

Selection and Admission of Students Policy & Procedure

Introduction

This policy sets out the principles and processes applied by the College in the selection and admission of students to postgraduate programmes. It was adopted by the Programme Committee at its meeting on 13th October 2020.

Principles

The College believes that education can fundamentally transform lives and communities and therefore encourages applications from all prospective students whatever their background, with the potential to do well on their Masters programmes.

We are committed to:

- minimising barriers to higher education which applicants may face, and creating a balanced and diverse student body
- eliminating discrimination, promoting diversity and equality of opportunity in our practices, policies and procedures, and ensuring that our admissions process is fair and equitable, and consistent with our Equality and Inclusion Policy for Students.
- using reliable selection methods in order to admit students with the potential to do well on their chosen programme, as judged by their achievements and potential
- using admissions practices that are consistent, transparent and fair; and
- providing accurate and easily understood information to applicants in accessible formats.

Selection Process

We accept applications for our programmes directly to the College using the online application form or via the Central Applications Board for programmes relating to preparation for the Solicitors Qualifying Examination.

Admissions decisions are made on the basis of the applicant's past and predicted academic performance. Details of the admissions criteria for individual programmes are published on the College's website which is updated annually.

We require evidence of all qualifications that are detailed on the application form. Applicants are required to provide original certificates and transcripts

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upon enrolment to ensure accuracy of the information held regarding their qualifications.

All applications are considered against the same selection criteria.

**Consideration of
Mitigating
Circumstances and
Contextual Data**

In assessing applications, the College will consider verified mitigating circumstances (that is, circumstances beyond an applicant's control such as illness or bereavement which have had a detrimental effect on their previous academic performance/attainment) of which it has been notified by an applicant. In relevant cases, we may offer a place to such an individual if we consider that they have the potential to do well at the College. The College does not however consider contextual information relating to applicants' achievement and/or potential in its selection process.

**Accuracy and
Completeness of
Applicant
Information**

Admissions decisions are made in good faith on the basis of the information that is submitted in the application. The College may withdraw an offer at any stage from an applicant who has made false statements or omitted significant information in his/her application.

If an application does not contain enough information, we will give the applicant an opportunity to provide the missing information before making an admissions decision. Otherwise, we may make an offer conditional on the applicant providing the missing information.

Once a decision is made on an application, the College will only consider additional information at its discretion.

The College reserves the right to withdraw offers if applicants are found to have submitted fraudulent information on their application form.

**Additional Applicant
Information**

Disabled Applicants and applicants with additional support needs:

The College welcomes applications from individuals who are disabled, including those who have a long term medical or mental health condition or a specific learning difficulty such as dyslexia and aims to support such individuals before and after applying to the College. Information on possible support is available from our Student Services team.

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Applicants are invited to declare a disability on their application forms. We strongly advise individuals to disclose this information in their applications so that we can make an appropriate assessment of any necessary reasonable adjustments that we can make to support their studies. This process will also provide information that applicants can take into account when deciding whether to accept an offer made by the College. Please note that failure to disclose a disability at this stage, may delay arrangements for support or any required reasonable adjustments.

All applications are considered based on the applicants' academic merit and potential for their chosen programmes. We do not take information disclosed regarding an applicant's disability or impairment into account when making a decision on their admission. Applicants who are offered a place are invited to provide further details about any specific support they might need. Please note that simply declaring a disability on your application form will not automatically mean that support can be provided. Applicants are therefore strongly advised to provide details requested in relation to their required support.

Applicants with Non-Standard Qualifications

The College will consider the non-standard qualifications or the work or life experience of applicants on an individual basis, taking into account accreditation of prior learning and with regard to the principles of this Policy, and the academic and other relevant requirements of their chosen programmes of study.

Applicants who are Under 18 years

There is no minimum age for entry to the College programme. However, the admissions criteria for our programmes normally include national qualifications that in general are obtained at the age of 17 or 18. Individuals who join the College before they have reached the age of 18 are admitted under The College's Safeguarding Policy.

International Applicants

We welcome applications from academically qualified students from around the world. Information on how qualifications gained outside the UK relate to our admissions criteria are available from the Student Services team.

All entrants to the College must be sufficiently fluent in spoken and written English to be able to succeed on their chosen programme of study and therefore have the following English language requirements where relevant:

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IELTS at level 6.5 overall with a minimum of 6 in each component [or equivalent].

Information on the current list of recognised English language qualifications and our requirements in terms of achievement in these qualifications is available from the Student Services team.

Applicants Seeking Credit Transfer

Where applicants have completed other programmes or have achieved academic credit which could count towards a programme of study at the College, admissions decisions are made by academic staff on the basis of the applicant's past and predicted academic performance and references.

Regulations regarding credit transfer are set out in the College's Quality Assurance and Assessment Regulations.

As regards any applicant who is accepted onto the programme with the benefit of credit transfer, this credit will not exceed 20 credits for a PGDip or 60 credits for an LLM. Credits will not be accepted for the award of a PGCert.

Applicants with Criminal Convictions

The College is committed to the fair treatment of all applicants and having a criminal record will not necessarily bar an applicant from gaining admission to the College. However, the College recognises its duty to protect its students, staff and others within its community and reserves the right, to exclude an individual from a programme of study or from the College where their participation would pose an unacceptable threat to the online community of staff, students, those coming into contact with the applicant during their studies, or others involved in the College business; or would be contrary to the law or the requirements of any relevant professional, statutory or regulatory body.

Applicants Seeking Deferred Entry

Applicants are permitted to defer their application for a programme to a later date when they first apply to the College or by writing to the Student Services team after their application has been submitted.

Any conditions that are attached to an offer for deferred entry must be fulfilled before the applicant commences the programme of study.

Conditional offers cannot be deferred and entry cannot be deferred for more than one year.

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Communication of Admission Decisions

Admissions decisions are communicated to the applicant by Student Services. Invitations to attend an online interview are communicated in the same way.

The Student Services team also writes directly to applicants who are offered a place, listing conditions of the offer. Any conditions that are attached to an offer must be fulfilled before the applicant commences the programme of study.

All offers are subject to the College's general entrance requirements – please see our entry requirements as applicable.

To ensure confidentiality, we correspond directly with applicants only, unless they provide us with written consent to discuss the details of their application with another suitable party.

We provide unsuccessful applicants with the reasons for our decision. Individuals who require further information can contact Student Services directly.

Availability of Programmes

The College aims to ensure that the information it provides is accurate when published.

The College has an obligation to ensure that the content of its programmes is always current and ensures that this is the case prior to each cohort beginning the programme. Students are notified of any changes that are legislative via announcements and the programme content is never updated mid-course. The likelihood of the College making any changes, which are detrimental to students or to the qualification awarded, is therefore low.

We may however occasionally need to make changes to the programmes we offer, including the discontinuation of programmes. Should we decide not to go ahead with a particular programme, the College's Student Terms and Conditions state that the College will inform you as soon as is reasonably practicable, so we would aim to provide at least two weeks' notice. In this situation, the College would try to discuss the best approach with each individual student to see what would be a workable solution to enable them to achieve the same qualification either at a different time, through a different course, mode of delivery or with other suitable training providers. Students may also be entitled to a refund or compensation in line with the College's Refund and Compensation Policy.

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The current list of available modules and programmes is published on the College's website. Applicants should refer to the College website for the most-up-to-date information about programmes.

Applicant Data

All data provided by applicants in their applications is processed by the College in accordance with the Data Protection Act and with the College's Privacy Policy.

Such data is used primarily for the purpose of processing applications and becomes part of an applicant's student record, where that applicant is admitted as a student of the College.

Anonymised and aggregated applicant data are analysed by the College for such purposes as institutional and statutory monitoring and enrolment planning.

Cancellation of acceptance of an offer

The College's admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Applicants who have accepted an offer of a place from the College have 14 days from the day after acceptance of an offer, to change their minds. An applicant who wishes to cancel his/her acceptance should inform Student Services of their desire to do so in writing.

Appeals against Admissions Decisions

Generally, admissions decisions are final and the College will consider appeals from applicants only on the grounds that the admission decision has not been reached in accordance with the College's published admissions criteria or the principles set out in the Selection and Admissions policy. Applicants, who want more information on an unsuccessful application or who think that an admissions decision may have been based on inaccurate or incomplete information, should contact the Student Services team.

Complaints

The College is committed to providing an efficient and fair admissions service. In the event that you wish to make a formal complaint, please contact Student Services in writing within 14 days of the date of your application outcome.

Correspondence should be sent to the Student Services Manager via email: studentsupport@collegalpractice.com.

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Complaints will only be considered if clearly based on one or both of the following grounds:

- There were procedural irregularities in the way that the application was handled by the College which are sufficient to cast reasonable doubt on the overall fairness of the outcome.
- There is evidence of prejudice or bias by any individual involved in making the admissions decision which is sufficient to cast reasonable doubt on the overall fairness of the outcome.

If a complaint is upheld, the Student Services team will take appropriate remedial action as soon as possible. Otherwise reasons for our decision not to pursue or uphold the complaint will be provided. We aim to provide at least an initial response to any formal complaint within two weeks of receipt of a complaint.

The decision on the complaint made by the Chief Operations Director is final.

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