



BELFAST BIBLE COLLEGE

Recruitment, Selection & Admissions Policy & Procedures for Validated Courses

For applicants applying for 2023 start

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1.0 INTRODUCTION AND SCOPE OF POLICY

This overarching policy relates to the recruitment, selection and admission of all full- and part-time students to study University validated courses at Belfast Bible College. *This policy is not applicable to any internal certifications or College run courses.* It provides information on procedures and related matters together with details of the responsibilities of those involved in the process. It applies to entry in the academic year 2021-2022 and is reviewed annually.

- This policy is in conjunction with the Admission Policy for our partner institution the University of Cumbria (UOC) - <https://www.cumbria.ac.uk>

2.0 ADMISSIONS POLICY

2.1 Statement of Intent

Belfast Bible College is overtly Christian in its ethos and outlook, and its approach to theological education is holistic, in the sense that it is spiritual, academic and practical. It is exemplified not only in the academic programme, but underpins the sense of community in the life of the College. Our recruitment process hopes to ensure that prospective students understand the nature of the College, and therefore help them to make an informed decision.

The College recognises the need to ensure that all recruitment, marketing, selection, and admissions is carried out in a fair, consistent and transparent way, regardless of which course the applicant is applying for, or the applicant's background or beliefs.

2.2 Admissions Policy and Practice Principles

2.2.1 The College commits to prospective students to provide a **transparent and consistent** admissions process so they are fully aware of the qualifications, other entry requirements and the expectations of what it means to be a student at the College.

2.2.2 The College will **process all applications equally** using the same criteria for admissions and selection. (Section 4.2)

2.2.3 The College Board and Senior Management Team are fully committed and engaged with developing and **maintaining high standards** within our RS&A process.

2.2.4 We undertake to provide **transparent and up to date information** in what qualifications, knowledge, qualities and skills applicants should have, which can be found in section 4.2, Entry Requirements.

2.2.5 The **merit and potential of applicants is assessed** through their qualifications, or prior and experiential learning equivalent, and then by the information they supply on their application form, their references & finally interviews. If the applicant has not yet achieved their final qualification an offer can be made on the basis of them achieving the required grades.

2.2.6 Applications are considered and **assessed by the Admissions Officer** using the admission criteria in section 4.2. If an applicant is deemed ineligible by the Admissions Officer, the application will be discussed with the R&C Coordinator to decide if an alternative course of study can be suggested, and if necessary, the relevant Programme Leaders will be consulted.

The application process is carried out by the Admissions Officer in a timely and efficient manner. We aim to notify the applicant of the decision within a maximum of three weeks from point of application, in normal circumstances. The specific timeframe for the process is dependent on how quickly we receive the essential materials required to make an admission decision.

2.2.7 Appeals, **complaints and reviews** are handled under the current College Student Complaints Policy. See Complaint Policy Document at <https://www.belfastbiblecollege.com/policies> .

2.2.8 The College commits to ensure that all admission **policies and procedures are made available** to all staff and implemented across the institution.

2.3 Compliance with Codes and Regulations

The College complies with all legal and statutory obligations, including the following:

2.3.1 **Equal Opportunities** - All individuals are welcome to apply for any full or part-time course regardless of age, gender, nationality, ethnic background, beliefs or disability.

2.3.2 **Data Protection Act 1998** - Data relating to enquiries and applications may be stored and monitored by the College, to facilitate the ongoing review of recruitment procedures and to guide the setting of new policy where appropriate. Data relating to individual enquirers or applicants will not be passed on to third parties and will only be used for internal review purposes, except in cases where data may need to be released to bodies as required.

For more information on College policies see the website <https://www.belfastbiblecollege.com/policies> .

Information will be shared with UOC or any other validating universities related to the applicants' course as this is necessary for validation and monitoring of the accredited courses.

Persons may make a Subject Access Request subject to the [DPA 2018](#) by contacting the Admissions Officer. Our data is held in compliance with the [General Data Protection Regulation \(EU\) 2016/679](#).

2.3.3 The College also complies with the **QAA Code of Practice on Recruitment and Admissions** and is guided by the principles relating to fair admissions as outlined in the Schwartz Report (2004). This policy has also followed the Supporting Professionals in Admissions (SPA) good practice guidance and principles of fair admissions.

2.4 Related Policies and Procedures

2.4.1 Ethos & Values

- It is anticipated that all applicants will be in sympathy with the doctrine, ethos and values of the College, as found on our website at:
 - <http://www.belfastbibleCollege.com/introducing-the-College>
 - <http://www.belfastbibleCollege.com/what-we-believe>

2.4.2 This **admissions policy is based upon** and has been guided by all student policies and UOC Partnership and Validation documents.

UOC – BBC Institution Agreement

UOC – BBC Programme Memorandum of Agreement

UOC – BA(Hons) Programme Spec

UOC – MA Programme Spec

2.5 Responsibility for Admissions and Review of the Policy

This policy is reviewed annually each year and will be reviewed again in October 2021 by the Recruitment and Admissions Team. This is then approved by the Senior Management Team of the College. Any enquiries about the Admissions Policy can be directed to the Admissions Officer at: admissions@belfastbiblecollege.ac.uk

The policy will be implemented by the Admissions Officer, monitored by the R&C Coordinator. The overall responsibility is with the Principal and Board of the College.

2.5.1 Entrance requirements for UOC courses are set by the College with the approval of the University.

2.5.2.1 Application decisions for UOC courses are made internally at the College by the Admissions Officer following the criteria set on the Memorandum of Cooperation (MoC) with UOC. If an applicant has clearly not met the criteria the Admissions Officer will reject their application and notify the applicant. In circumstances where it is not clear if the criteria have been met the Admissions Officer will discuss the application with the R&C Coordinator to decide if an alternative course of study can be suggested, and if necessary, the relevant Programme Leaders will be consulted.

2.5.3 All aspects of administration prior to students' arrival are **administered by the Admissions Officer**, including Access NI and sending other relevant documents new students need before arrival.

2.6 Details of Progression and Articulation Agreements

Students enrolled in the UOC programme can progress from the CertHE to the DipHE / BA (Hons), and from Dip to the BA (Hons). This is part of UoC's policies/regulations and progression is dependent on passing all modules in the previous level of study.

2.7 Details of Collaborative Partnerships with Other HE Providers

2.7.1 The University of Cumbria (UOC) is the validating body for the BA (Hons) programme and other awards and all qualifications are awarded by the University. The programme is administered and taught by the College. Details of this relationship are outlined in the Memorandum of Cooperation (MoC) and Institutional Agreement (IA) between BBC and UOC.

3.0 ENQUIRIES AND INFORMATION

The College is committed to conducting all marketing and recruitment activity in an ethical and consistent way. The College is committed to ensuring that all prospective full- and part-time students have equal access to timely, accurate, high quality and consistent information enabling them to make an informed and educated decision on the most appropriate course for their needs, interests and academic background.

3.1 R&C Coordinator Responsibilities

- The R&C Coordinator is responsible for:

- Production and updating of the prospectus, website, and other publicity materials.
- Ensuring that details, including entry requirements, are clear and accessible to prospective students and their advisors.
- Maintaining the accuracy of external sources of information, advice and guidance.
- Ensuring that changes made to courses are appropriately communicated.
- Regularly updating the website with information pertaining to content and delivery of programmes, the application process, timescale of admissions, costs associated with study, and financial support available.

3.2 Enquiries Administrator Responsibilities - The College commits to respond to all enquiries by phone, email, post and social media with clear and accurate information, usually within two working days, not exceeding a maximum of a week at busy times of the year. This is the responsibility of the Enquiries Administrator who can be contacted at:

info@belfastbiblecollege.ac.uk

3.3 Database Usage - All enquirers are entered into our database for further contact and they may receive further marketing information regarding new events, such as Open Days. If anyone does not want to be contacted or wants to be removed from our mailing list, it will be done in a timely fashion by contacting the Enquiries Administrator at: info@belfastbiblecollege.ac.uk. Details of enquiries will be held on our database as required, for marketing purposes and for statutory and contractual requirements.

4.0 APPLICATION PROCESS

4.1 General Information – The application route, entrance requirements, fees and any other information relevant to the application process will be found in the Admissions section of the College website: <http://www.belfastbiblecollege.com/admissions>. Specific course information will be on the relevant course page on the website.

The College undertakes to communicate and provide good quality information on the application process, to assess applications fairly and to process applications efficiently, and to maintain clear and helpful communication with applicants throughout the process.

Where it appears that applicants have not chosen the course which best fits with their experience and academic studies to date, we will provide them with the necessary information needed for them to choose the programme and they can then decide the best option.

4.2 Entry Requirements - For all programmes formal entry requirements will be clearly communicated to all prospective students, and published on the website and in the prospectus approximately 12 months in advance of the start date of the course. If changes are made to the entrance requirements, these will be communicated promptly and materials will be updated.

4.2.1 Applicants must demonstrate how they meet the entry requirements during the application process. If necessary, original documentation showing evidence of previous qualifications will be obtained prior to acceptance.

Applicants to any UOC undergraduate programme must normally meet the following minimum requirements:

- 64 UCAS points, typically A2 CC (for mature applicants, see 5.1),
- Plus 4 GCSEs at grade C or higher, to include English language *or* Scottish or European equivalents
- Christian ministry experience – normally this would be a minimum of one years' experience serving or leading in a Church, mission or ministry context.
- APEL and APL routes (Accredited Prior and Accredited Prior Experiential Learning) are also available. See section 4.2.4 for details

Applicants to the UOC MA programme must normally meet the following minimum requirements:

- Applicants must normally hold a 2.1 honours degree in any subject; from a recognised university or comparable institution.
- Applicants must have a reasonable amount of experience (at least 5 years) in serving in Christian Ministry, either employed or voluntary;
- Mature applicants who do not have formal qualifications but have considerable leadership experience will be considered through an alternative entry route. See 4.2.5 for details.

4.2.2 International Applicants

We accept students from all over the world and a fundamental part of the College is having a diverse student body. All applicants need to adhere to the entrance requirements and we require a scanned copy of their qualification certificates or equivalent. For qualifications that are not in English, an official translation must be submitted with the copies of the originals.

To show equivalency the Admissions Officer will compare qualifications where applicable and, in other cases, the applicant will be asked to apply to UK-ENIC to assess their qualifications against the College's entry requirements.

4.2.2.1 Visas and Visa Requirements

All non-UK nationals whose primary purpose is to come to the UK to study for six months or more must establish if they need to obtain a Student Visa. Depending on the country where they live, they may need to make their application online or in person.

To find out which method they should use, the following link to the UKVI website provides information on how to apply for their Student Visa. This is subject to change until June 2021 as new visa arrangements are put in place. Please see www.gov.uk/study-uk-student-visa for latest information.

For more information see Student Visa guidance on <https://www.belfastbiblecollege.com/policies>

4.2.3 English Language Requirements - In addition to the formal entry requirements, applicants whose first language is not English will be required to produce recognised evidence that they have attained a level of English appropriate to the course for which they have applied. The College and the validating universities require that these applicants submit the IELTS or equivalent. The minimum IELTS requirements are:

- 5.5
 - Cert HE in Theology
- 6.5
 - BA in Theology
 - Graduate Diploma
 - MA Theology*

The primary exception to the English proficiency requirement is for applicants who earn a Bachelor's degree in a country where the official native language is recognised as English.

4.2.4 Accredited Prior Learning and Accredited Prior (Experiential) Learning

In addition to formal entry requirements, the College also adheres to a policy of prior or experiential learning, whereby an applicant's background, skills, achievements and experience will be taken into account if deemed relevant to the course for which they have applied. Applicants are considered on an individual basis and, dependent on their experience and learning, may seek to join the programme at the start of the second or third years rather than the start of the first academic year; this decision is made by UoC, who the College applies to in consultation with the applicant.

Full Details can be found in, "APL & AP(E)L Policy & Procedures".

4.2.5 For MA applicants who do not have a 2.1 degree or have no formal qualifications an **alternative entry route** is available. This requires about 10 years of significant Christian ministry experience along with successful completion of two assignments. These are assessed by the MA programme leader to determine if the applicant has the academic standard required to start the course.

The alternative route for non-standard entrants will be considered on an individual basis but as a guide, we will apply the following criteria.

- For applicants with no undergraduate degree, they would require at least 10 years in a significant role in Christian ministry. And they will have to complete 2 assignments.
- For applicants who have a 2.2 degree, they would need 5 years of ministry significant experience and to complete one assignment. For recently graduated students from BBC we can also consider transcripts and assignments from the final semester of their degree.

For students who have a degree lower than a 2.2 will be offered a place on the Graduate Diploma course as a means of gaining entry onto the MA.

4.2.6 For applicants who have **resat exams**, the College will take into consideration whichever grade is higher, regardless of when the exams were taken.

4.2.7 The entrance requirements will be **reviewed** at the point of revalidation of the course, which is due to take place in 2026 for the BA and 2024 for the MA; however, the College reserves the right to change the requirements in consultation with UOC at any point.

4.3 Applications

Once a formal application is received the process is as follows:

- All applications logged and formally acknowledged immediately by the College website.
- Referees will be contacted automatically by the College website.
- Copies of transcripts and qualification certificates will be requested.
- Documentary evidence of how they meet the English Language requirements will be requested (GCSE or international certificate).

Where it is clear that an applicant does not meet the entry requirements for the course for which they have applied either through the normal route or through APL / AP(E)L, the Admissions Officer will make the decision to deem the applicant ineligible, the applicant will be notified of the decision and a reason will be given. In some cases, an alternative course of study may be suggested.

If it is unclear if the applicant meets the entry requirements the Admissions Officer will request further information. If this is still unclear, then after consultation with the R&C Coordinator and/or Programme Leader, the Admissions Officer may also request the applicant to proceed to the interview stage to gain better understanding of the applicant's situation after which a decision will be made by the R&C Coordinator.

4.3.1 Interviews - For all UOC programmes, an interview is a required part of the admissions process.

Interviews provide applicants with an opportunity to demonstrate their communication and analytical skills, their interest and motivation to study at the College, and their interest in and commitment to studying Theology. They enable the College to seek a more detailed understanding of the applicant and delve deeper into the applicant's interest in the subject than can be expressed via their application form. They also allow the College to have a more in-depth discussion about, and assessment of, the applicant's experience in Christian Ministry.

The interview is therefore to assess that applicants:

- Have suitable basic verbal communication skills required for the course.
- Have sufficient relevancy in their experience of serving in a Christian Ministry. (The application form begins to address this issue, but usually deeper understanding of their experience needs to be explored.)
- Are fully aware of the type of course they are applying for.
- Have a genuine motivation in studying theology and the perseverance to complete the course.
- Have the maturity to engage with the issues raised on the course.
- Have an understanding of the ethos and values of the College.
- It will also assess the applicant's commitment towards the course and if they understand the time and effort required to complete their qualification.

Where it is clear after the interview that an applicant does not meet the requirements for the course for which they have applied, the application will be discussed with the appropriate staff, including R&C Coordinator and, if needed, the Programme Leader before an official decision will be made. The College may decide to cease or defer the application. In this case, applicants will be notified of the decision and a reason will be given. In some cases, an alternative course of study may be suggested, i.e. if more ministry experience is required, the College may recommend the applicant defer for one year to gain more ministry experience.

Only in exceptional circumstances, at the discretion of the R&C Coordinator and the Programme Leader will a student be accepted without an interview. Returning students and those continuing with other Belfast Bible College programmes may not be required to attend an interview.

At the start of each recruitment cycle, interview staff receive training to ensure continuity between all interviews.

The interview questions and process will be reviewed annually after completion of each enrolment cycle.

4.3.2 Former students returning to recommence studies.

Former students who have been away from the College and who have graduated from; the UCert, Cert HE or Dip HE courses, other BBC validated courses, have formally withdrawn from study and wish to recommence, will have to reapply through the online application form, submit references and attend an interview as with other new students. Former students who have intercalated and wish to recommence study should contact the Academic Registrar directly to make the necessary arrangements.

Former students who reapply within 5 years of achieving an award, will usually be considered to have fulfilled the academic requirements for entry onto the next level, with possible bridging work to cover any changes since they studied. After 5 years, students need to submit an additional Statement of Currency form which will be supplied by the Academic Registrar.

Former students who were previously enrolled on the BA programme and left the College in the past but were deemed by the UoC to have failed, rather than to have withdrawn will not be able to re-join the BA programme.

Former students who have graduated with a BTh, BD or BA(Hons) Degree and wish to start a Post Graduate programme, have to apply with a new application through the College website.

4.3.3 All **returning students need to be in good standing** with the College. They should have no outstanding debts or have any significant disciplinary issues on their student records. The Admissions Officer will check with the Finance Office and Academic Office to make sure there are no outstanding issues. Any necessary information which is held by the College and required to assess an application is deemed to be 'known' by the College should be used by the Admissions Officer to inform application decisions.

4.3.4 The College cannot provide a **reference for students returning to study** at the College, however the applicant may ask an individual member of staff to provide a reference for them. If the College does not have a copy of the transcript on file the Admissions Officer will request it from the applicant or ask for permission to access it from UOC.

4.3.5 If a returning student is **refused re-admission** because they are deemed to not be in good standing with the College then they are able to appeal the decision following the procedure outlined in section 7.

4.4 Enhanced Disclosure and Applicants Declaring Criminal Convictions

4.4.1 UOC students who are doing a placement with young people or vulnerable adults must complete an **Access NI background check**, or equivalent.

Upon acceptance, information will be sent to each prospective student detailing the process and identification documents required.

4.4.2 In line with the Rehabilitation of Offenders (Northern Ireland) Order 1978, Belfast Bible College will only ask about **convictions which are defined as "unspent"** within the terms of that Order, unless the nature of the placement is such that we are entitled to ask questions about an individual's entire criminal record.

A criminal record does not mean refusal to study on a programme. Applicants with a criminal record are encouraged to notify the Admissions Officer and, once the background check has been received, a meeting may be required between the prospective student and Placement Coordinator to advise on suitable placement options.

Belfast Bible College undertakes to ensure an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant in relation to placements. Failure to reveal information that is directly relevant could lead to a student being unable to start the placement element of the course. Alternatively, having a criminal record will not necessarily bar a student from completing a placement and where a placement opportunity may be deemed inappropriate an alternative opportunity will be offered.

4.5 Decisions and Offers

4.5.2 **Entry to UOC Courses** - Within one working week of the completion of satisfactory references and interview, the Admissions Officer will send an email notifying them of their acceptance and subsequently, send a formal acceptance letter and a series of acceptance packs.

4.5.2.1 Conditional Admission to UOC - Applicants still awaiting their results for the entry requirements may be offered conditional admission. Full admission to the programme will be dependent on their final results meeting the minimum educational entry requirements for admission to their specific programme. Once prospective students have received their A Level, BTEC or equivalent exam results they are to notify the College at the earliest opportunity. The Admissions Officer will contact them in advance of results being released to remind them that this is necessary to being offered a place.

4.5.2.2 Confirmation of Acceptance to UOC & Financial Plan

Confirmation of Acceptance - All admitted applicants will be asked complete a form to confirm their acceptance of the place. In most cases, this is done by filling out and submitting the Confirmation of Acceptance form.

Financial Plan - Included with the Confirmation of Acceptance is the Financial Plan. All UOC admitted applicants confirming their place must also demonstrate that they have considered the financial implications of their course of study. This is done by listing the required tuition fees for the programme and briefly explaining how they intend to fund it.

Prospective Students are to return their Confirmation of Acceptance and Financial Plan, and registration fee usually no later than one week before the start of term in order to confirm their place.

4.5.2.3 Handover to Education Team - Admission staff will take responsibility to ensure that all information is accurate at the point of entry to the College when the Confirmation of Acceptance is received. As prospective students confirm their acceptance Maytas (our student records system) is updated accordingly, that persons record is accessible by the Education team but all communications up to the point of arrival go through the Admissions Officer.

4.5.3 Deferrals – Prospective students admitted to UOC programmes are welcome to defer their admission to the following year by notifying the Admissions Officer at least one week prior to the first day of term. Deferral is limited to a single year, after which point applicants will need to reapply. Upon deferral, prospective students will not need to submit any new documents for admission the following year; however, where deemed beneficial by the Admissions Officer an additional interview or reference may be required closer to the new start date.

4.5.4 Clearing – While the College is not part of the formal UCAS procedures, we will consider applications from applicants who did not meet entry requirements to their first choice courses at other institutions. They will still need to achieve the necessary grades for the programme they have applied for with the College and follow the relevant application process on the College website.

4.5.5 Applicants Not Meeting Entry Requirements – Should an applicant not meet the conditions of their admission, a refusal letter will be sent explaining the decision. Where applicable, prospective students may be offered a place on an alternative course where they have met the minimum

educational entry requirements. Refused applicants may be encouraged to take additional A-Level courses, or re-sit their previous exams, in order to improve their results and reapply for admission the following year.

Applicants who do not meet educational entry requirements are welcome to submit in writing an explanation of extenuating circumstances incurred while sitting exams, along with any relevant evidence, which will be taken into consideration. For applicants who miss the requirements by one A-Level grade or equivalent, we will take this into consideration along with interview and reference.

Any enquiries or appeals regarding the decision of an application can be made to the R&C Coordinator at: academicregistrar@belfastbiblecollege.ac.uk.

4.6 Document Verification and Fraud

Applicants of UOC programmes will be asked for scanned or photocopied copies of their original qualifications/certificates and, where applicable, copies of passports and immigration documents. The College reserves the right to ask to see the original versions of all documents received at any time. Where there is suspicion of fraudulent documents, the College will investigate and will seek further information and clarification, in which case we reserve the right to share the information with other interested parties.

Should documents be found to be fraudulent, the application will be cancelled and any offer of admission will be withdrawn. In these circumstances, prospective students have one month to appeal the decision.

5.0 SPECIFIC APPLICANT GROUPS

In line with UoC's agenda of Widening Participation, mature students or prospective students joining us under other than traditional progression from A Levels and FE will also be considered even if their qualifications do not fit this profile, for example those who have been students on Belfast Bible College's course programmes. In such cases interviews and submission of samples of work will be considered.

5.1 Young or Mature Prospective Students.

Prospective Students who have not reached the age of 18 at the start of their first semester are legally considered 'minors' (i.e. not yet adults). For these prospective students the College should:

- inform parents and guardians that the College is not *in loco parentis*;
- have a list of the prospective student's emergency contact details, in particular those of parents and guardians;
- inform prospective students that they may not be eligible for some placements.
- admissions interview will be conducted by two members of staff.

Mature prospective students, who are over 21, with 2 years of ministry experience would normally be able to gain entry to the BA Programme with 32 UCAS points.

Mature prospective students are also eligible to be considered for APL, AP(E)L etc. See section 4.2.4 above.

5.2 Care Leavers

The College welcomes applications from Care Leavers. The College is able to offer pastoral care to all students and pastoral needs should be identified at the interview stage.

5.3 Prospective Students who may need support or increased accessibility

The College welcomes applications from prospective students with disabilities or specific learning needs. The College works with each prospective student to ensure their professionally assessed and identified needs are accommodated. The College is committed to developing an inclusive environment for all students. We welcome enquiries from prospective students with specific learning difficulties such as dyslexia as well as those with sensory impairments, mobility difficulties, medical conditions or mental health concerns.

Prospective students can disclose on the application form any disability or medical conditions to ensure that appropriate support is arranged for the application process as well as early identification of needs for future study at the College. Disclosure of disabilities on the application form is not taken into consideration in their selection as prospective students, but will be used to inform Admissions Staff as to how they could best support the prospective student through the application process, and if necessary, make adjustments to the process to ensure that the prospective student is not disadvantaged.

The Admissions Officer will ask the prospective student to supply the required medical assessments and relevant forms to show what support needs to be provided. This information will be passed onto the Disability Officer, at the earliest opportunity. The support could include improving physical access, alterations for examination arrangements (scribe/separate room/additional time), accommodation adaptations, assistive technology software and study support.

Upon return of their confirmation of acceptance to the College, prospective students will be contacted via phone or email to arrange a meeting with the College Disability Officer to discuss their assessed requirements.

For any specific questions regarding the resources available, please contact the College Disability Officer through admissions@belfastbiblecollege.com.

5.4 Applicants with Criminal Convictions

If an applicant applies with a criminal conviction that does not mean automatic refusal to a programme. See section 4.4 for further information.

5.5 International Applicants

We accept students from all over the world and enjoy having a diverse study body. There is additional information regarding fees and the specific requirements on our website: <http://www.belfastbiblecollege.com/international-students> .

In addition to the general admission requirements, international prospective students applying for a Student visa will also need to meet the UKVI requirements. Overseas applicants will be issued with specific guidance relating to visa requirements and will be advised how to proceed in this regard.

5.6 Refugees & Asylum seekers

The College welcomes refugee and asylum seeker applicants who have immigration status that allows them to be eligible for study in the UK. These applicants should follow the regular application process, working with the Admissions Officer when needed.

6.0 CHANGES AND DISCONTINUATION OF PROGRAMMES

The College reserves the right to make changes, postpone or cancel programmes due to circumstances such as insufficient enrolment numbers. This will be done in partnership with the UOC in line with the Institutional Agreements. Any prospective students that were made an offer will be informed by the Admissions Officer of any changes or discontinuation at the earliest appropriate opportunity. The College will provide advice and support to offer holders the options available to them and their best course of action. Where appropriate, the College will help secure an offer with a suitable alternative programme.

7.0 APPEALS AND COMPLAINTS

The College will consider all applicants fairly and in line with the principles outlined in this policy. Applicants who did not meet the admission requirements and were sent a refusal letter may submit an appeal to the R&C Coordinator who will review the application in consultation with the Programme Leader and if necessary, the Director of Education. A second interview may be arranged to consider any additional relevant information the applicant wishes to be considered. The final decision of any appeal lies with the Principal. See section 4.5.5 for more information.

Applicants who feel that the application process treated them unfairly may ask the Admissions Officer for a copy of the Student Complaints Procedure and Form. This is submitted to the Director of Education and the complaint will be processed in a fair and timely manner, the applicant will be notified of the outcome.

Scope and Purpose	This guidance is for all prospective students, students and staff.
Implication of non-adherence	Unfairness to prospective students. Potential Discrimination. Loss of students to college
Compliance and Regulatory requirements	
Who uses the process	All prospective students, students and staff.
Roles and Responsibilities in relation to this Document.	<p>Senior Management Team – responsible for the approval of this Policy and that it is properly adhered to.</p> <p>Recruitment & Communications Coordinator- Coordinates all areas of R&C and is responsible for implementation and development of this policy.</p> <p>Admissions Officer & Enquiries Administrator – have specific roles as outlined in document to ensure a fair and transparent recruitment procedure.</p> <p>UoC Programme Leaders – Advise and assist with any programme specific issues and ensure communication with University partners and adherence to their requirements.</p>
Process review	This process should be reviewed annually or upon notification of additional or amended legislation or regulation
Date Last reviewed	October 2020
Where is the policy published	Staffshare/Moodle/College website