure the applicant understands the support available. In some cases, a meeting will be organised with the applicant to explore such requirements and how these may be met. Following this meeting, support services will be put in place and reasonable adjustments made at NCIUL to address barriers which disabled students may encounter in the learning, teaching and assessment environment and which may affect performance.

Applicants with Criminal Convictions

To help NCIUL reduce the risk of harm or injury to our students and staff caused by the criminal behaviour of other students, applicants are required to inform us of any relevant criminal conviction. Please note that NCIUL will not be able to admit applicants that are still under licence.

Relevant criminal offences include convictions, cautions, admonitions, reprimands, and final warnings, bind over orders or similar involving one or more of the following:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms; offences involving arson;
- offences listed in the Terrorism Act 2006.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless they have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

If an applicant has a relevant criminal conviction that is not spent, they must declare it. Please note that they do not need to include convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Guidance and criteria on the filtering of these cautions and convictions can be found on the

Disclosure and Barring Service website (<https://www.gov.uk/government/collections/dbs-filtering-guidance>).

If a person does not re-offend during their rehabilitation period, their conviction becomes 'spent' (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

Failure to declare a relevant criminal conviction may result in an application being withdrawn or made unsuccessful, and if you are convicted of a relevant criminal offence after you have applied, you must inform us. Continuing students will be expected to declare any relevant criminal conviction immediately and will be required to confirm at re-enrolment that they understand this.

Safeguarding – Under 18 and Vulnerable Adults

NCIUL welcomes applications from people of all ages. No applicant shall be refused admission on grounds of age.

NCIUL does, however, recognise its special duty of care towards students who are legally still children, and has established procedures for dealing with applications from people who as students will be under 18. Principles, institutional responsibilities and procedures relating to the protection of under 18s and vulnerable adult students are set out in NCIUL's Safeguarding Policy and Procedure, available at: www.nciul.ac.uk

Fraudulent Applications

The admissions decision will be based on the information supplied by the applicant. It is the applicant's responsibility to ensure that all pertinent information is supplied on his/her application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer or acceptance of a place.

Any fraudulent or incomplete application will be forwarded to the Provost for consideration which may result in the withdrawal of an offer or termination of a registration if a student has progressed to studying at NCIUL.

Appeals

An appeal is a request for reconsideration of an application decision and can only be requested after an applicant has received feedback on the reason for their original rejection. Appeals will not be permitted from parents, sponsors or

employers of applicants. However, in cases where an applicant is under the age of 18 or has a mental health issue or disability which might impinge on their ability to make an appeal, a third party may be nominated to progress the appeal for them.

Applicants do not have a right of appeal against the academic or professional judgement about the applicant's suitability for entry to a particular programme. However, if following receipt of feedback, an applicant feels an error has occurred, they can request a formal review of the selection decision on one of the following grounds:

- a. Pertinent information was missing from the original application;
- b. There has been a misinterpretation of information or data contained within the original application;
- c. There was a procedural anomaly in the handling of the application;
- d. That there is evidence of prejudice or bias on the part of NCIUL or Partner Institution staff.

The request for a review must be made in writing to the Admissions Office, and should be received within 28 calendar days of the provision of feedback. On receipt of a request, the Admissions Office or one of the Deans will review the application, referring to relevant admissions staff where appropriate, and will respond in writing within 28 calendar days. It is expected that these deadlines will be adhered to, however in exceptional circumstances the time periods may need to be extended, either for the applicant or the Admissions Office. In such cases the applicant will be notified.

The applicant will be informed in writing of the outcome of the appeal and given an explanation for the decision which has been reached. The decision of the Admissions Office or Dean is final and there is no further right of appeal.

Complaints

Applicants may complain if they are dissatisfied with the service they have received regarding an application or any other aspect of the admission procedure. Complaints relating to admissions will be managed in accordance with the NCIUL Complaints Procedure which can be found at:

<https://www.nciul.ac.uk/wp-content/uploads/2018/04/Students-Complaints-Procedure.pdf>

The procedure cannot be used as a means to change a selection decision, however if the investigator believes there are grounds for an appeal against the

selection decision, they may advise the applicant to submit a formal appeal. In the event that an applicant submits both an appeal and a complaint, the applicant's appeal will be addressed first, as satisfactory resolution can often remove the need for a complaint to be made. On conclusion of the appeal process the applicant will be asked if they still wish to make a complaint.

Deposits and Fees

The student must pay a deposit of 10% of the annual fees to secure a place. This can be paid by cheque/ bank deposit to NCIUL's account. This will be deducted from the total amount owed to NCIUL in the first term.

Deposits paid to NCIUL will be considered for a full refund in the following circumstances:

- An applicant cancels their registration within 14 days from enrolment or course start date.
- NCIUL is unable to provide the academic programme originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative programme.
- An applicant fails to meet the conditions of their offer, unless a place is deferred.
- NCIUL is unable to issue a CAS to a student who requires a Tier 4 visa.
- Extenuating circumstances include:
 - Serious personal accident or injury of self or close family member
 - Death of close family member (e.g. partner, parent, primary carer, child)
 - Medical emergency or requirements of long term medical care for the applicant or close family member (e.g. partner, parent, primary carer, child)
 - Impact of natural disaster or civil disruption

Deposits are held for a maximum of 12 months from the start date of the January or September intake, after which the deposit will be non-transferrable and non-refundable. During this time the student is expected to register with NCIUL or provide evidence that one of the circumstances listed above applies. In the event that an applicant defers their study to a later academic session, the deposit may be transferred to the new academic session.

Once the deposit has been received by NCIUL, an acknowledgement will be sent, and the student will receive further details regarding enrolment and payment of fees.



Should payment of tuition fees be late beyond the date of registration or beyond a specific date agreed by NCIUL, a charge will be made at the discretion of NCIUL.

If for any reason an applicant wishes to withdraw their registration with NCIUL after receiving confirmation of acceptance, they have a legal right under the Consumer Contracts Regulations 2013 to cancel his/her acceptance by informing NCIUL in writing within 14 days.

The following rules apply for students seeking a refund.

Leave Date	Refund
Within 14 days from enrolment or course start date	100% Full Refund
Within 16 weeks of the course start date	50% of fees paid pro rata of academic calendar completed (e.g. if withdrawal is requested 6 weeks into the term, 50% of the 6 weeks will be refunded and 100% of any other fees paid)
Thereafter	No Refund of fees for academic period covered, 100% refund of academic period after withdrawal.

Any debt you may owe to NCIUL will be deducted from any refund of fees. NCIUL, at the discretion of the Director of Finance, makes an administrative charge to recover the cost of making the refund.

All refunds will be returned to the payee by either bank transfer or credit/debit card within 14 days of the refund being approved.

If a student is in receipt of a tuition fee loan, it will be their responsibility to contact the loan provider to advise them of their decision to withdraw or interrupt their studies.

7 FEES, BURSARIES AND SCHOLARSHIPS



Fees and Study Costs

NCIUL aims to provide clear, unambiguous guidance about the cost of studying, and the range of financial support available, to enable applicants to make an informed decision in accepting any offer made by NCIUL.

Fees are published on NCIUL's website and mentioned in the offer letter issued to applicants. In the case where applicants have deferred entry or have been offered an alternative start date other than that chosen, the offer will include the current tuition fee and a statement indicating that fees are normally expected to rise in line with inflation for the session in which the applicant intends to commence their studies.

Determination of Fee Status

When an applicant's eligibility to pay the UK/EU fee is uncertain, determination of fee status is undertaken by an experienced, appropriately trained admissions staff and assessed strictly in accordance with government regulations.

Determination of fee status is only undertaken once an applicant has been offered a place on a programme; NCIUL does not determine fee status for prospective applicants.

Bursaries and Scholarships

NCIUL has a range of undergraduate and postgraduate bursaries and scholarships available to new entrants and existing students, and seeks to publicise all such opportunities to its applicants and students. The majority of scholarship funds are awarded on merit, whilst bursaries are means-tested.

Further information about bursaries and scholarships, including guidance about eligibility and/or qualifying criteria, is available on our website.

8 APPLICANT DATA

NCIUL collects a range of data from applicants during the application process:

- Contact and personal information is required in order to administer the application process;
- Information is required to make decisions on the applicant's suitability for their chosen programme of study;

- Equality and diversity monitoring and contextual information is requested to enable NCIUL to monitor the impact of its admissions policies and procedures on particular groups.

NCIUL will store application documents and data for a fixed period, as appropriate to the outcome of the application and in accordance with NCIUL's Data Retention Schedule. At the scheduled dates, redundant application data will be destroyed.

NCIUL is bound by the requirements of the Data Protection Act 1998 in terms of safeguarding personal information. NCIUL will not discuss the particulars of an application with any third party unless the applicant has provided their express written permission for NCIUL to do so or where obligated and allowed to do so by law. Applicants can confirm in writing the details of a third party who is authorised to respond to NCIUL's requests for information, submit correspondence and make decisions.

Should an applicant wish to request a copy of their personal data held by NCIUL, further information about NCIUL's data protection policies and procedures for access to personal information can be found on our website.

9 TRAINING AND SUPPORT OF STAFF

NCIUL will provide the necessary training and support for all staff involved in admissions to ensure that it provides a prompt, efficient, professional and competent service to applicants. This training will address the institutional context within which staff are working and the legal and external constraints upon their work, including relevant equality and diversity legislation.

NCIUL undertakes periodically consultation with admissions staff to identify emerging training needs and to ensure that the training and support programme continues to meet staff needs.

NCIUL will ensure that Faculties give due care and consideration to the workload of its academic admission staff, offering training where necessary to aid them in their role.

10 GOVERNANCE, MONITORING AND REVIEW

The Admissions Framework is subject to annual review by both the Registry Department and the Equality and Diversity Committee.

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