



## **ADMISSIONS AND RECRUITMENT POLICY AND PROCESSES**

### **Section A - Admissions Policy**

- 1** Recruitment, selection and admission policies are informed by the need for accepted students to be able to cope with the demands of the programme and to complete it successfully. We promote a shared understanding of the demands of the programme among all those involved in recruitment, selection and admission.
- 2** Authorized and competent officers of Medipathways conduct recruitment, selection and admission processes in a professional manner.
- 3.** Medipathways procedures for handling appeals and complaints about recruitment, selection and admission are fair and accessible. Appeals and complaints procedures are conducted expeditiously and in accordance with a published timescale.
- 4** Medipathways monitors, reviews and updates its recruitment, selection and admission policies and procedures annually in order to enhance them and to ensure that they continue to support our mission and the requirements of students.
- 5** Recruitment activities undertaken by Medipathways assist prospective students in making informed decisions about higher education.
- 6** Medipathways makes clear to prospective students how the recruitment, selection and admission process will be conducted and what prospective students have to do.
- 7** Selection processes for entry into higher education programmes offered by Medipathways are underpinned by transparent entry requirements, both academic and non-academic, and present no unnecessary barriers to prospective students.
- 8** Medipathways determine how decisions and the reasons for those decisions are recorded and conveyed to prospective students.
- 9** Medipathways inform prospective students, at the earliest opportunity, of any significant changes to a programme to which they have applied. Prospective students are advised promptly of the options available in the circumstances.
- 10** Medipathways give successful applicants sufficient information to enable them to make the transition from prospective to current students.

## **Section B - Procedures**

### **1 – Strategic priorities guiding the policy**

1.2 The Policies and procedures are based on the QAA Quality Code for Higher Education in the UK and standards specified by the University of Buckingham, in its partnership agreements.

1.3 All the staff and lecturers involved in the admission procedures should ensure that they are updated with changes and provisions of the policies.

### **2. Recruitment and selection at Medipathways**

Recruitment and selection processes at Medipathways involve the following stages:

#### **2.1 Pre admission support**

(i) Enquiries are usually made by telephone or email and are answered by staff who are trained in terms of course details, progression routes, and entry requirements. They are also able to answer queries related to tuition and living costs and other aspects of student life such as accommodation.

(ii) Students requiring additional support due to their special needs will be requested to provide the details of support they would need to pursue the course effectively.

(iii) Medipathways makes all possible efforts to support the needs of such students. If Medipathways infrastructure and systems are not adequate to support such students, they are informed at this early stage.

(iv) Information will be provided in suitable alternative formats to prospective students. However, the costs towards such additional facility may be payable by the student requiring such specific formats.

#### **2.2 Selection process**

(i) The Admissions administrators in the registry check the student's qualifications and documents. If the application is complete and meeting entry requirements, it is passed on to an Admissions officer who is also a member of the Admissions Committee. In case of shortfalls or need for additional certificates, the student will be informed.

(ii) The application forwarded by the admissions team will be evaluated by the Admissions Officer to take appropriate decisions based on the student's personal statement, suitability, entry requirements etc. The student will also usually be interviewed by an Admissions Officer - either in person or through

Skype. A decision will then be made as to whether an applicant can be offered a place.

- (iii) In case the student is not eligible for the course applied for and the Committee considers him/her to be eligible for any other course offered by Medipathways, the student will be informed. If the student confirms his/her interest in following a different course, the College will offer a place.
- (iv) Support will be provided to enable him/her to make an informed decision. The student may accept or reject such an offer with no compulsions.
- (v) A conditional offer letter will be sent to the prospective student if recommended by the Admissions Officer, including relevant information like conditions of the offer, tuition fee schedules, and course dates.
- (vi) The Student will be issued a confirmed letter of acceptance once all conditions have been met.
- (vii) University of Buckingham should be contacted to ascertain the candidate's meeting entry requirements where necessary.

### **3 Appeals against refusal of Admission**

- 3.1 Student are advised about the appeals procedure against refusals. The student should make a written appeal within 10 days of refusal of his/her application.

Appeals are considered only if it is alleged that the procedures followed were irregular. Otherwise, the number of applications exceeds the number of places, and not all students meeting the admissions criteria will be offered a place.

- 3.2 An appeal should explain the merits of the appeal application.
- 3.3. The Admissions Committee will consider the appeal and the merits of the case. The decision of the Admissions Committee will be final and binding.

### **4. Monitoring and review of recruitment, selection and admission Policies & Procedures**

- 4.1 The recruitment, selection and admissions policies & procedures are evaluated annually by the Admissions Committee.
- 4.2 Data produced in this annual review include numbers of applicants accepted/rejected, performance of accepted students, and progression routes of students who have completed their course.
- 4.3 Student Feedback on admission procedures is obtained during the Induction sessions for each intake. Such feedback is summarised and necessary changes to the Policy and Procedures incorporated during the next review.

## **5. Pre - admissions support**

- 5.1 Medipathways Counsellors provide additional support or information to prospective students to enable them to make informed decisions about higher education.
- 5.2 Every student is asked to provide a 'Personal Statement' as a part of the application process. The statement is evaluated to help assess the academic interests and suitability of the candidate for the selected course of study.
- 5.3 Pre admission support can also be accessed through our online chat facility, through the website and Skype interaction sessions to prospective students where they wish to have more support and information.
- 5.4 Prospective students can personally meet admissions officers at Medipathways Office with a prior appointment.

## **6. Information on recruitment, selection and admission procedures to prospective students**

6.1 The Medipathways website includes comprehensive information on the Policy and Procedures related to recruitment, selection and admissions to Medipathways, including the appeals procedures against refusal of admissions.

## **7. Academic and Non-academic entry requirements**

7.1 Prospective students are informed of academic and non-academic entry requirements for each course offered by Medipathways. The Admissions team at Medipathways support prospective students in establishing equivalence for qualifications in meeting the entry requirements.

7.2 The Counsellors guide the students towards alternative options, if a student failed to achieve the minimum grades/entry requirements required for a course offered by Medipathways.

## **8. Recording decisions and reasons for decisions related to admissions**

8.1 Medipathways has developed systems for processing every application through three stages of scrutiny. The decision made on each application is recorded and signed by a designated official.

- (i) Applications for admissions are processed using a checklist & evaluation for admissions template.
- (ii) The Admissions team process all applications. Decisions made on the basis of the merits of each application are formally recorded for each application.

## **9. Changes to programmes**

- 9.1 Medipathways ensures that the programmes offered will be normally not subjected to significant changes during the term time when the programme is being delivered. The possibility for such changes will be discussed in advance and prior to offering admissions to new students.
- 9.2 Changes prior to admission: In cases where any changes are essential, such changes will be formally communicated to every student who was offered the programme. The changes made will be thoroughly explained to all students and their concerns if any will be immediately addressed.
- 9.3 Changes after offering an admission: Any changes made to a programme subsequent to offering an admission will immediately be communicated to the prospective student. Further, Medipathways will address student concerns (if any) to guide them through the change and support them to consider alternative options where necessary.

## **10. Information and support to successful applicants**

10.1 With the formal letter of acceptance, students are sent terms and conditions. Once these terms and conditions have been signed by the student and their first instalment of tuition fees have been paid, students are given log-in details to Medimoodle which contains all necessary pre-enrolment information.

### **Version Control**

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