



<b>Policy:</b>	<b>Admissions Policy</b>
<b>Date of approval:</b>	February 2021
<b>Effective date:</b>	February 2021
<b>Next review date:</b>	September 2021

## **1. Policy Statement**

Cambridge College of Management & Sciences (CCMS) welcomes applications from all prospective students with the motivation to learn and the potential to succeed. The College review and update the admissions policy and procedures to ensure that it continues to support the mission and strategic objectives of the College. The College is committed to ensuring equality of opportunity for all individuals seeking a place on a programme.

## **2. Scope**

CCMS that all applications are dealt with on an individual basis and are considered fairly in line with the College's Equality and Diversity Policy, Admissions Requirements and Guidelines and any relevant legislation like Data Protection, Competition and Market Authority etc.

The policy and procedures are clear and are conducted in a professional manner by the trained staff members.

## **3. Legislation**

The following legislation applies to this policy

- Equality and Diversity Policy
- Student Welfare Policy
- Prevent Policy (Counterterrorism and Security Act 2015)
- Data Protection Policy (Act -1998)
- Recognition of Prior learning Policy
- Equal opportunity Policy
- Competition and Market Authority Policy

## **4. Responsibilities**

Everyone has a responsibility to give full and active support to the policy by ensuring:-

4.1 The admission process should be conducted by trained and competent staff members in a professional manner. They should thoroughly check the applications to ensure that the prospective students meet the necessary entry criteria.

4.2 The admissions staff should use different ways to enable prospective students from a range of different backgrounds to demonstrate their potential to succeed in their studies. E.g case studies, diagnostic test and interviews

4.3 The admission manager make sure that the information about entry requirements, study mode and teaching and learning should be available on the college website for the students to make informed decisions.

4.4 The admission process should be clearly explained

4.5 Any significant change to a programme, e.g. location of the programme, delivery, content, etc. should appear on Cambridge College of Management & Sciences (CCMS).

4.6 The admission staff makes sure that the prospective students should get all the pertinent information at the time of the orientation which enables them to make a smooth transition from prospective student to current students

4.7 Detailed course specifications should be developed for each course offered to assist students in making an informed decision.

## **5. Actions to Implement and Develop Policy**

5.1 Criteria for Admission

5.1.1 Entry Requirements

CCMS recruits students of outstanding achievement from all educational backgrounds. Proven previous exam results are the main focus towards admission at

CCMS. International students also need to show the English competency in order to secure admissions.

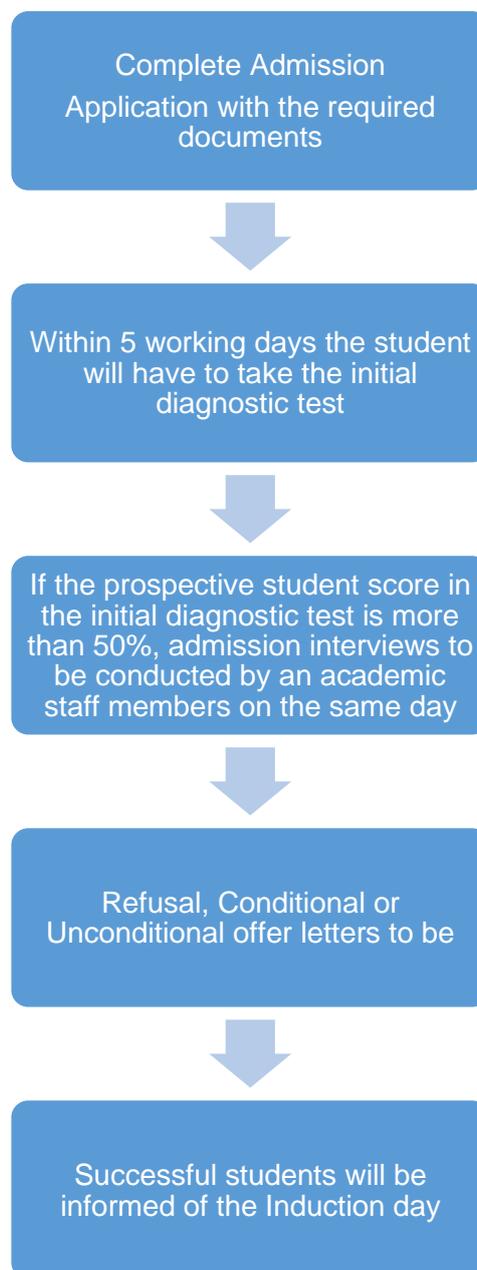
The following criteria must be met in order to secure admission at Cambridge College of Management & Sciences (CCMS).

1. A qualifications in the relevant subject (the foreign qualification has to be translated in English by a recognised translator)
2. Other related level 1, 2 or 3 qualifications (as suitable for individual programme)
3. An access to a higher education certificate awarded by an approved further education institution
4. Related work experience
5. English Language
  - a) The international students must have a proof of English competency, therefore need to have an English test approved by UKBA. They should have CEFR B2 level and above in reading, writing, listening and speaking.
  - b) The non-native English speakers must have a proof of English competency, therefore need to have CEFR B2 level or equivalent in English language proficiency.
6. Applicants whose educational qualifications do not meet the entry requirement of Cambridge College of Management & Sciences (CCMS) will be considered for admissions if they have got two years or more full time work experience.
7. Mature Learners may present a more varied profile of achievement that is likely to include extensive work experience (paid and / or unpaid) and / or achievement of a range of professional qualifications in their work sector.
8. The EU students applying for tuition and maintenance loan from Student Finance please check the terms and conditions of the Student Loan Company.
9. Admission interviews will be taken by the academic staff and applications can be refused on the basis of an interview.

### 5.1.2 Procedure

Once the college has received all the above information from the student than the candidates require to take the initial diagnostic test. The candidate needs to achieve more than 50 % marks to be forwarded to the next stage which is to be interviewed. After the interview the final decision is made.

- An unconditional offer letter will be issued to the accepted candidates
- A conditional letter will be issued to the students in case they have to meet a certain criteria.



For International Student the criteria of admission are almost same but before issuing the CAS letter college has to check student English level, which should confirm that student has achieved a CEFR level B2 in English.

Once an International student arrives at college on enrolment day, then it is the responsibility of appointed person to check their academic documents along with Visa and scan them. Once student documents are completed, then He/she requires to do the initial diagnostic test.

## 5.2 Right to Refuse an Application

The College reserves the right to refuse an application if the applicant fails to fulfil the mentioned criteria.

5.3 Applicants who do not meet the normal entry requirements for a particular course may be given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Principal or his nominee(s), usually the Admissions manager.

## 6. Documents and Evidence

Colleges require below mentioned documents from student's admission and if they can't provide any of these requested information then they must inform college and get extra time to complete their application.

- Complete Application form
- Passport / I.D/ Birth Certificate
- Educational Documents minimum Level 3 (English translation if its foreign language)
- Personal Statement
- C.V
- Work Experience Letter

- CEFR B2 Level (Non U.K & E.U only)
- 2 Passport size pictures
- The student has a right to appeal against the admission decision and can request a review of a decision concerning the selection or admission. The appeal policy is available on the college website.
- The college does not allow appeals based on academic judgement, appeal can be filed with regards to procedural grounds within 2 weeks of the decision.
- The College will inform the prospective students of any significant changes in the programme they have applied and will advise promptly of the other choices available.
- Monitoring & Evaluation

The College's Senior Management Team will monitor the operation of the policy by receiving an annual report on admissions.