



ADMISSIONS POLICY

Owner:

Global Admissions

Approved by:

Director of Global Admissions

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1. GENERAL PRINCIPLES

THE OIEG recruitment, selection and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support the Admission Team in the selection of students who are able to complete their programme. This policy is informed and guided by the UK Quality Code, Chapter B2, published by the QAA and commits OIEG on behalf of UHE(UK) (referred to hereafter as the Group) to providing a fair, effective and responsible admissions service. This policy takes account of relevant legislation including the Equality Act 2010, the Freedom of Information Act 2000, the Human Rights Act 1998, the General Data Protection Regulation (GDPR) 2018, Bribery Act 2010, the Rehabilitation of Offenders Act 1974 and the Police Act 1997 and the sponsor guidance from the United Kingdom Visas and Immigration (UKVI).

Responsibilities:

- I. Strategic responsibility for admissions lies with the Board of Governors
- II. Operational responsibility for admissions lies with the Head of Admission and Conversion.
- III. Day-to-day decision making is handled by the Admissions Team.

2. EQUALITY AND DIVERSITY, AGE AND DISABILITY

- I. UHE(UK) welcomes applications from prospective disabled students (within the meaning of the Equality Act 2010) which includes: physical and sensory impairments, mental health conditions, long term health

conditions, autistic spectrum conditions, and learning differences such as dyslexia and dyspraxia.

- II. Applicants must be a minimum of 16 years of age on the day of enrolment of their studies with UHE(UK).
- III. Applicants are asked to declare unspent criminal convictions at the time of application. Having a criminal record will not automatically prevent an applicant being offered a place and the decision made will depend on the nature of the course applied for and the circumstances and background of offences.

3. INFORMATION FOR ENQUIRERS AND APPLICANTS

The Group is committed to providing accurate admissions and course information, which is clear, comprehensive and easily accessible.

- I. Course information, entry requirements and application procedures are detailed in the Group's promotional materials (website, prospectus, flyers etc...).
- II. All information, data and content contained in promotional materials are signed off by the partner universities.
- III. Enquirers are encouraged to get in touch with the Global Recruitment Team (GRT) at any time during the process to obtain further, more detailed or up-to-date information about the available facilities, the course details, and life in the UK (if from overseas). Current students are sometimes employed as ambassadors to give information on life at a UK institution from a student's perspective.
- IV. All staff are required to answer these enquiries in a helpful and professional manner.
- V. The Group's appointed agents are given a specific point of contact in the GRT and Admissions Team to help facilitate and/or deal more effectively and efficiently with day-to-day enquiries or further information
- VI. Changes in course information and entry requirements are communicated to agents / students by email from the Admissions Team as soon as they are known. Alternative options are offered if applicable.

4. HOW TO APPLY

- I. Applications can be considered for courses at any time up to the course late enrolment date except non-EU students domiciled outside the EU.
- II. Applicants requiring immigration permission to study at UHE(UK) are advised to apply in good time to allow this permission to be

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- considered. CAS issuance deadlines (by country and course) are available from the Admissions Team. This date will be determined by the immigration status and current location of the applicant.
- III. Applicants may submit their applications via a local agent, through a friend/relative, by post, fax, email or in person directly to OIEG on behalf of UHE(UK).
 - IV. The Admissions Team aims to make decisions on all applications within 2 working days.
 - V. Each application is given a unique reference number to ease identification in subsequent dealings.
 - VI. The result of the application is communicated to the Applicant in the form of an Offer Letter listing the terms and conditions of enrolment. This is usually sent as an attachment to an email (often via the student's agent). Unsuccessful applicants are informed why they were not accepted and advised of more suitable courses offered by other educational institutions within the Group (where and if possible).
 - VII. An Offer Letter will detail the name of the course offered, the dates, fees, any other expenses and instructions regarding what to do next. Any conditions of the offer will be listed.
 - VIII. Any applicants, both successful and unsuccessful, may request feedback on their application at any time.
 - IX. Deferred entry will be considered at any time up to the start of the course.

5. ASSESSMENT OF APPLICANTS

The assessment of applicants is achieved by means of the information provided on the Application Form and any supporting information such as qualifications, statement of purpose, portfolio, CV and references from relevant work experience. In some cases, further information may be taken into consideration by means of an interview with a member of the admissions staff.

- I. Applicants are encouraged to give us as much information as possible at the time of application so informed decisions can be reached.
- II. Academic entry requirements are published in the Group's promotional materials (website, prospectus, flyers etc.). More specific requirements for each course and country are contained in the Admissions folder on the shared drive to which staff can refer when a decision may not be immediately apparent. [UK ENIC](#) is used to guide decision making in the assessment of overseas qualifications.
- III. Whenever possible credit will be given for any relevant prior learning.
- IV. All courses and programmes are taught in English and it is therefore a

requirement that students meet the English entry requirements as detailed in the offer letter in order to be successful in their application. If a student's first language is not English, they will need to demonstrate that they meet our requirements which can be achieved in a number of ways:

- Proficiency test such as the UKVI approved IELTS
- Previous qualification that confirms English level
- Evidence that they meet one of the English language exemptions.

Details of accepted English Language qualifications can be provided by the Admissions teams on request

For overseas students, the UK Visa Immigration office (UKVI) also has regulations about the level of English required before they will issue a visa to study in the UK. Further information about UKVI English language requirements is available on their website.

- V. The Group takes seriously its responsibilities under the Equalities Act 2010 and welcomes applicants regardless of race, language, religion, political or other opinion, national or social origin, or sexual orientation.
- VI. Successful applicants are guided through the rest of the enrolment procedure to ensure a smooth student experience and a successful start to their studies.

6. FINANCIAL INFORMATION INCLUDING ASSESSMENT OF TUITION FEE STATUS

Where "Home" or "EU" Fee status is available for UHE(UK) applicants this will be made clear in the offer letter and relevant literature. Where "Home" or EU Fee status is available, UHE(UK) will use the information provided in the application form in relation to the applicant's nationality and residency to assess their fee status.

If OIEG on behalf of UHE(UK) cannot make this assessment from the information in the application form, further information will be requested. If the applicant does not reply to repeated requests for further information, the applicant will be classified as an overseas fee payer. The applicant will be notified of this decision at the point of offer. If the applicant decides to accept the offer on the basis of the assessed fee this can be amended back to a Home fee status if the applicant is able to demonstrate meeting the appropriate eligibility criteria prior to enrolment on the course.

Tuition fee status is determined by OIEG on behalf of UHE(UK) using guidelines provided by the UK Council for International Students Affairs (UKCISA). An applicant's tuition fee status is allocated at the discretion of (UHE(UK)). Third parties (e.g. the Student Loans Company) will undertake an independent assessment of fee status for eligibility for their loan or funding etc. and this may differ from the status determined by UHE(UK). Applicants are advised to check with any relevant third parties prior to enrolling at the institution to ensure that they are eligible for funding etc. for their chosen course. Further information can be found using the links below or by contacting the Admissions office.

Link to UKCISA website: <http://www.ukcisa.org.uk/>

Link to Student Loans Company website: <http://www.slc.co.uk/>

7. COMPLAINTS AND APPEALS

- I. Appeals can be directed to Pathways@oxfordinternational.com. See the Admissions Appeals and Complaint Policy and procedure.
- II. Complaints: The Group will aim to consider all applicants in a fair and transparent way but recognises that complaints can arise. These will be referred to the Head of Admission and Conversion in the first instance. If the applicant is still not satisfied, the Head of Admission and Conversion will escalate the matter to the relevant senior person at the university concerned. Please refer to the Admissions Appeals and Complaint Policy and procedure.

8. EMPLOYEE TRAINING AND DEVELOPMENT

Admissions staff are assigned responsibility for different regions of the world. This develops their regional expertise; furthermore training is provided to them by industry specialists (usually UK ENIC and UKCISA) where a need is identified.

9. MONITORING AND REVIEW OF POLICIES AND PROCEDURES

The Director of Global Admissions will review this policy document annually. Amendments can be made at any time in reaction to the requirements of the Group.

10. DATA PROTECTION

We are committed to keeping applicants' data safe and respecting their privacy. For further information on how personal information is managed here is the OIEG Privacy Policy:

<https://www.oxfordinternational.com/about-oxford-international/privacy-policy/>

11. CONTACT DETAILS

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