

The London Institute of Banking & Finance Code of Practice for Quality Assurance (Higher Education)

Chapter 2: Recruitment and Admissions to Higher Education

2.1 Introduction

- 2.1.1. We subscribe fully to the broad principles laid down by the QAA; we have therefore aligned this chapter to the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education with particular consideration to the Advice and Guidance section on Admissions, Recruitment and Widening Access.
- 2.1.2. Our overarching aim is that students should be admitted to our programmes in the expectation of completing their studies successfully.

2.2 General principles

- 2.2.1. These guidelines apply to all taught programmes we offer at both full-time undergraduate and postgraduate level. We are committed to providing timely, accurate and transparent pre-entry information and support to prospective students.
- 2.2.2. Given the nature and diversity of the student body, it is essential that our policies reflect the interests of prospective students; that they are operated consistently and effectively; and that they remain subject to continuous review.
- 2.2.3. These guidelines may be varied in the case of programmes which form part of an award delivered collaboratively with a partner institution.
- 2.2.4. We recognise and understand the diversity of applicants in terms of background and experience as well as in the terms defined in our Equality and Diversity Policy.
- 2.2.5. Applicant records and supporting documentation, including incomplete and unsuccessful forms, are retained for the length of the programme and, in line with best practice, for a period of 6 years thereafter.

2.3 Student recruitment

- 2.3.1. Entry requirements, as detailed in programme specifications, are set, reviewed and administered within our higher education (HE) faculty. All admissions are managed by a designated team with clear documentation and backed by systems and processes designed to ensure consistency of advice and application.
- 2.3.2. Mature students (those who will be 21 or over at the time they start an undergraduate course), and applicants who have suffered educational hardship or disruption (including applicants with disabilities), may receive special consideration.
- 2.3.3. There are no admissions quotas which advantage or disadvantage any group of applicants.

- 2.3.4. Internal records of acceptable qualifications for entry are maintained, and any application requiring detailed consideration is handled within published service standards to ensure that an application is not delayed unnecessarily.
- 2.3.5. We normally require as a minimum standard, exemplified by UK GCSE qualifications, that all applicants are proficient in English Language Grade 4 and Mathematics Grade 6 or higher. Students should check the programme specification to confirm the minimum entry standard in English Language and Mathematics for their intended programme of study. We reserve the right as part of the application process to require an applicant to submit independent evidence of their ability in these areas.
- 2.3.6. Students should check the programme specification to confirm the IELTS score for their intended programme of study. We normally require the following minimum IELTS standards (or equivalent) for competency in the use of English for international applicants:
- i. IELTS score of 6.0, with no element below 5.5, for certificate level study (Level 4 in the Framework for Higher Education Qualifications (FHEQ));
 - ii. IELTS score of 6.5, with no element below 6.0, for diploma and degree level study (Levels 5 and 6 in the FHEQ); and
 - iii. IELTS score of 7.0, with no element below 6.5, for postgraduate study (Level 7 in the FHEQ).
- 2.3.7. All relevant information about our admissions process is published in our HE prospectus and available via our website. These sources contain details of entry requirements, syllabuses, deadlines for registration, modes of study and tuition support and assessment requirements. Any additional information relating to our programmes of study can be obtained by contacting our HE programmes team.
- 2.3.8. We consider every applicant individually in a holistic assessment using all the information available to us, which may include some or all of the following:
- i. their academic record, including GCSE, AS, A Level (or equivalent), degree grades and marks or predictions, where applicable;
 - ii. school / college / university and / or employer record or other reference(s);
 - iii. a personal statement;
 - iv. submitted work, where requested;
 - v. test results, where a written test forms part of the assessment;
 - vi. performance at interview, if interviewed.
- 2.3.9. The designated Head of Programme has the responsibility and authority to determine the number of offers made relative to the number of places available.
- 2.3.10. Any application found to be fraudulent will be treated as malpractice and dealt with under our Code of Practice Chapter 9: Malpractice.

2.4 Student selection

- 2.4.1. All applications are processed in line with the regulations for the programme concerned and applicants are informed of any issues in a timely manner in order to achieve a quick

resolution. Any application that cannot be processed in accordance with established precedents will be referred to the Head of Faculty.

- 2.4.2. All applications are handled in line with the Data Protection, Privacy & Cookie Policy with information only passed to third parties where it is necessary for tuition support, academic progression or assessment. We may share information with government, regulatory or associated bodies if we deem it appropriate to do so.
- 2.4.3. We have a policy for accrediting prior learning (see Chapter 3: Accreditation of Prior Learning of the Code of Practice). Applicants are requested to provide details of prior learning before the selection stage. Established precedents help ensure consistency of decision-making.
- 2.4.4. We retain oversight of all admission processes for collaborative partners and we retain final judgement on the applicant's ability to succeed.
- 2.4.5. Dependent upon entry criteria, unsuccessful applicants may be offered a place on an alternate programme. Such advice will be sent via UCAS or by us directly.
- 2.4.6. Each application is assessed on its own merits and our decision is final.

2.5 Prospective student obligations

- 2.5.1. Applicants selected to commence a programme of study are sent relevant information confirming their place on the programme. This includes details on the next steps and where to find additional information relating to regulations, tuition support and assessment. Should an applicant decide not to proceed with an application, they are able to withdraw.
- 2.5.2. The Student Charter articulates the obligations and expectations placed on prospective students and what we provide in return. Each prospective student is advised that they need to read the General and Academic Regulations, Student Charter, programme and module specifications and Code of Practice prior to commencing their chosen programme of study. At either the point of application or registration (dependent on mode of study) students are required to sign a declaration confirming that they have read and accept our terms and conditions.

2.6 Prospective student information on changes to programmes of study

- 2.6.1. We endeavour not to make significant changes to programmes affecting students enrolled for a particular academic year. However, where such changes occur, a number of communication methods are deployed to ensure that prospective students fully understand the implications of any changes.
- 2.6.2. Where a module is to be phased out, all students are given sufficient opportunities to complete the module (including resits or resubmissions as appropriate should they fail at their first attempt). To support this, prospective / new students are only accepted for a 'module at risk' of being phased out where they have sufficient opportunity to complete it.
- 2.6.3. We adopt a principle of proactive support for, and communication with, students to ensure that no student is disadvantaged should any programme be amended. Students are provided with clear guidance on any change; the options open to them; and the implications of those options.

- 2.6.4. We, may, on occasion, be forced to withdraw support for a specific module if numbers are insufficient to make the course viable, including our collaborative partners. In such circumstances, we will contact students enrolled with the partner to discuss alternative study arrangements.

2.7 Student induction arrangements

- 2.7.1. Student induction is considered an integral part of tuition support.
- 2.7.2. Where students are engaged in learning at a distance this is achieved through a welcome email and liaison with tutors (details contained in the Student / Programme Handbook).
- 2.7.3. Where students opt for face-to-face tuition support via a collaborative partner, local induction arrangements apply.
- 2.7.4. Where students are engaged on a programme that includes face-to-face tuition at our campus this is achieved through an induction event.
- 2.7.5. It is possible that some applicants may have been away from the education arena for some time; student induction takes account of this issue and aims to support students as they engage in study with us.

2.8 Review of recruitment and admissions processes

- 2.8.1. To ensure that they remain appropriate for applicants, the systems and processes that support recruitment and admissions are monitored as part of annual programme reviews and are influenced by changes to policies and student feedback. Such review is supervised by the Learning and Teaching Committee.
- 2.8.2. The admission of applicants with disabilities and / or learning difficulties is informed by the Disability Act 2010. Admission is based on the academic judgment that an applicant can be reasonably expected to fulfil the learning outcomes of the course and achieve the award, balanced against the degree of adjustment required to the learning support and / or assessment requirements.

2.9 Competency of recruitment and admissions staff

- 2.9.1. Staff involved in recruitment and admissions are provided with appropriate training in the regulations and the processes supporting those regulations. Staff development events enhance awareness of HE admissions policies and the diversity of routes into HE.
- 2.9.2. All aspects of the recruitment and admissions process are undertaken in line with the Equality and Diversity Policy to ensure fairness in dealing with applications. We have extensive external contacts within the HE sector, regulatory and associated bodies which we use to help determine best practice to share amongst our teams.

2.10 Handling of complaints connected with the admissions procedure

- 2.10.1. If an applicant considers that our application process has not been followed they may make a complaint using the procedure set out in our Code of Practice Chapter 10: Complaints and Appeals. We treat all complaints seriously, in accordance with published procedures and with regard to the applicable law, and are committed to resolving complaints in a timely

manner. Applicants are able to access relevant information regarding how their complaint will be resolved via our website or by requesting details from our HE Programmes team.

2.11 Additional support

2.11.1. Applicants requiring further information about enrolment on our programmes, including financial support, should contact our HE Programmes team.

2.12 Application process

2.12.1. Full-time undergraduate programmes

2.12.1.1. Applicants must normally apply through the [Universities and Colleges Admissions Service \(UCAS\)](#).

2.12.1.2. Applications will be assessed by the Undergraduate Programme Manager and the Head of HE Programmes with interviews undertaken if appropriate.

2.12.1.3. Applicants who do not meet the normal entry requirements are reviewed by the Admissions Panel.

2.12.1.4. Assessed applications may be offered a place or rejected using UCAS.

2.12.1.5. Offers of a place to study with us may be with or without conditions.

2.12.2. Postgraduate programmes

2.12.2.1. Applicants must complete a programme application form for the programme they wish to apply for and submit it with the required supporting documentary evidence to the HE Programme team.

2.12.2.2. Applications will be assessed by the Head of HE Programmes with interviews undertaken if appropriate.

2.12.2.3. Assessed applications may be offered a place or rejected by the Head of HE Programmes.

2.12.2.4. Applicants who do not meet the normal entry requirements are reviewed by the Admissions Panel.

2.12.2.5. Offers of a place to study with us may be with or without conditions.

2.12.2.6. Applicants may be required to submit a piece of written work in addition to their application to enable an assessment to be made of their suitability for the programme.

2.12.2.7. Exceptional candidates not possessing the entry requirements may be considered if they can demonstrate their ability to achieve at this level and contribute to the debates, discussion and work of the learning set.

2.12.3 Apprenticeship programmes

2.12.3.1 Recruitment and selection of apprentices is the responsibility of the apprentice employer, with reference to the minimum entry standard as stipulated in our programme specifications. Please also refer to our Initial Assessment to Recognise Prior Learning Policy and Procedure for Apprenticeships and Procedure for Delivering English and maths to Apprentices which document the processes the apprenticeships team follows to ensure the appropriate criteria for entry to the programme have been met.

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