



Student Admissions Policy

Student Admissions Policy

1. Purpose

1.1 This policy describes the basis for selecting applicants for admission to the Arts and Humanities Award at Newbattle Abbey College. The purpose of the policy is to ensure that places are allocated fairly, that course information and provision, learning + teaching and support reflect principles of equality and diversity and responds to the aspirations and needs of individual students.

2. Scope

2.1 This policy covers the full-time and part-time residential Arts and Humanities Award course offered by Newbattle Abbey College.

2.2 The principles described in this policy apply to all applicants for this course.

2.3 This policy should be read in conjunction with the College Equality Procedures.

3. Responsibilities

3.1 The Principal is the final arbiter in the interpretation of this policy.

3.2 The Depute Principal is responsible for the implementation and development of this policy.

3.3 All staff are responsible for ensuring the effective operation of this policy.

4. Applications

4.1 Application Forms for courses are available from the College Office or the College Website.

4.2 Completed Applications Forms should be sent to College Office where administration staff will record and process all applications, and will contact every applicant.

5. Course Entry Requirements

There are no minimum academic requirements but there are requirements which need to be met. These are:

5.1 For funding purposes applicants residing in Scotland must be aged 20 years or over on the first day of August in the year of study and should not have previously studied at HE level in order to be eligible for the FE Bursary.

5.2 Applicants resident in other parts of the UK must be aged 19 years or over on the first day of August in the year of study and not have previously studied at HE level in order to be eligible for an Adult Bursary Grant provided by Ruskin College.

5.3 EU applicants will be eligible to have their fees paid if they meet the age criteria and provide evidence of having been resident in the UK for the previous 3 years to be eligible for the FE Bursary.

5.4 Applicants outside of the EU must meet the age criteria and provide evidence of 'Right to Stay' to be eligible for course fees and student support from the FE Bursary and the Adult Education Grant provided by SAAS or Ruskin.

5.5 Funding for refugees and asylum seekers. Please see Appendix 1 ASC Circular 07/30 "Funding for Asylum Seekers."

5.6 Applicants must provide two references in support of their application.

5.7 If the minimum entry requirements are met and supported by evidence at the point of application, and there is still a place available on the course, applicants will be called for interview.

5.8 If the minimum entry requirements are not met at point of application, but the applicant is able to demonstrate current activity likely to lead to the minimum entry requirements, the applicant will be called for interview and may be offered a conditional place.

5.9 Following interview, the applicant will be offered an unconditional place, a conditional place, or will have been unsuccessful in gaining a place on the course.

6. Advice and Information

Applicants will receive complete and accurate information and advice about the College, its facilities, courses, support services and fees.

6.1 Applicants are entitled to advice on the selection criteria and appropriateness of courses and on the teaching and learning facilities, approaches and demands associated with the course.

6.2 We endeavour to provide comprehensive and adequate information on our course and to reply to all enquiries.

7. Monitoring And Evaluation

7.1 Members of the Equalities Committee will monitor student admissions and applicant experience within the "Equality Themes" of the College Equalities and Inclusiveness Policy and will advise College management on areas of required action where there is statistical evidence of disproportionate or restricted access for defined categories of students. We will also monitor emergent trends which will inform our future action.

7.2 Members of the Learning and Teaching Committee will receive reports on emergent trends and will reflect upon and recommend action for addressing issues on equality and diversity in course application that will be addressed by members of the Academic Team and Administration Team through recruitment, interview and selection procedures.

7.3 Members of the Senior Management Team will reflect upon and recommend action for addressing issues on equality and diversity in the application process and address issues in the Operational Plan.

8. Refusal Of Admission

8.1 Newbattle Abbey College is a residential adult education college which strives to ensure that all students have a positive learning experience.

Members of the Senior Management Team therefore reserve the right to refuse admission to any student. However, an explanation will be given for the reasons for refusal.

8.2 The reasons for refusal may include:-

- A student wishing to access a course where the academic judgement is that it would not be in the best interest of the applicant, the student group, or the College to permit admission.
- A person who has previously been dismissed from College or who has been subject to disciplinary action under the College Student Disciplinary Policy and Procedures who submits an application during the 3 years following his/her dismissal.
- Other circumstances which may have a negative impact on the learning environment.

9. Appeals

9.1 If applicants feel that they have been treated unfairly they have the right to appeal against decisions made during the application process, using the Student Appeals Policy and Procedures, available at the College Office or on the College Website www.newbattleabbeycollege.ac.uk

10. Review

Please refer to 'College Policies and Procedures Lists and Status' for review timetable.

Appendix 1 ASC Circular 07/30 Funding for Asylum Seekers

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Newbattle Abbey College	POLICY/PROCEDURE
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