XCL Admissions Policy

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Introduction

This policy is intended to provide an overarching framework for XCL admissions policies and procedures.

This policy applies to the admission of all categories of students to accredited programmes of under- and postgraduate study at XCL.

XCL is committed to fair, transparent and consistent admissions practices that promote access, opportunity and achievement, irrespective of characteristic or barrier. This policy is underpinned by XCL's policies on Data Protection, Disability, Equality & Diversity and Access.

XCL is committed to equality in education. Students are selected based on their merits, abilities and aptitudes.

XCL aims to increase the diversity of its student population: we believe that diversity is educationally as well as socially desirable in a civilised society, enriching the educational experience for all. We, therefore, seek to attract a wide range of applicants from different social, cultural and educational backgrounds who can demonstrate the academic ability and the skills required to succeed in their chosen studies. We actively encourage applications from students from all groups who are currently under-represented in higher education.

XCL aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications, sector experience and potential.

Terms and Conditions

XCLs published terms and conditions apply to all Bachelor and Master Programmes. XCL will draw these to the attention of anyone who receives an offer of a place to study at XCL. The terms and conditions are fair and transparent and form a contract between XCL and each student.

Roles and Responsibilities

The Student Office, Management and Academic Boards, and Quality Department, on behalf of XCL, are responsible for approving admissions practices and policies.

The Student Office is responsible for ensuring that policies and procedures regarding student recruitment and admissions are operated fairly and consistently and in line with XCL's strategic aims and objectives and relevant legislation and regulatory framework.

XCL's Schools are responsible for setting entry requirements for their programmes. Admissions decisions are made by admissions staff within the School and Student Office. The Head of School and Programme Leaders are responsible for ensuring that these staff are appropriately qualified and experienced and that the department maintains clear and transparent admissions criteria and procedures.

Admissions staff are provided with regular training on admissions issues and are expected to follow XCL admissions policies, procedures and guidelines.
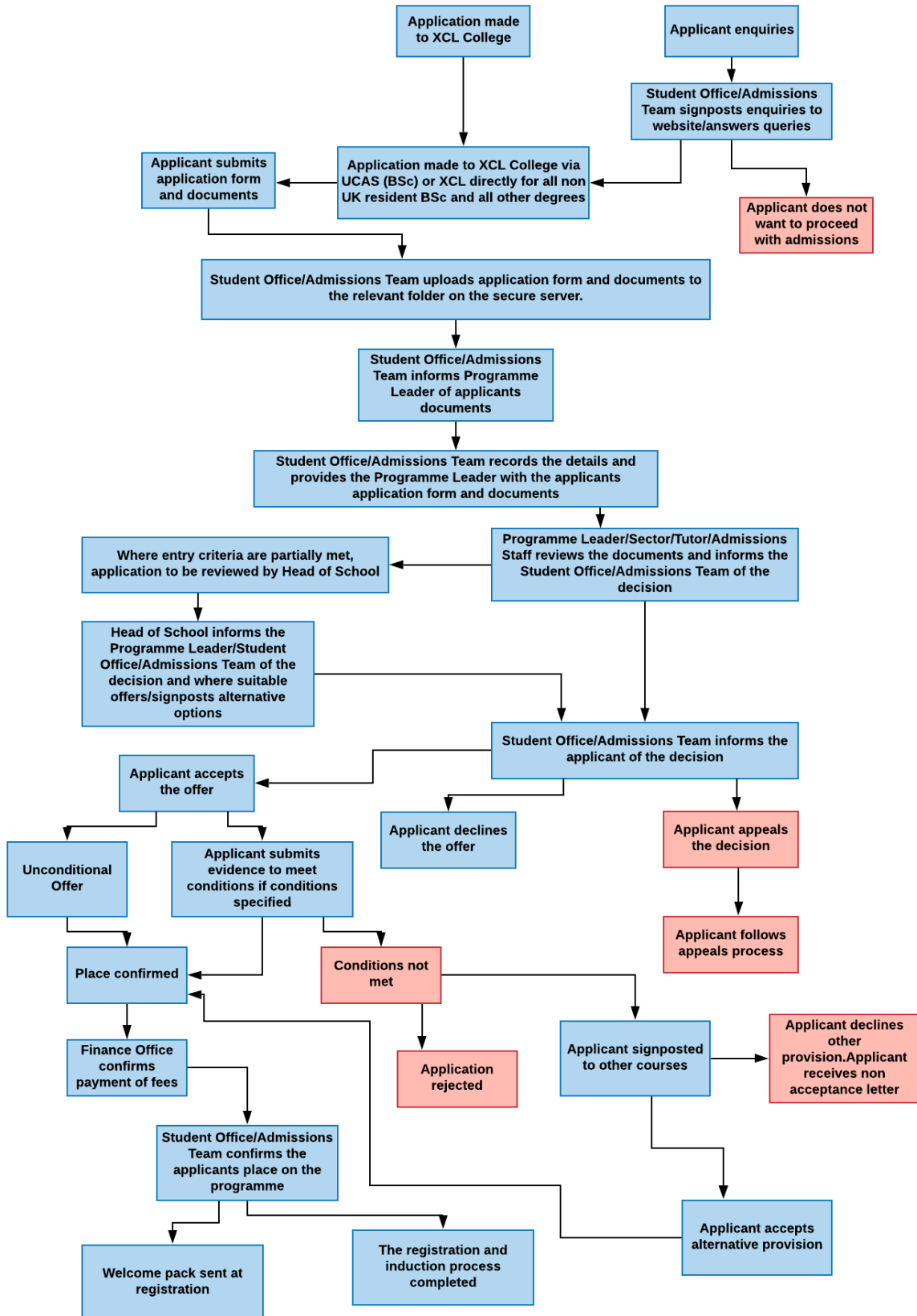
Submitting an Application

All applications for Bachelor programmes from UK resident students must be submitted through the UCAS portal. All other application for degree study with XCL must be submitted by completing the application form and send via email to Admissions.

Credit Transfer and Recognition of Prior Learning

XCL accepts a diverse range of qualifications; this includes considering prior learning as credit towards your degree. You can apply to be exempt from taking certain modules on your degree at XCL, if you have previous relevant qualifications or experience. Credit transfer and Recognition of prior learning (RPL) are two ways your previous education, training or experience can contribute to a new qualification. For further details, please see Annexe 3 below or refer to the Credit Transfer and Recognition Of Prior Learning policy.

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Process Flow for Applications

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Application made          Applicant enquiries
to XCL College

                          Student Office/Admissions
                          Team signposts enquiries to
                          website/answers queries

Applicant submits     Application made to XCL College via
application form       UCAS (BSc) or XCL directly for all non     Applicant does not
and documents         UK resident BSc and all other degrees      want to proceed
                                                                  with admissions

        Student Office/Admissions Team uploads application form and documents to
        the relevant folder on the secure server.

              Student Office/Admissions
              Team informs Programme
              Leader of applicants
              documents

        Student Office/Admissions Team records the details and
        provides the Programme Leader with the applicants
        application form and documents

Where entry criteria are partially met,    Programme Leader/Sector/Tutor/Admissions
application to be reviewed by Head of School   Staff reviews the documents and informs the
                                               Student Office/Admissions Team of the
                                               decision

Head of School informs the
Programme Leader/Student
Office/Admissions Team of the
decision and where suitable
offers/signposts alternative
options
                                   Student Office/Admissions Team informs the
                                   applicant of the decision

Applicant accepts
the offer

                                   Applicant declines          Applicant appeals
                                   the offer                    the decision

Unconditional    Applicant submits
Offer            evidence to meet
                 conditions if conditions                       Applicant follows
                 specified                                      appeals process

Place confirmed          Conditions not
                         met
                                                     Applicant signposted     Applicant declines
Finance Office                                       to other courses         other
confirms                                                                      provision.Applicant
payment of fees                    Application                                receives non
                                   rejected                                   acceptance letter

Student Office/Admissions
Team confirms the
applicants place on the
programme
                                                                     Applicant accepts
                                                                     alternative provision

Welcome pack sent at     The registration and
registration             induction process
                         completed
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Selection

For all programmes, the selection process will take into account:

- Achieved and pending academic qualifications
- The academic context and sector in which qualifications have been achieved
- An applicant's interest, commitment and motivation for study
- Where relevant, work or other non-academic experience
- Academic and/or professional references
- Where required, an applicant's performance at interview
- Where required, an applicant's portfolio or sample of written work
- An applicant's English language proficiency.

Each application will be considered on an individual basis by at least two staff of appropriately trained and qualified staff working to agreed selection criteria. These staff are normally drawn from the Student Office and the Programme relevant to the application.

Admissions decisions will be made as quickly as possible. However, due to the possible large volume of applications, and to operate a fair admissions process, in some cases it may take longer for decisions to be reached. For admission to some programmes, a full or partial 'gathered field' will operate, whereby some or all applications from suitably-qualified candidates will be held until the application deadline before decisions are made. XCL aims to keep such delays to a minimum.

Admissions decisions will be communicated to applicants in an appropriate and timely manner. Any conditions attached to an offer of a place will be clear and specific.

In some cases where XCL is unable to make an offer for an applicant's programme choice, an offer for an alternative programme may be made.

Fraud & Plagiarism

XCL will not admit applicants on the strength of information considered to be either fraudulent, intentionally misleading or plagiarised. Where an applicant is suspected of having provided a fraudulent, misleading or plagiarised application the application will be assessed in the first instance based on standard academic and non-academic selection criteria. If it is recommended that an offer is made, an investigation of the fraud or plagiarism will be carried out before the final decision is made.

XCL reserves the right to reject or cancel an application under these circumstances. XCL may terminate a student's registration if he/she is found at a later stage to have submitted a fraudulent, misleading or plagiarised application to XCL.

Disclosure of Criminal Convictions

XCL must ensure the safety of its student and staff community. The application process requires applicants to disclose relevant unspent convictions.
Applications from applicants with declared criminal convictions will be assessed in the first instance based on standard academic and non-academic selection criteria. If it is recommended that an offer is made, further investigation of the relevance of the criminal conviction(s) will be carried out before the final decision is made.
Having a criminal conviction does not necessarily preclude an individual from making an application and encourage all applicants concerned to use the following as guidance.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

https://www.ucas.com/undergraduate/applying-university/criminal-convictions-what-you-need-know

Also, having an unspent conviction does not prohibit applications, although XCL reserves the right to investigate and discuss further.

Where an applicant discloses a conviction, a risk assessment will be completed by XCL with t appropriate mitigating actions taken as appropriate. XCLs default approach to those applying or studying with an unspent criminal conviction (and meeting the appropriate criteria for study), is to accept the student unless it is shown they pose a risk to the safety and welfare of others as well as the resources and property of XCL.

Disabled Applicants

Applications from disabled students will be assessed against XCL's entry requirements on the same basis as any other application and will be subject to the same selection process. Any support needs or adjustments that are required will be considered separately after the admissions decision has been taken and endeavours made to ensure all reasonable adjustments are in place and appropriate to the students need to be able to undertake effective study.
If there are overriding health and safety concerns, the applicant will be involved in discussions to explore options and, if necessary, to find a suitable alternative programme.

Special Circumstances

XCL is not best placed to fairly and consistently take account of any special circumstance affecting an applicant's performance in pre-entry qualifications. Examples of special circumstances include personal or family illness or the impact of changes to qualifications, curriculum or the examination system studied. XCL will, however, discuss all circumstances that might have affected outcomes and achievements related to a student's application to ensure fairness and equality to all. In such circumstances, XCL reserves the right to request further information or evidence appropriate to the application and issue in question.

Contextual Information

XCL may consider the context in which an individual's academic attainment to date has been achieved and may take into account other social contexts. In the case of applications for undergraduate study from UK nationals, XCL will consider the following additional contextual factors provided to it on the application form:

- Time spent in care.
- The relative performance of the applicant's school or college or education environment.
- Whether the individual is applying from an area of low participation in higher education.
- Applicants from deprived areas.

Interaction Between XCL and the Applicant

XCL is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way.
Applicants should note that XCL will not tolerate inappropriate behaviour or language towards its employees or members of the wider College community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing and excessive levels of contact, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint.
XCL will normally warn an applicant that his or her behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application. Conduct that constitutes a criminal offence will be referred to the relevant authorities.

Feedback

Unsuccessful applicants can reasonably expect to receive feedback on their application on request. The admissions staff responsible for the admissions decision will provide this feedback. Whilst XCL aims to provide informative feedback that is helpful to applicants, it may not always be possible to provide highly specific or tailored advice.

XCL is only able to give feedback to a third party (e.g. a parent, guardian, advisor or agent) with the written consent of the applicant.

Complaints and Appeals

Should an applicant wish to raise a concern about or question XCL's decision or how an application has been handled, XCL's complaints procedure should be followed as detailed in the Complaints Procedure.

Monitoring and Review

This policy will be reviewed annually and revised in light of changes in legislation and XCLs regulations and strategic objectives.

Data Protection

In compliance with the **Data Protection Act 1998**, XCL protects the information it has about applicants and information cannot be disclosed to other organisations and/or individuals without consent from the applicant themselves. By completing an application with XCL, you, the applicant are consenting for XCL to contact third parties to gain relevant information related to the processing of your application. Your details will be processed for this explicit purpose and will not be passed to third parties for any purpose not related to your application.

Unfortunately, this means that we are unable to talk to your parents or guardians/teachers or third parties about your application - without your consent. We will, however, be able to give general information regarding procedures.

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Annexe 1-Entry Requirements Undergraduate Programmes

Entry Requirements	
Academic Requirement	**Minimum Entry Requirements**: A minimum of two passes at A level at grade BB or above. Alternatively, Advanced Highers at comparable grade; or IB grade 32 (including core points) or above. The following qualifications are also accepted: Five Irish Leaving Certificate; Italian Maturità; German Abitur; French Baccalaureate; Swedish Slutbetyg; US High School Diploma. For comparable grades, applicants are required to use UK Naric's services.
Non-academic Requirements	None.
RPL	A Credit Transfer and Recognition of Prior Learning scheme (RPL) is in place.
English Language Requirement- Name of assessment	
IELTS	6.0 overall with no lower than 5.5 in each component
TOEFL iBT	79 overall with • 18 in Reading • 17 in Listening • 20 in Speaking • 17 in Writing
Pearson	50-57 with no lower than 42-49 in each component
Cambridge Certificate of Advanced English	CAE Score 169 – 175 with no less than 162 in each score
Anglia Proficiency	Merit
City and Guilds IESOL	Communicator B2
Trinity College	ISE II
Language Cert International ESOL	B2 Communicator High Pass
Indian Class XII / CBSE / CISCE	70%
Oxford Test of English	120 OTE
Common European Framework	B2

Annexe 2-Entry Requirements Postgraduate Programmes

Entry Requirements	
Academic Requirement	**Minimum Entry Requirements**: Undergraduate degree with High 2:1 honours, with a final mark of at least 65%. Recommended: some familiarity with data analysis/statistical software, such as Microsoft Excel or SPSS.
Non-academic Requirements	None.
RPL	A Credit Transfer and Recognition of Prior Learning scheme (RPL) is in place.
IELTS	Minimum 6.5 overall with no lower than 6 in each component
TOEFL iBT	89 overall with • 18 in Reading • 17 in Listening • 20 in Speaking • 17 in Writing
Pearson	58-64 with no lower than 42-49 in each component
Cambridge Certificate of Advanced English	CAE 176 - 184 with no less than 162 in each score
City and Guilds IESOL	Expert C1
Trinity College	ISE III
Indian Class XII / CBSE / CISCE	70%
Oxford Test of English	130 OTE
Common European Framework	C1

Annexe 3 Credit Transfer and Recognition of Prior Learning

1. When referring to RPL at XCL, it is the achievement of learning, or outcomes of the learning and not just the experience of the activities that are being recognised. In all cases, evidence must be presented to XCL that such learning has taken place.

2. Evidence for acceptance of RPL should demonstrate that the learner has a reasonable expectation of satisfactorily completing the programme for which they are applying. The minimum RPL credit claim that will be considered is 10 credits.

3. Students will not be admitted to any programme with prior learning if they already hold a degree in the same subject.

4. Tutors are responsible for deciding whether to admit a student with recognition of their prior learning and the relevant entry point into the programme, on the recommendation of the Programme Leader.

5. Prior learning will not normally be accepted if five or more years have elapsed since it occurred unless the applicant can provide evidence that their learning has continued in a professional or similar context. In such cases, the Tutor or Programme Leader may choose to set an assessment to test an applicant's current knowledge.

6. A student may be awarded credit for prior learning (certified, experiential or uncertified and completed in the last five years), towards the requirements of a named award up to 50% of the total credit requirements for that award. 50% of RPL is only permitted for full, three-year bachelor's degrees (360 credits) or full Masters degrees (a minimum of 180 credits) and not sub-awards, where the usual maximum is 50%.

7. Credit for prior learning (certified, experiential or uncertified) is not allowed at the final stage (credit level 6) of a Bachelor's Degree, the project/thesis/dissertation module of a bachelor's degree where the student is required 120 credits to gain the award, or for the project/thesis/dissertation module on a Master's programme. Two-thirds of RPL is only permitted for full, three-year bachelor's degrees (360 credits) or full Masters degrees (a minimum of 180 credits) and not sub-awards, where the usual maximum is 50%.

8. The RPL policy allows for candidates to enter stage 2 or stage 3 of an undergraduate qualification based on completion of an appropriate certificated qualification from a recognised UK HE programme of study.

9. The MBA is positioned at Level 7 of the Framework for Higher Education Qualifications. Award- specific requirements include a minimum of three years of appropriate and relevant postgraduate experience upon entry; admission with credit limited to 20% of the course of study, and any prior learning must have been acquired no later than five years before enrolment; 180 credits at L7 of FHEQ; a pass mark of 50% to apply; and credits for an independent

project (minimum 40, but 60 credits for an independent project which includes a research/consultancy skills type component).

10. In some cases, students may request that previous studies are recognised towards an XCL certification. This is called credit transfer, and may be applied if a student has:

    a. completed part of a degree
    b. completed a professional or vocational qualification listed on the Ofqual register
    c. completed an HNC or HND
    d. studied at a university overseas
    e. completed other study as listed by NARIC

11. If students believe they are eligible for credit transfer, they must apply for it before registering for an XCL qualification. In order to apply, they must submit a credit transfer form. This submission is completely free, but it may require some time. Usually, this process takes up to 6 weeks, so students should allow plenty of time in advance to be sure to be able to meet the start date for their programme. Previous studies may be used for credit transfer.

12. For the assessment of international credits, students are referred to NARIC (National Academic Recognition Information Centre) who will officially recognise and personally assess how many credits you may have recognised towards your new qualification. For more information visit http://www.naric.org.uk.

13. For XCL to consider credit transfer requests, students will be asked to submit by email to the Student Office several documents as supporting evidence:

14. credit transfer request form (see Credit Transfer and Recognition of Prior Learning Policy);

15. evidence of the previous study in the form of an academic transcript and/or certificates, signed or stamped by the registry department of the previous institution. This evidence must be the original document: photocopies will not be accepted;

16. a report from NARIC if asking for credit from international qualifications;

17. for some qualifications, students will also need to provide syllabus information, in the form of a photocopy, to provide a detailed description of the subjects covered in each module;

18. where previous studies were completed overseas, an official translation of the documents submitted. Photocopies will not be accepted;

19. if the student's name changed after the completion of the previous study, evidence of this will be needed (originals or photocopied marriage certificates, deed poll documents or statutory declarations witnessed by a solicitor).