

 S P Jain London School of Management	Admissions Policy
Document Type	Policy
Administering Entity	Manager - Admissions, Registrar
Latest Approval/ Amendment Date	April 2023
Last Approval/ Amendment Date	
Approval Authority	Academic Board
Indicative time of Review	April 2023

1) Scope

- a) This policy sets out the requirements and procedures for admission to undergraduate and taught postgraduate programmes at the SP Jain London School of Management (SPJUK).
- b) SPJUK is committed to fair admissions, fair access and widening participation and this policy references the [UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access](#) and other regulations that apply to the recruitment, selection and admission of students domiciled in the UK, as well as international students wishing to study in the UK under the student visa scheme.

2) Roles & Responsibilities

- a) **Applicants: the applicant is responsible for:**
 - providing correct information against all relevant data fields of their application.
 - responding to any additional requests for information required to support or assess an applicant's fee status promptly and/or within any timelines indicated in the request.
 - informing SPJUK of any changes to their contact details or personal circumstances, as relevant to their application (e.g., a change to immigration status)
 - supplying any evidence of qualifications certificated or the attainment of other conditions of offer promptly.
- b) **Staff:**
 - i) **Responsibilities of Marketing Staff:**
 - promoting the institution through a range of promotional activities
 - providing information, advice and guidance to prospective applicants
 - ensuring that information is accurate and up-to-date and in line with the Competition and Marketing Guidance for Higher Education

ii) **Responsibilities of the Admissions Staff:**

- providing professional advice and information to applicants and School support staff about the admissions procedures and policies, the progress of individual applications, external constraints and other relevant issues, upon request;
- the timely processing of decisions and communicating these decisions to applicants;
- ensuring that admissions processes are in line with UKVI compliance requirements
- providing supporting correspondence required by applicants, such as for visa application purposes;
- providing information required to assist selectors in monitoring intake;
- providing information required to review monitoring of intake, equality impact assessment and/or other management information;
- compliance with best practice requirements, as specified by the School and/or external bodies;
- the planning and provision of relevant training to enable admissions staff and School-based staff to provide a professional and competent service to applicants.

3) Responsibility for the policy

- a) The Admissions Policy is the responsibility of the Registrar and is reviewed and updated annually. Any recommendations for changes to the Policy will be submitted to the Registrar for consideration and subject to approval by Academic Board.
- b) The Head of Admissions is responsible for the implementation and operation of the Admissions Policy and associated procedures.

4) Staff Training

- a) The School is committed to ensuring that all staff involved in admissions are trained to be fully aware of all internal admissions procedures and are kept up to date with good practice and any changes to external regulations. Staff training will be provided to Admissions staff and other staff members where relevant, as and when required. All staff development will be monitored annually and through the staff appraisal process.

5) Widening access

- a) The School supports a range of activities and initiatives aimed at widening access and fostering the School's inclusive culture. It recognises the value of diversity in the S P Jain London community and is committed to ensuring access to all programmes of study for those who are able to benefit from the educational and professional opportunities offered, regardless of their background.
- b) The School is committed to promoting its staff and student Policies of Equality, Diversity and Fair Treatment with regard to its student and staff population. It will aim to ensure that individuals are treated with dignity irrespective of their personal characteristics - disability, marriage, maternity, transgender status, religion, colour, gender, sexual orientation, family

circumstances, social/economic background or other distinction - and that it affords all students and staff the opportunity to fulfil their potential.

- c) The School has a widening access strategy which addresses the recruitment, retention, and progression of students from a wide variety of groups traditionally under-represented in higher education. This is outlined in the Access and Participation Plan.
- d) All details will be published on the School's website as well as information brochures for each program.

6) Assessment Criteria for an application:

- a) While considering an application, the School will look at:
 - i) Meeting or the potential to meet the entry requirements.
 - ii) The subjects as well as grades attained in the previous qualifications (already awarded).
 - iii) A personal statement as evidence of commitment to the subject(s), work or showing commitment to a chosen career, and/or extra-curricular activities, achievements and other interests.
 - iv) A personal statement for evidence of skills, aptitude and knowledge derived from experiences which demonstrates the student's ability to succeed in a chosen field;
 - v) Performance at interview, or other form of assessment not contained in the application form;
 - vi) Any additional factors which support the School's commitment to widening access.

7) Methods of assessing an Applicant

- a) The School is committed to making sure that all applicants, regardless of background, social and personal circumstances are given an equal opportunity to demonstrate their skills, potential and achievements, and to using methods of assessment that are fair and valid, are applied consistently, and are regularly reviewed.
- b) These may include:
 - Information given in application form
 - Interview
 - Portfolio of work
 - Sample of written work
 - Admissions tests
 - Work experience where applicable

The requirements for each degree programme will be set out on the website

- c) Where required, reasonable adjustments to admission assessment methods will be made to ensure the provision of equal opportunities for applicants with disabilities.
- d) All international applicants will have an interview to ensure that they are a genuine applicant and meet the required English language requirements for study in the UK. They will also be

required to demonstrate how they will fund their studies.

8) Contextual Admissions

- a) We will use contextual information as part of our commitment to widening access, taking into account the context in which an applicant has achieved, or will achieve their qualifications, to provide greater understanding of their potential to study an undergraduate degree or a postgraduate degree programme with us. Contextual information includes information that puts an applicant's attainment in the context of the circumstances in which it was obtained, for example, educational, geo-demographic and socio-economic background data.

9) References

- a) The School will normally require a reference for each candidate which confirms their academic potential, personal qualities and professional suitability. Where this is not provided with the application, applicants will be required to supply this as part of the evidence of meeting their offer.

10) Undergraduate and Postgraduate application process

- a) The Admissions Office is responsible for processing applications for undergraduate and postgraduate programmes, from home and international students. When an application is submitted we aim to process this efficiently and fairly. All applications submitted are acknowledged by email, to validate the contact details and to inform the applicant of the next stages. We also encourage applicants at this stage to attend a virtual or face to face open day.
- b) The Admissions Office assesses applications in accordance with the published criteria on the School website and/or in the approved programme specifications. When assessing an application, we consider whether the applicant's academic potential is such that it is likely that they would be a successful candidate for the programme.
- c) An applicant's fee status must be confirmed before we can make an offer to study at the School. To allow us to determine fee status, applicants are required to confirm nationality, country of birth and country of permanent residence as part of the application. In most cases, this information will enable the School to determine fee status. An applicant will either be eligible to pay Home tuition fees or Overseas tuition fees. If we cannot determine fee status from the information provided, we will contact the applicant to ask for further information.

11) Applications

- a) All applications will be submitted on-line – for postgraduate programmes from the School website, for undergraduate applications through UCAS. Guidance notes are available on the website for completion of an application, if all requested data is not provided this may lead to a delay in the application process. Applications must be submitted by the published closing dates to guarantee consideration, although the School may consider late applications at its discretion.

12) Selection criteria

- a) All applications received by the School are considered for the programme to which they have applied, taking into consideration information provided at the application stage. Normally, all admission decisions, including where there are deviations from the standard entry criteria, are made by the Admissions Officer in consultation with academic staff at the School when appropriate.

13) Minimum entry criteria

- a) The minimum criteria are set out below. The School may request higher grades, particularly for Level 3 qualifications. All the required entry criteria will be set out on the School website.
 - i) All applicants to taught postgraduate programmes should normally have at least a UK second class (or equivalent) or higher; or be predicted to achieve this result during the current academic year.
 - ii) Applicants to undergraduate programmes should hold, or be predicted to gain, a minimum of three A levels or equivalent.
- b) In addition to the above entry criteria, the School may request the following dependent on programme:
 - i) Aptitude/entrance test
 - ii) Essay and/or Case Analysis Discussion Paper
 - iii) Interview
 - iv) Work experience in a relevant role.

14) English Language Requirement

- a) All courses at the School are taught and assessed in English. If English is not an applicant's first language, they will be required to show proof of English ability prior to enrolment. The School website details which English language qualifications are accepted; programme information will detail any specific requirements. This can include a degree taught in the medium of English.
- b) Applicants who require a UKVI student visa will be required to provide evidence of a Secure English Language Test and the School's website provides details of acceptable tests and scores unless they have a degree taught in the medium of English from a country approved by the UKVI, see the UKVI website for details (<https://www.gov.uk/student-visa/knowledge-of-english>)

15) Recognition of Prior Learning

- a) The School accepts and considers applications for credit or recognition of prior learning (RPL) for postgraduate courses in accordance with the School's Recognition of Prior Learning Policy and Procedure.

16) Decisions and interviews

- a) All admission decisions, including where there is a deviation from the standard entry criteria, are made by the Admissions Office in consultation with the relevant academic staff if required.
- b) If an applicant has met, or is predicted to meet, the entry requirements for the programme applied for they will be invited to an interview, normally within one to two weeks of receipt of the application unless they have non-standard qualifications. The application will be informed of the requirements for the interview and any tests or other requirements. A record of all interviews will be retained.
- c) Applicants will be asked on their application form whether they have a disability and whether they require any reasonable adjustments. The Registrar will be responsible for ensuring that such reasonable adjustments are made prior to the interview and any tests.

17) Offer

- a) Following the interview, successful applicants will be made an offer. The offer may include conditions relating to qualifications, visa requirements and fee payment. If the application is for an undergraduate programme the offer will be sent via UCAS, offers for postgraduate programmes will be made directly to the applicant and will include information relating to orientation, study periods, fees, fee refund, visa information where relevant, commencement date, code of conduct and any other additional information required.
- b) Students who have applied for academic credit under the School's Recognition of Prior Learning Policy and Procedure will be notified at the time of offer whether their application for credit has been approved and what impact on their programme duration and student visa (if applicable) the credit decision will have.
- c) The Registrar will be responsible for ensuring that applicants are aware of the written Terms and Conditions of contract to which the provision of education services by the School is subject and that they are issued on enrolment with copies of the Student Handbook and details of any other relevant conditions applicable.
- d) If it is decided that the evidence provided does not satisfy the requirements for an offer, the applicant will be told that they have been unsuccessful in their application. Reasons for the decision can be provided upon request.
- e) **Waiting list**
 - i) Where a programme is full, a student may be placed on the waiting list in the event that a place becomes available. Applicants will be kept informed of their status when they are on the waiting list.

f) **Acceptance of offer**

- i) Offers should be accepted in the timescale specified in the offer and all conditions satisfied before details of enrolment and registration can be provided.

18) Deferral of studies

- a) All students who have been issued a Offer Letter confirming admission into a programme can apply for deferral for up to one calendar year.

19) Fees and Deposits

- a) The Tuition Fee Policy provides detailed information about:
 - i) The way in which the School sets tuition fees for accredited courses, in relation to UK government policy where applicable
 - ii) How and when students, including those whose fees are paid by a government or other organisation, are expected to pay tuition fees
 - iii) Any fees charged in addition to tuition fees, in a small number of applicable cases
 - iv) The implications on tuition fees when repeating, transferring, withdrawing from, and taking time out of studies
 - v) Rules in relation to the refunding of tuition fees
 - vi) Implications of non-payment of tuition fees
- b) Applicants who are classified as overseas for fee status are required to pay an up-front payment including a non-returnable deposit towards School tuition fees as a condition of the Student Contract. This deposit counts towards the full tuition fee owed and is not an additional fee. The deposit is non-refundable except as stated in the Student Contract and Fees Policy. This payment must be made prior to the issue of a CAS.
- c) If an applicant is being sponsored by an official financial sponsor (as defined by the UK Home Office ([Student visa : Overview GOV.UK \(www.gov.uk\)](http://www.gov.uk))) it is possible to request a deposit waiver. Evidence of sponsorship should be sent to the Admissions Office.

20) Issue of Confirmation of Acceptance for Studies

- a) International students who require a student visa to study in the UK will be required to pay their up-front payment including the deposit and demonstrate how they will pay the rest of their fees and maintenance prior to the Certificate of Acceptance for Studies (CAS). An assessment will also be made as to the credibility and genuineness of the student through the interview, the personal statement and any other information available. The School reserves the right to not issue a CAS where it has reason to suspect that the applicant is not genuine.

21) Data Usage and Protection

- a) We handle and store data and information in a manner that ensures that we safeguard

individuals and personal data. Information is managed in a manner that complies with the S P Jain London Data Protection Policy. All staff involved in admissions receive training that enables them to discharge their responsibilities in relation to data protection.

- b) Information about how we use applicant and student data can be found in our Data Protection Policy.

22) Review

- a) The admissions criteria will be reviewed annually by the Registrar. Any recommendations for changes to the policy will be submitted to the Registrar for consideration. The Registrar will then recommend to Academic Board any changes to the criteria for approval.

23) Complaints and Appeals

- a) The School is committed to fair, transparent and professional practices in the admissions of students. We recognise, however, that there may be occasions when an applicant feels dissatisfied with the conduct of our admissions process or with its outcome. If an applicant wishes to complain about how the admissions process has been conducted, or to appeal the outcome of their decision, they may do so in accordance with the Applicant Complaints Procedure (see Appendix 1).
- b) All reasonable steps to resolve complaints informally are taken in the first instance. If the complaint or appeal remains unresolved, a formal written complaint can be submitted to the Registrar using the form provided in the Applicant Complaints and Appeals policy set out in Appendix A below.

24) Related Policies

- i) Admissions Complaint Procedure (Appendix 1)
- ii) Data Protection Policy
- iii) Recognition of Prior Learning Policy
- iv) Student Equity, Diversity and Fair Treatment Policy
- v) Student Terms and Conditions
- vi) Tuition Fees Policy

Appendix 1: Admissions Complaints Procedure

1) Scope of the Procedure

- b) The Admissions Complaint Procedure is restricted to complaints about:
 - i) Interview conduct
 - ii) The handling of an application, including processing of Disclosure and Barring Service (DBS) checks and Occupational Health procedures
 - iii) The admissions process
 - iv) Where it is alleged that an action or decision was inconsistent School's Equality, Diversity and Fair Treatment statement.
- c) The Admissions Complaints Procedure may be followed by all applicants, whether submitting their application via UCAS or directly to the School.
- d) An applicant cannot complain or appeal where this is a disagreement with the judgement of an admissions decision, in assessing the merits of the application, or in reaching a decision on entry, which has been reached in accordance with the published criteria and processes contained in this policy. Complaints will also not be considered regarding an applicant's failure to meet the non-academic requirements of the UKVI

2) How to make a complaint

- a) Where applicants have reason to believe that their application has not been handled fairly, objectively or in accordance with the procedures described above, they should write to the Registrar setting out the reasons.

3) Handling the complaint

- a) A review of the handling of the application in the light of the student's written statement will be undertaken. The Registrar may confirm or rescind an earlier decision in the light of this review. The Registrar will send a written reply to the applicant within twenty-five working days of receiving the request for the review of the application.

4) Review of a complaint

- a) The applicant may ask for a further review of the decision of the Registrar within 20 days of receipt of the outcome where:
 - i) There were procedural irregularities in the investigation of the complaint; or
 - ii) Fresh evidence can be presented which could not reasonably have been made available with submission of the initial complaint; or
 - iii) The outcome of the investigation was not reasonable in all the circumstances.
- b) The review will be undertaken by the Chief Operating Officer who will respond to the applicant within 20 days. The review will not be a re-investigation of the complaint but a review to ensure that it was conducted in accordance with this procedure and that all issues were properly taken account of. The decision of the Chief Operating Officer will be final.