

## ADMISSIONS & ENROLMENT POLICY

### 1. AIM OF THE ADMISSIONS & ENROLMENT POLICY

This Admissions and Enrolment Policy sets out the means by which the College encourages and welcomes suitable individuals from all backgrounds to submit an application and, once an offer has been accepted, the means by which the College ensures the enrolment is completed.

Athena Global Education (AGE) is committed to ensuring that no student who meets our entry requirements is discouraged from applying. All applications are processed on the basis of individual potential. The College strives to achieve the following three objectives:

- qualifications should be available to everyone who is capable of reaching the required standard;
- qualifications should be free from any barriers that restrict access and progression;
- there must be equal opportunities for everyone wishing to access the qualification.

### 2. WHAT IS THE BASIS FOR EFFECTIVE RECRUITMENT, SELECTION AND ADMISSION

Athena Global Education (AGE) operates a clearly defined admissions and enrolment procedure which outlines each stage of the admission process from application to registration and induction. It includes the various sources of applications (direct applicants, web applicants and applicants that are recruited by authorised College representatives). It also details the procedure for when an application is considered as unsuccessful.

### 3. ADMISSION PROCESS

The following process will be followed for admission into all AGE programmes: -

- All queries from students will be input in to the Customer Relationship Management (CRM) system.

- They will be interviewed by the respective academic advisor. In case of further scrutiny of some candidates required, interviews will further be carried out for selection of candidates by the Academic Head of the institute.

- The data of the interview process again will be input in to the CRM System, with respect to each student.

- The students will be contacted through e-mails, their verification done through the documents submitted by them and interviewed through Skype/ other online platform. CRM system will capture and maintain all records of students contacted and interviewed.

A student will be enrolled after his/ her due selection with the particular course he/ she desires to do.

- All personal documents of a student will be uploaded on LMS to keep a record of their documents during enrolment and thereafter.

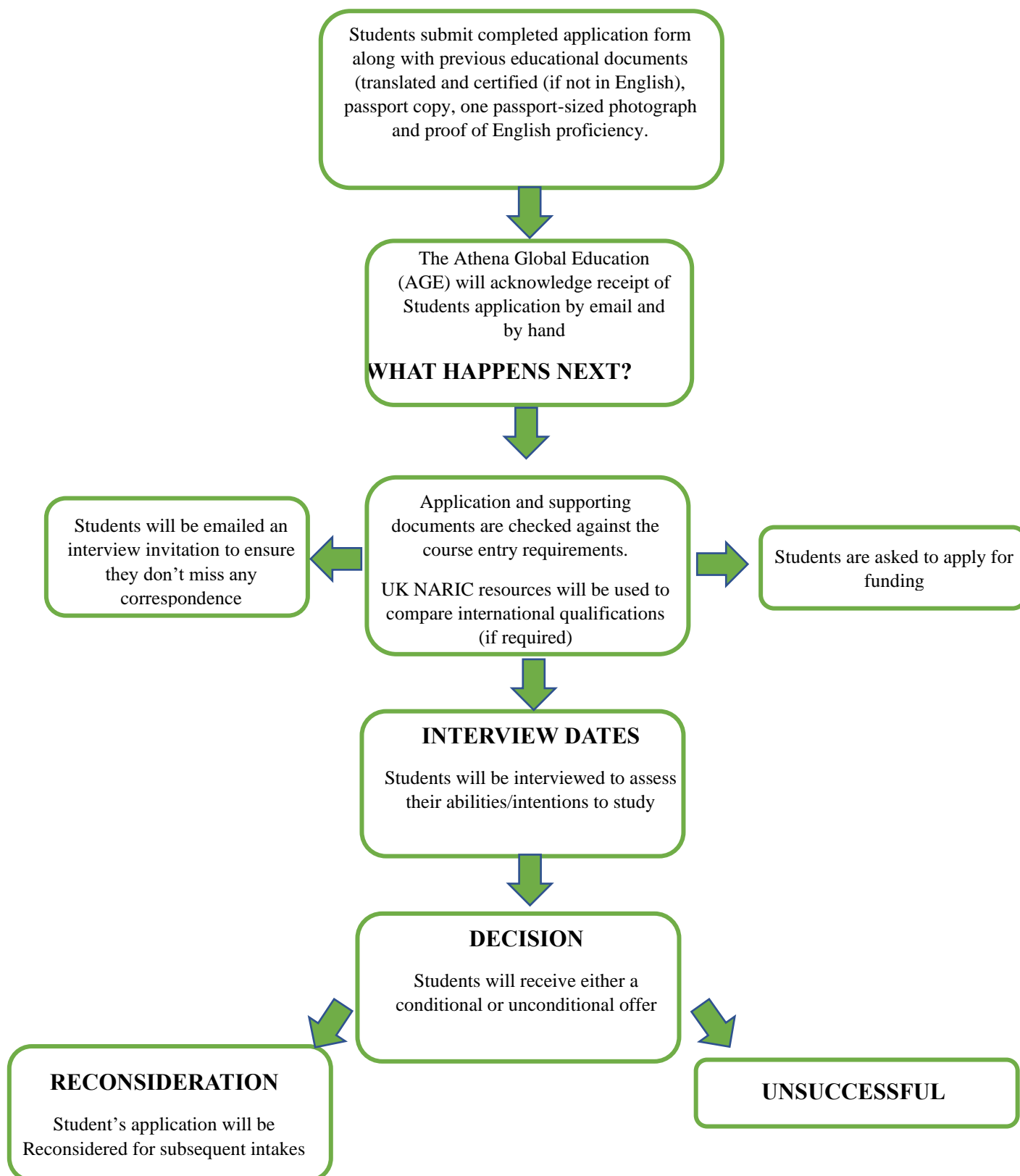
- Each student then will be allotted the course and batch on the respective Learning Management System (LMS).

- Every student will undergo an orientation before he/ she starts the module, whereby the student will be given the particulars of the course he/ she is taking, including discussion of assignment patterns, expectations and requirements for assignments' submissions, Harvard Referencing System, etc.

- To provide a robust mechanism and a review process to check the accuracy of learner registrations through the Course Administrators, he/she will be responsible to see the accuracy, as well as ensure timely registrations of all students.

- All learners are made aware of their registration status and informed about the awarding body/university's policies on withdrawals, transfers or changes to learner details.

#### 4. ATHENA GLOBAL EDUCATION (AGE) ADMISSIONS FLOWCHART



## 5. ADMISSIONS CRITERIA AND SELECTION

### What are the Entry Requirements?

The specific entry requirements for each course are set out on the College website in the Courses Section and in each Programme Specification.

AGE is working with many awarding bodies such as Universities and recognised professional awarding organisations. AGE will follow the published entry criteria for the qualification set by the respective awarding organisation.

We welcome applications from students who hold relevant qualifications.

The College also welcomes applications from mature students who have a combination of academic qualifications alongside relevant work experience. Such applicants will normally be at least 21 years old.

All applicants will be assessed as individuals in terms of their ability to achieve the programme of study.

## 6. ENGLISH LANGUAGE ABILITY

If a student's first language is not English or the student is not a national of a majority English-speaking country, the College requires applicants to be competent in the English language to a pre-defined standard. In such cases students are expected to provide **verifiable and recognised evidence** to support their application and to demonstrate their suitability to undertake the course. This will be the Common European Framework of Reference (CEFR) for Languages at Level B2 or equivalent, such as IELTS. A student should be equivalent to minimum IELTS 6.0 level or above for post graduate programmes and 5.5 level or above for under graduate programmes.

If students cannot provide evidence of competence, they will need to go through AGE English Test for Admission to prove their competency to study the course in English at the right level.

## **7. STUDENTS WITH ADDITIONAL CONSIDERATIONS**

A prospective learner with any condition requiring additional considerations is encouraged to declare the nature and scope of their condition on the application form.

Students with additional considerations and needs (e.g. dyslexia) are then provided with guidance; and arrangements are made for reasonably adjusted assessment procedures.

The College ensures a process of reasonable adjustment is available to all such students.

## **8. APPLICATION REQUIREMENTS**

Applications can be made by post, online through the College website, or in person. All applicants are required to complete an application form (available from the download section on the College website or from the College reception) which is submitted together with the relevant supporting documents:

Application forms must be accompanied by the following documents:

- evidence of English Language proficiency;
- a passport sized photograph;
- a copy of the details page of the passport;
- 2 reference letters from a previous employer and/or school/college (if relevant);
- evidence of work experience (if relevant);

Applicants may be asked to submit additional documentation after their initial documentation has been reviewed.

## **9. ASSESSMENT OF STUDENTS SUITABILITY PRIOR TO ENROLMENT**

Following receipt of the application form by the Admissions Administrator, the student will be contacted within five (5) working days and invited for an interview by an Admissions Administrator. The interview, in addition to an evaluation of the above documents, will

determine the student's suitability for a course. They will be informed of the outcome of the interview, within five (5) working days.

Enrolment interviews will be conducted through the use of electronic media such as Skype depending on the location of the student.

## **10. CONFIRMATION OF ADMISSION**

Information on a candidate's application is provided in writing after careful consideration by the Admissions Administrator. Successful students are given, within 10 working days of an offer being made, an enrolment letter and an ID card to confirm their admission to Athena Global Education (AGE).

Unsuccessful applicants can appeal against the outcome of a selection decision if they wish to do so in accordance with the Appeals Policy.

## **11. RECRUITMENT, SELECTION AND ADMISSION PROCESS**

Athena Global Education (AGE) operates a clearly defined admissions and enrolment procedure which outlines each stage of the admission process from application to registration and induction. It also details the procedure when an application is considered as unsuccessful.

Prospective students should note that all applications, including certificates, are examined and verified to prevent fraudulent applications. Any application considered to be fraudulent will be investigated further and not accepted if confirmed as fraudulent. Applicants can appeal against this decision using the Admissions Complaints and Appeals Procedure, which can be accessed via the College website.

## **12. ENROLMENT**

Enrolment is mandatory for all students before they can begin their Course and access the services of the College. Once a student has been accepted on a Course, the student is required, within ten (10) working days, to complete the enrolment process which consists of the following:

- students are required to provide the College with the originals of the documents used to obtain the offer for verification purposes (including certificates and transcripts);
- students are required to provide the College with the original ID card and/or passport and visa document (if applicable) for verification purposes;
- once a student has provided the above listed documents and was contacted by an Admissions Officer, the student will be notified.

Each student will also receive a formal Induction to the Course and the College. It is also readily available on the College website. The on-line Induction usually takes place in the week before the start of teaching. This on-line Induction is compulsory.

### 13. INDUCTION

The induction covers three main areas:

**Administrative Matters:** Enrolment, obtaining a student ID card, key contacts, attendance issues, and internet (VLE) use, lectures, webinars, and personal tutor system procedures and policies such as complaints, disciplinary issues, appeals, equality policies etc.

**Course related Matters:** Course structure, with awarding organisations, examinations and assignments, on-line library services, extensions, mitigating circumstances, and process for obtaining certificates/transcripts etc.

**Student Welfare Matters:** Health and safety, personal problems: wellbeing, mental health, special arrangement for disabled learners, counselling, career guidance etc.

*The Students Induction Checklist' is given at Appendix.*

### 14. WHAT HAPPENS IF A STUDENT FAILS TO SECURE A PLACE

Athena Global Education (AGE) adopts a holistic approach in its admissions procedures and is committed to provide fair and open services to all applicants. There may be occasions where applicants raise their concerns or dissatisfaction with the outcome of application. Athena Global

Education (AGE) will treat any appeal against the admissions decision with all seriousness and will deal with it efficiently and effectively. An applicant may wish to appeal against the outcome of their application. They may also wish to complain about a flaw in the application process. A complaint may concern the way an application to study was handled at Athena Global Education (AGE) .

An appeal will be related to not being offered a place to study at Athena Global Education (AGE) If an applicant has a concern about the application process, they must raise this with the Admissions Officer in the first instance. Students will be provided with clear feedback on applications. If you are unsuccessful in your application and wish to appeal you should consult the Policy explaining exactly what action needs to be taken. Applicants cannot lodge an appeal if they do not fulfil the relevant academic and non-academic requirements. In all other cases an applicant can lodge an appeal with the College Manager in accordance with the Complaints and Appeals Policy.

## **15. ACTION, MONITORING AND ENHANCEMENT**

Admissions Policy and procedures will be updated following any change in Admissions advice and or regulatory changes notified by the awarding organisations. The Policy and associated procedures are also subject to annual review as part of the course evaluation and review cycle.

## **16. REGISTRATION AND CERTIFICATION POLICY**

### **16.1 Objectives**

The registration and certification policy outlines AGE's effort to: -

- Register individual learners to the correct programme within agreed timescales.
- Claim valid learner certificates within agreed timescales.
- Construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.



- Register each learner within the awarding body/university requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations.
- Make each learner aware of their registration status.
- Inform the awarding body/ university of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body/ university.
- Audit the certificates received from the awarding body/ university to ensure accuracy and completeness.

## **16.2 Termination of Registration**

A student's registration may be terminated if the student has:

- (a) Committed a serious disciplinary offence where the Disciplinary Committee recommends termination.
- (b) Exhausted all opportunities to remedy failure or has made insufficient progress through their programme of study at the required stage. This implies that the student has exhausted all attempts to clear the programme due to not being able to clear the module(s) or within the time period specified by University/Awarding Body
- (c) Formally notified the institution that they wish to discontinue their studies and so discontinue their programme;
- (d) Failed to comply with their financial commitment to the partner institution.

## **17. RELEVANT ASPECTS OF THE (REVISED) UK QUALITY CODE**

### **17.1 Core Practices**

The provider has a reliable, fair and inclusive admissions system.

The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students.

### **17.2 Common Practices**

The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement.

## **Appendix**

### **STUDENT INDUCTION CHECKLIST**

- The student will be provided with the content, structure and qualification of the course he/she is enrolling into.
- The student will go through the Student Handbook, which will explicitly bring out all the policy matters with regard to students' pedagogic tenure with the institute.
- The methodology of guidance and support provided will be explained in the initial orientation session of the student.
- The whole methodology of assignments, assessment processes, as well as the marks/ grading system will be explained during the orientation process.
- Assessment arrangements done through LMS will be explained in detail during induction of each student. The internal and external verification, including appeals by students against assignment decisions and its related processes will be explained to the students in detail during initial induction and orientation of students.
- The LMS and Harvard Referencing system requirements will be explained to all students, including giving soft copies of both these systems in documented/ presentation/ video forms.
- Equal opportunities, malpractice implications, complaints and grievance procedures, appeals' processes, data protection systems observed by AGE will be explained in detail during the orientation session. The same is clearly explained in the handbook also.
- All documents required to be submitted by the candidate will be given independently as a separate checklist to all students getting enrolled into the course. These will be uploaded on AGE CRM System.
- All important policies relating to students' engagements will be available on the AGE's website.