



UK COLLEGE
OF BUSINESS AND COMPUTING

Admissions Policy and Procedure: Dubai

Reviewed by	NV/RFP
Reviewed on	Aug 2018
Approved by	DoS
Approved Date	Sep 2018
Next Reviewed by	Aug 2019
Version	D1.3

Introduction

The mission of UKCBC is to work alongside students to lay the foundations for long-term success in their professional futures. We see education as a lifelong process; as such, it is our responsibility to encourage students to be receptive to the ever-changing employment landscape by developing an active involvement in learning while studying at UKCBC.

Our mission extends to promoting accessibility, quality of service, equality of opportunity, and providing students with a safe and supportive environment. Being a higher education provider, we also recognise the need to assess and refine our academic courses regularly to help our graduates stay relevant on the local, national and international employment market.

UK College of Business & Computing is aware of the enormous investment that learners make, both in time and money, in choosing to pursue a programme of Higher Education. As a responsible institution, UKCBC support all prospective students with information, advice and guidance as requested.

UKCBC ensures that its recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes.

The Admissions Policy envisages compliance to the regulations and standards of respective awarding organisations for the courses offered.

Links to QAA Quality Code

This document is designed to underpin the process of student recruitment and admissions management. In doing so it takes reference from the Quality Code expectations **Chapter B2**.

*Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support higher education providers in the selection of students who are able to complete their programme. **B2***

Scope of Student Admissions

The policy applies to all students at Dubai on all programmes irrespective of programme duration, level or awarding organisation.

Primarily the mechanism of pre-admission support and the application process is the same irrespective of programme. Each application is considered against the relevant programme entry criteria and the merit of the evidence presented.

Process

The remainder of this document relates to the implementation of Admissions function in Dubai as it impacts on Students, Staff and other stakeholders

Application Stage and Procedure:

Stage 1

Prospective students who are interested in studying with UKCBC can submit the enquiry or the pre-admissions support form to get more information about the courses that provided. Their requests will be addressed by the admissions officers/advisors and will be provided with all relevant information, advice and guidance necessary for selecting the eligible course of their interest. The prospective students are thoroughly briefed about the entry requirements for the course and evidence to be submitted to establish their eligibility of meeting entry requirements.

Academic officers support the admissions process in providing additional opportunity to applicants to enable improved understanding of the programme content, delivery and progression prospects.

Stage 2

The prospective students are required to apply either online through the college website or make a paper application by submitting all the required documents as per the eligibility criteria set forth by the awarding organisation for the respective courses and also with any additional information/evidence sought by the college.

The students can apply for the course via the application form along with the following supporting documents prior to the admission:

- (a) Passport size photographs (recent)
- (b) Proof of ID [Copy of Passport/Emirates Identity Card/Driving license)
- (c) Proof of address and residency
- (d) Qualification documents (Authorised English translation required if the certificate(s) and the transcript(s) are in the prospective student's native language)
- (e) English language ability evidenced by an English Language Test / approved language testing certification if previous study or assessment undertaken in language other than English
- (f) Work experience letter or reference from the employer or self-employment proof if applying as a mature student

Stage 3

The prospective students' certificates are verified by the admissions officer and copies are obtained for documentation. The educational documents are cross-verified with reference checks being made where relevant. In the case where a student has been considered on the basis of a non-traditional profile of achievement in the form of work experience/skills, they are required to demonstrate the same with a supporting letter from the employer.

Stage 4

Students who fulfil the eligibility criteria will be issued with a conditional offer of a place on the programme; and after the payment of their course fees, will be offered an unconditional place that leads to the enrolment on the selected course. This is Managed by the admissions officer

The tuition fees can be payable by Bank Draft or the payment can be made to UKCBC bank account (details in the offer letter). If the students are financially supported by any public funding bodies, or any other sponsorships, confirmation from the relevant body is required for the unconditional offer and enrolment.

Prospective students can also seek assistance from UKCBC authorised student recruitment representatives for the submission of their applications to the college. The college marketing team work closely with these representatives, ensuring that they are able to provide valid information on programmes, including the application procedure and admission deadlines. Students can contact the college marketing team to confirm whether a representative is authorised by the college or not.

Procedures for the applicants who are returning to education

UKCBC encourages individual who are returning to education after employment to apply to study at the college. The applications from these aspirants will be considered against the standard entry criteria of the course that they are interested in; and demonstrating their suitability for the chosen course. They are also required to provide evidence of their working experience that can be used as alternative proof of meeting the entry requirements for the course. Please refer to the Recognition of Prior Learning (RPL) Policy.

Post admissions procedures:

All selected prospective students are required to attend an induction programme, for which the student attendance is mandatory, and all the individuals will be notified of the programme well in advance. During induction, the students will be provided with the student handbook which they can use as a guide while they are in UKCBC.

Documents of each student are cross-verified with originals and copies are stored in their respective student files. An admissions checklist is completed for each applicant and is signed off by 2 members of the Dubai team including academic member, plus a senior manager (UK).

The prospective student queries will be addressed during the induction, and useful information will be provided then. The prospective students are required to fill in the enrolment form which will be collected by the administration department.

The enrolment forms, the student files and all relevant documents will be scrutinised further and once it is established that the file is complete by meeting all the conditions as per the conditional offer letter, the students will be issued with identity cards and are enrolled for the teaching sessions.

The timetables for the respective scheduled classes will be handed over during the induction. Students attending their programme may be expected to attend additional workshops at different stages of their course, in addition to their main course of study, in order to develop their General, Academic or Business English communication skills.

Management and Oversight of the Admissions Procedures

UKCBC considers the detailed oversight and enhancement of the admissions process as critical for the credible selection and recruitment of students to study at the college. This is undertaken through a number of operational activities including:

- Evaluation of student prior educational experience
- Evaluation of admissions tests and interview responses
- Monitoring of student attendance, timely achievement and disciplinary records against recruitment promotion channels.
- Monitoring the complete admissions process through Admissions Committee and involvement of the Academic Teams in the assessments and decisions related to offering admissions on a programme.

Such monitoring and evaluation are considered at departmental and at Senior Management levels. A report of summarising applications are collated by the Director of Studies and presented to the admission committee.

Integral to the management of the admission process the following elements are considered:

Access and Widening Participation

UKCBC understands the importance of widening-participation and encourages the under-represented groups towards higher education.

We assess applications with due consideration to the demographic and personal background of applicants, particularly those adult mature learners coming back to study after considerable gap in studies or returning after employment.

The applications from these segments of prospective student groups will be considered against the standard entry criteria of the programme that they are interested in, demonstrating their suitability for the chosen subject. Evidence of their relevant working experience may also be used as alternative evidence of meeting the entry requirements for the programme.

Fraudulent and misleading information

UKCBC expects that applicants will have provided full, honest, and accurate information on their application form and in all subsequent communications with the college. Where the college has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully.

If, during such an investigation, the college finds that an applicant has made fraudulent or misleading claims in their application, the college reserves the right to withdraw any offer it has made.

In cases where the fraudulent and/or misleading information is discovered at any time after the applicant has enrolled as a student, the college reserves the right to carry out its own investigations and if it is found that there has been a deliberate attempt to use fraudulent and/or misleading information, or relevant information was withheld, to obtain a place of study, action will be taken to permanently exclude the student with immediate effect.

If a student is permanently excluded for the reasons set out above, the college may also, where appropriate, inform any other relevant professional bodies and/or third parties about the exclusion from the college.

Data Protection

The Data collected from the student application form will be used for administering and managing the educational programmes and other services provided by the college to enhance the learner journey. UKCBC collects, stores and processes data in a secure manner.

The data will only be shared with third parties acting on our behalf including awarding bodies, governing and other regulatory organisations, potential employers, or other relevant organisations if necessary to fulfil obligations and will be in line the terms set out by the General Data Protection Regulation (2018) and other relevant legislation.

We will continue to hold data including students' academic achievements, and once the student completes the programme and leave, the documents will still be retained, but shall not be kept longer than is necessary.

