

## ADMISSION APPEALS POLICY AND PROCEDURE

### 1. TERMS OF REFERENCE

The College Leadership Group will appoint the Admissions Appeals Board with delegated powers in the matter of appeals by applicants against a decision to reject their application.

The Admissions Appeals Board may only consider a request from an appellant that the decision to reject their application be reviewed on the grounds that appear below:

- There exists new evidence, which can be corroborated, and could not have been brought to the attention of the College prior to the selection process;
- There is evidence of a procedural irregularity connected directly with the selection process undertaken by the College;
- The decision of the College is, on the basis of the information available, unreasonable;
- There is evidence of prejudice or bias on the part of those involved in the selection process.

Note: Due to the level of competition for places and limited availability there will inevitably be occasions when an applicant disagrees with a selection decision. Appellants must therefore ensure that their appeal is covered by the grounds set out above. Appellants are encouraged to raise any issues in the first instance with the relevant Admissions Administrator.

### 2. COMPOSITION OF ADMISSIONS APPEALS BOARD

The Admissions Appeals Board will have the following membership:

- Chair: Appointed by the College Leadership Group;
- One member of academic staff from the learner's department;
- One member of academic staff from a different department;
- In attendance: Admission Manager.

Note: The members of the Board shall not include any person who was involved in the selection or interview process where the decision against which an appeal has been made, or who has a close personal or academic connection with the appellant

### 3. TIMING OF APPEALS

Appeals which are referred to the Admissions Appeals Board shall normally be held within two weeks from the submission of the appeal.

#### ***a. Submission of Appeals***

In the first instance applicants who wish to query the decision of the College should raise it directly with the relevant applications co-ordinator (as detailed in the Appeals Procedure). If this proves to be unsatisfactory, then the procedures set out below should be followed.

- The appeal must be lodged in writing and must fully detail the grounds for and the nature of the appeal; no additional grounds may be cited, nor substantive points made at any later time in the consideration of the appeal.
- In the case of an appeal the applicant must submit with their Written Appeal all corroborating evidence.

#### ***b. Consideration of Appeals***

Appeals shall be considered by the Board through discussion and scrutiny of evidence.

The Chair shall be permitted to request further information if deemed necessary.

Evidence to be presented to the Board shall include:

- a copy of the appellant's Appeal Letter;
- the appellant's supporting documentation/evidence;
- a copy of any written statements provided by members of College staff or other persons;
- a copy of the College's admissions policy and appropriate programme handbooks;
- a copy of the Admissions Appeals Regulations;
- a copy of any other relevant documents.

#### ***c. Procedure at the Meeting***

The Board shall make every attempt to conclude its proceedings at one meeting and must be quorate.

The Board may invite representations, oral or in writing, from any person it thinks fit and may, if necessary, adjourn the meeting for this purpose.

#### ***d. Decision of the Board***

The Board may either dismiss the case or require reconsideration of the original decision.

The appellant will be informed of the decision of the Admissions Appeals Board in writing.

The Board's decision is final.

***e. After the Decision***

Where the Admissions Appeals Board has recommended reconsideration of the original decision, the Admission Manager or the Director shall **either** offer the candidate a first or repeat interview, **or** offer the candidate a conditional or unconditional place in line with the admissions policy.

## **4. EXPECTATIONS FOR QUALITY**

### **4.1 Core Practices**

Courses are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.

From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

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

### **4.2 Common Practices**

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

The provider engages students individually and collectively in the development, assurance and enhancement of the quality of their educational experience.

## **5. ATHENA GLOBAL EDUCATION (AGE) REFERENCES**

**5.1** Approval of New Programmes Policy

**5.2** Assessment and Internal Verification/Moderation Policy

**5.3** Academic Appeals Policy

**5.4** Academic Complaints Policy

**5.5** Academic Board Meeting Minutes