



## **ADMISSIONS POLICY**

<i>EFFECTIVE DATE:</i>	<i>AUGUST 2011</i>
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<i>REVIEWED BY:</i>	<i>DIRECTOR</i>
<i>NEXT REVIEW:</i>	<i>AS REQUIRED</i>
<i>POLICY LEAD:</i>	<i>ADMISSIONS COMMITTEE</i>

### **ADMISSIONS COMMITTEE MEMBERS**

**ADMISSIONS OFFICER  
ACADEMIC COORDINATOR  
ACADEMIC OFFICER  
TEACHER OF THAT FACULTY**

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# **1. INTRODUCTION**

Metro College of Management Sciences is committed to attracting the brightest and the best international students. The principal aim of the Admissions Policy of the College is to offer admission to students of the highest intellectual potential, irrespective of social, racial and religious considerations.

Once students are admitted, we ensure that they are given the academic, personal and, where appropriate, financial support necessary for successful completion of their course.

Detailed selection criteria vary from course to course but in all we are looking for:

- Academic ability and potential;
- Intention, motivation and suitability for the chosen course;
- Commitment and self-discipline.

Every applicant is considered individually in a holistic assessment using all the information available to us, including:

- Their academic record
- Test results, where a written test forms part of the assessment (English Assessment Form)
- Performance during Skype Video Interview.

## **2. ADMISSIONS POLICY**

### **2.1. AIMS:**

The aims of the Admissions Policy are to ensure that:

- A set of guidelines for the admission process is provided to support applicants in order to make an informed choice of the appropriate course of study for their educational needs.
- Applicants are treated fairly and with respect at all times during the admissions process.
- The Equal Opportunities policy of the college is reflected in the admissions procedure.

### **2.2. GENERAL PRINCIPLES:**

- Metro College of Management Sciences aims to provide education and training for all applicants who demonstrate the potential to benefit from its educational provision, in line with the specific entry requirements established for each course.
- The college seeks to offer a ladder of progression from further education to higher education for both undergraduate and postgraduate applicants, welcoming applicants from a range of diverse backgrounds.
- The admissions process is designed to ensure that applicants possess the abilities and aptitudes to complete their studies successfully.
- All admission procedures and criteria by which applicants are selected will be fair, lawful, clear and explicit, open and consistently applied. This will be enforced by ensuring that the admissions policy is publicized through the college's recruitment information sources and the materials available to applicants.

- All procedures will conform to the requirements of current legislation and the relevant commitments of the Student Charter.

### **2.3. RISK MANAGEMENT:**

- The College will take all reasonable steps during the admissions process to ensure that foreseeable risks are assessed and monitored to ensure the health and safety of its students, staff and visitors.
- The College asks all applicants to disclose any relevant learning/ difficulty/ disability or health condition and will conduct a risk assessment if appropriate.
- All applicants will be asked to declare any current criminal conviction(s). Applications from candidates with criminal convictions will be carefully considered. Applicants must, upon request, provide full details of the conviction. A panel of College Academic Staff and others as appropriate will consider the admission of applicants with criminal convictions. The College retains the right to refuse entry to any applicant with a criminal conviction which may jeopardize the security, safety or reputation of the College.

### **2.4. REFUSAL OF ADMISSION:**

- Offers will be made to all applicants who meet the admission requirements except in the following circumstances:
  - If the Academic Coordinator determines there is a limitation on resources to run the course(s), the successful applicants fall short of the minimum required number for the course, over-subscription to the course(s) or health and safety requirements.
  - If following a risk assessment it is determined that an applicant may pose a risk to the College.
  - If an applicant does not apply in sufficient time before the start of the course.

- A refused applicant will have the right of appeal to their application. The appeal should be in written form to the college.
- The statement of appeal should reach the college within 5 working days of the applicant receiving notice of the admission refusal.
- The academic board will inform the applicant of the appeal decision within 5 working days of receiving the appeal statement. This decision shall be final.

## **2.5. QUALITY ASSURANCE**

- Feedback from questionnaires to applicants will be used to monitor and improve the quality of the admissions process.
- Metro College of Management Sciences has been accredited by the Accreditation Services for International Colleges (ASIC) and is licensed by the Home Office as a sponsor of international students. This Tier 4 Sponsor license is subject to regular inspection by the UKBA.
- The college holds also a number of approved centre status from various awarding bodies such as ACCA, LCM, ICM and ETS. The college is continuing to seek avenues that will improve the quality of the services it provides.

## **3. ADMISSIONS PROCEDURES**

### **3.1. ADMISSIONS CRITERIA**

The admission of any student will be determined by an assessment of the potential of the student to contribute to and benefit from their proposed course of study and by academic, personal, professional and other relevant criteria.

The requirement for all applicants is:

- To meet all the UKBA immigration requirements (for international students).
- To meet all the academic department requirements for the course they wish to enroll on.
- To meet all the specific programme of study requirements.
- Applicants must be 18 years of age at the time of admission into the College. At this time Metro College is not accepting admission from minors.

No potential student will be excluded from entry to any College programme as a result of discrimination on the grounds of gender, age (with the exception of minors), sexual orientation, marital status, disability, nationality, ethnic or national origin, race, religion or creed.

### **3.2. APPLICATIONS**

Application packs may be obtained by requesting it from the college through any of the stated means below.

Applications can be made by sending; through post, e-mail or fax; a completed application form online to.

#### **Birmingham Campus**

- Admissions Department, Metro College of Management Sciences, Metro House, 416 High Street, West Bromwich, Birmingham, B70 9JR
- [birmingham@metrocollege.org.uk](mailto:birmingham@metrocollege.org.uk)

- Tel: 0121 553 7613
- Fax: 0121 500 6290

### **Manchester Campus**

- Admissions Department, Metro College of Management Sciences Ltd, Houldsworth Mill, Houldsworth Street, Reddish, Stockport, SK5 6DA, UK
- [info@metrocollege.org.uk](mailto:info@metrocollege.org.uk)
- Tel: 0161 947 9987

All applications will be initially checked by the Academic Officer/Course Coordinator for completeness. The Academic Coordinator then makes an academic assessment of the application and passes their recommendation to the admissions committee. The Admissions committee then decides whether an offer can be made.

English language assessments and Skype video interviews are conducted for ALL students. These interviews may be conducted by heads of departments or any authorised personnel of the college.

If College or UKBA requirements are not met the applicant is informed that their application has been refused.

Subject to the Admissions Committee confirmation of the application acceptance, the Admissions Officer will issue a conditional offer letter to the applicant. The letter will include among other things the following details:

- Course Details
- Details of tuition fees to be charged.
- A request for minimum 50% tuition fees payment
- Request for any outstanding documents not already received

Once ALL documents and conditions have been satisfied will a CAS be issued.

On fulfilling the terms of the offer letter, a CAS letter and any other needed documents will be issued by the Authorising Officer to the applicant for processing of their Tier 4 (General) Student visa.

### **3.3. ENROLMENT & INDUCTION**

A student must complete enrolment within ten (10) working days from the date of start of the course. Failure to do so will result in the college reporting the student to UKBA as a 'Failed to Enrol' student.

The following circumstances will all result in 'Fail to Enrol' notification to the UKBA unless there is a mitigating reason and may also result in non-refund of tuition fees paid:

- Failure to inform college of the lateness in processing of student visa at the start date of the course being applied for and not submitting a fresh application for the course.
- Failure to inform college of visa refusal within ten (10) working days of the refusal. A fresh admission application is needed if student informs college of refusal and wants to apply for administrative review or wants to re-apply for the visa.

The administrative team at Metro College of Management Sciences will ensure that the student is properly recorded on the College Management System. The Academic Officer/Admin Officer conducts an interview with the student to complete the enrolment process.

The following documents among others will be retained on the student file:

- Copies of passports/visas
- Copy of the ID card (biometric card)
- Contact details (student must notify the college of any changes whilst on the course)
- The completed admission application form and all supporting documents used to make the application.

The college complies with the Data Protection Act with regards to the treatment of applicant data. Paper application forms relating to incomplete, withdrawn or rejected applications are destroyed after three months.

Induction for each course will normally be held during the week preceding the commencement of lectures for the course. The student will be informed of the induction date at their enrolment.

During induction information on the course, health and safety, attendance policy and other relevant information will be given to the student.

### **3.4. DURING THE COURSE**

The college takes attendance seriously and therefore any absences falling within the 'UKBA reporting duties' category will be immediately notified to the UKBA. For more information on this refer to the college's Attendance Policy and Tier 4 Sponsor Guidance Notes (<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance1.pdf>)

The college will give the police any information it may have that suggests that a student may be engaging in terrorism or other criminal activity.

## **4. ADMISSIONS COMMITTEE**

Our admission process is handled by the Admissions Committee. Their aim is to choose the right student for the right course so that best level of education must be maintain. The Admissions Committee comprises of the following personnel,

- Admissions Officer
- Academic Coordinator
- Academic Officer
- Teacher of that faculty

## **5. CANCELLATION OF STUDENT REGISTRATION**

Admission can be cancelled if one of the following criteria is met;

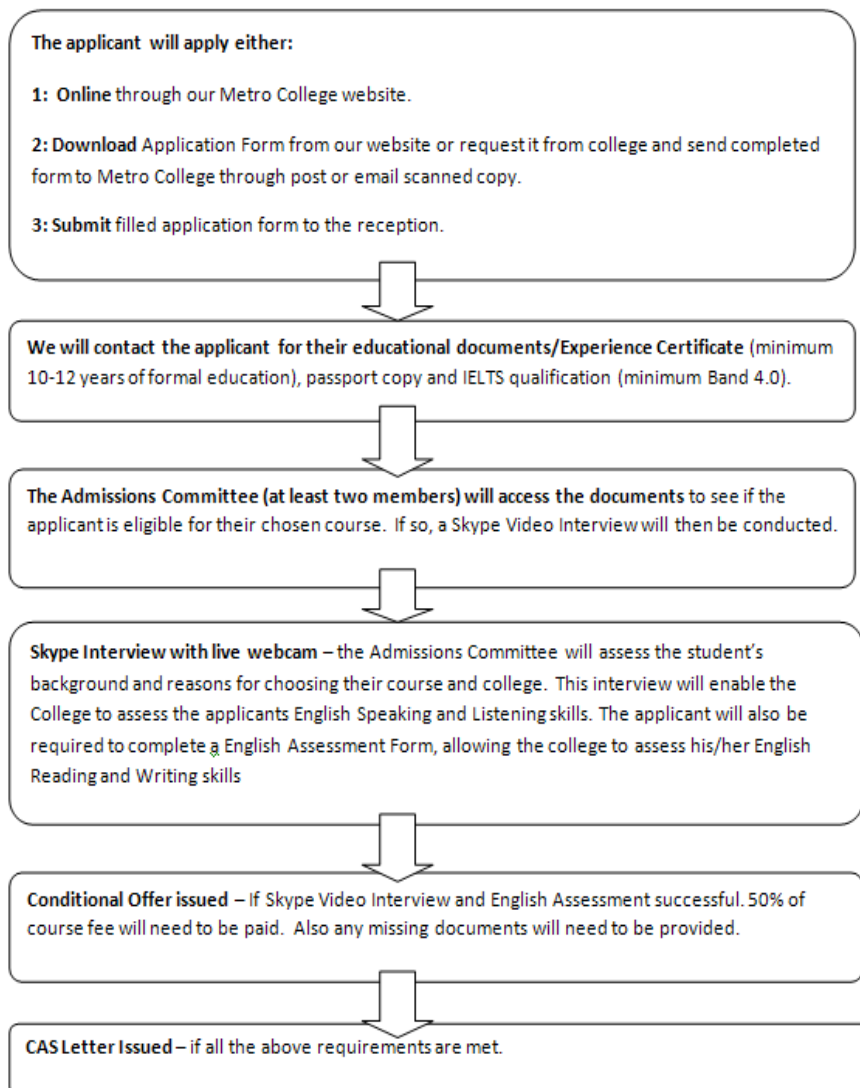
- Submitted fraudulent document to college for admission.
- Submitted fraudulent document to British Embassy for obtaining student visa and application is refused under deception criteria.

- Student failed to enroll after arrival into the UK and his/her classes started. The only exemption is when the college is aware of the late arrival of the student into the UK and a student enrolment extension letter is already issued.
- Student failed to meet the Attendance Policy which is required by both college and UKBA rules and regulations. The UKBA minimum attendance requirement is 80%.
- Student failed to make his tuition fee payment on time, Fee payment and the due dates of subsequent payments are mentioned on the payment plan of each individual student.
- Student academic interest, interaction and progression are very vital. If a student is not showing any improvement in the class, this could result in his/her admission being cancelled.
- Any disciplinary misconduct could lead to the cancellation of admission.

## 6. APPENDICES

### 6.1. Appendix 1: Admissions Flow Chart:

#### STUDENT ADMISSIONS FLOWCHART



## 6.2. Appendix 2: Enrollment Checklist

### Student Enrolment Checklist

The checklist below is to help you have all of the required documentation to enrol you in Metro College of Management Sciences. The documents listed below are required for students enrolling for the first time.

#### Required Documents:

- All Original passport including valid UK visa stamped page and UK entry stamp page
- All Original Academic Certificates, Diplomas and Degrees
- English Language Test Certificate and/or Score Reports
- Full UK address, phone number and email address of student
- Full UK address and contact details of student's Next of Kin
- Student home country full address and guardian contact details
- One passport size photograph
- Parent/Guardian authorisation travel letter for under 18 years students
- Original signed payment plan

If student fails to provide any of above document, college will not issue any enrolment letter.

#### Office Use Only:

Enrolment Officer must perform following duties:

- Photocopy all original documents
- Sign and date on each page of photocopies(above)
- Update student data file, sign and date it
- Issue Students hand book, Course Syllabus and College prospectus
- Get student signature at the bottom of this document on Enrolment day

Enrolment Officer Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Student please sign if you have been issued with Student Handbook, Course Syllabus and Induction information**

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_