

Admissions Policy

November 2010

Reference:

Version: 1

Status: Final

Author: Jane Fawkes

Date: 1 December 2010

Table of Contents

1. Introduction	3
2. Section 1: Admissions Policy	3
2.1 Principles.....	3
2.2 Aims	4
2.3 Admissions Criteria	4
2.4 Authority and responsibility	5
2.5 Support and Review.....	5
3. Section 2: Framework	5
3.1 Admissions Information	5
3.2 Responsibility of Applicants	6
3.3 Late Applications	7
3.4 Staff Development.....	7
3.5 Feedback	7
3.6 Monitoring and Review	7
3.7 Complaints	7
4. Section 3: Disclaimer	8
Appendix A Related Policies.....	8

Admissions Policy

1. Introduction

The Admissions Policy provides the framework for admissions practice across the College, and applies to all programmes of study offered by the College which lead to an award.

The Policy comprises two sections:

Section 1: Admissions Policy

Section 2: The Framework

The core set of entry requirements for each course which support the implementation of the Admissions policy are available in the Prospectus, and at www.cem.ac.uk.

2. Section 1: Admissions Policy

2.1 Principles

- 2.1.1 The College values and seeks diversity in the student community. It is therefore committed to widening participation to achieve this, and seeks to attract a broad range of applications. We endeavour through the Admissions Policy to ensure that all of our students are given the opportunity to achieve their potential in relevant subjects at appropriate levels. The College is committed to recognising the existing academic and other relevant achievements of each applicant.
- 2.1.2 The College seeks to be effective in recognising the potential applicants have to succeed in their chosen programmes of study. The Admissions Policy operates to support students in this objective at each stage of the admissions process.
- 2.1.3 The College is committed to promoting equal opportunities for all students. The Policy is aimed to ensure fairness to all applicants and to meet the required legal obligations and College policies.
- 2.1.4 In accordance with our commitment to fair admissions, selection is made on the basis of the published core requirements for each course. Evidence of suitability for study includes academic achievement, professional and personal experience and the potential to succeed in the intended programme of study.

2.2 Aims

2.2.1.1 The aims of the Admissions Policy are to ensure that:

- Applicants are treated fairly
- Applicants are appropriately supported and guided through the applications process
- Applicants are able to make appropriate, informed choices
- College strategic objectives are recognised

2.3 Admissions Criteria

2.3.1 The admission of any student will be determined by reference to the core entry requirements for the particular programme or course of study. These are established in accordance with the individual programme/course requirements, validating bodies and accrediting bodies.

2.3.2 No potential student will be excluded entry to any College programme as a result of discrimination on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity.

2.3.3 Applications from candidates with disabilities will be judged on the basis of the core entry requirements. Academic decisions and discussion of support needs are taken independently. If the College is unable to meet additional needs, or can only do so by compromising the learning experience which would disadvantage the applicant the College will inform the applicant as soon as is reasonably practicable.

2.3.4 The College welcomes and supports applications from those with current, i.e. unspent convictions, or those serving a sentence. Applications from candidates with current unspent convictions will be carefully considered by the Admissions Committee and others as appropriate. Such applicants must upon request provide details of the conviction. However, the College reserves the right to refuse entry to any applicant with a criminal conviction which may jeopardise the security, safety or reputation of the College or its staff or students.

Admissions Policy

2.4 Authority and responsibility

- 2.4.1 The College Admissions Policy provides the regulatory framework for admissions practice.
- 2.4.2 Admissions activities are carried out by the Admissions Team, Course Directors and the Admissions Committee. Decisions on whether or not to admit a candidate are generally taken by the Admissions Team working within the core entry requirements, Course Directors and where appropriate the Admissions Committee. The Director of Academic Support and Director of Education are responsible for ensuring that the relevant staff are appropriately qualified and trained.
- 2.4.3 All College staff responsible for taking admissions decisions discharge that responsibility according to the College Admissions Policy.

2.5 Support and Review

- 2.5.1 All College staff responsible for taking admissions decisions will undertake regular training and updating.
- 2.5.2 All Admissions staff will receive a copy of the Admissions Policy.
- 2.5.3 Operation of the College Admissions Policy is reviewed annually by the Admissions Committee, reporting to the Academic Board.

3. Section 2: Framework

3.1 Admissions Information

- 3.1.1 The College is committed to providing clear, accessible information and support to both potential and actual applicants. This is to enable applicants to make appropriately informed choices and decisions at relevant stages of the admissions process.

Admissions Policy

3.1.2 With regards to admissions information the College will:

- Ensure that accurate, relevant information on course requirements, closing dates for application, fees and support services is available to all enquirers and applicants.
- Ensure that any potential student with additional needs is aware of the advice and support the College can provide and how to access this.
- Ensure that if any changes are made to an advertised programme or course applicants are informed of the change as soon as possible.
- Ensure that procedures for applicants requesting to defer to a later year are readily available.
- Ensure that any potential student who has disclosed information with relation to a criminal conviction, or is currently serving a sentence is aware of the advice, and support which the College can offer with relation to the proposed course of study.
- Ensure applicants are able to access relevant policies on the website, and on request.
- Ensure that all personal information is confidential, and adheres to the relevant Data Protection Policies.

3.1.3 The College will usually respond to applicants via e-mail within ten working days of receipt of application. If it is evident that this commitment will not be met the applicant will be notified.

3.2 Responsibility of Applicants

3.2.1 The College expects all applicants to be aware of their responsibilities in support of the effective operation of their application for admission.

3.2.2 With regards to admission the applicant will:

- Ensure that they are familiar with the relevant regulations, process and timescales (including deadlines) associated with each stage of admission to the College. This will include being aware of the associated obligations of the applicant in the process.
- Ensure that full and accurate information is provided with an application for admission, with the appropriate supporting documents. Failure to provide this information will mean a decision on admission is either delayed or withheld altogether. The College will determine, in its absolute discretion, which information it needs to receive prior to making any decision on admission.

3.3 Late Applications

- 3.3.1 If an application is received after the closing date, the College will wherever possible still consider the application for admission if it is feasible to do so. However, the application will not be considered if it is deemed that the late application will lead to a detrimental effect on the ability of the applicant to complete the programme of study.

3.4 Staff Development

- 3.4.1 The College ensures that all staff involved at each stage of the admissions process are informed and clear about their roles and responsibilities. All staff will receive necessary training and staff development to ensure they are efficient and effective in their roles.
- 3.4.2 All staff with responsibility for setting criteria and or decision making will receive regular updating on relevant internal and external policy, procedure and guidelines. In addition staff with support responsibilities will be informed of admissions policies and procedures, including annual updates.

3.5 Feedback

- 3.5.1 Applicants who have been rejected will be entitled to feedback on the reason for rejection. If an applicant wishes to obtain feedback they should contact the Admissions Office at admissions@cem.ac.uk.

3.6 Monitoring and Review

- 3.6.1 The College monitors and reviews its admissions activity annually to ensure that the Admissions Policy operates effectively.
- 3.6.2 The core entry requirements relating to admission for each programme or course of study will be reviewed annually by the Course Director, and any changes will be recommended for approval to the Course Review and relevant Board of Studies.
- 3.6.3 The Admissions Team will provide annual data with regard to admissions decisions for each Programme or course of study.

3.7 Complaints

- 3.7.1 The College is committed to ensuring that all applicants receive a high standard of service, and that the admissions process is clear and transparent to the applicant at all stages of the process.
- 3.7.2 However if the applicant is unhappy with any aspect of service received the applicant has the right to complain. A copy of the Complaints procedure is made available on the College website, or can be provided on request.
- 3.7.3 If the applicant is unhappy with the academic decision associated with their admission, the applicant has the right to appeal. In the first instance the appeal should be made to the Secretary of the Admissions Committee, at admissions@cem.ac.uk. If the applicant is still

Admissions Policy

not satisfied the applicant may appeal through the Appeals procedure, a copy of which is available on the website, or can be provided on request.

4. Section 3: Disclaimer

1. The College reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge or combine programmes, both before and after a student's admission to the College, if such action is reasonably considered necessary by the College.
2. If this occurs the applicant will be informed immediately of any change, and the appropriate arrangements that have been put in place.

Appendix A Related Policies

This policy should be read in conjunction with the following:

QAA Code of Practice Section 10 Admissions to Higher Education

<http://www.qaa.ac.uk/academicinfrastructure/codeOfPractice/section10/default.asp>

Core entry requirements for each course or programme of study (To be found in the Prospectus and at www.cem.ac.uk)

CEM Complaints Policy

CEM Appeals Policy

CEM Equality and Diversity Policy

CEM Data Protection Policy

CEM Special Needs Policy

CEM Terms and Conditions of Registration

CEM Code of Practice- Accreditation of Prior Learning (APL) and Accreditation of Prior Experiential Learning (APEL)

All CEM Policies are available on the College website, and a copy can be provided on request.