

Maryvale Institute



Admissions Policy and Procedure

1. General policy

- 1.1. The Institute in its procedures to admit candidates (with or without credit) to its programmes shall be influenced by the requirements and expectations of its validating and accrediting bodies to maintain the standards of its awards; and with good practice throughout the education sector in the UK.
- 1.2. The acceptance of a student on to a programme offered by the Institute is at the discretion of the Institute, and decided by nominated members of staff, usually the relevant Programme Director.
- 1.3. Individual applicants may be admitted on the basis of a wide range of qualifications and/or experience, provided the following principles of admission are met:
 - 1.3.1. That the applicant has been adjudged as possessing those attributes that would indicate a reasonable expectation that he/she would be able to fulfil the objectives of the programme concerned and achieve the standards required for the award.
 - 1.3.2. That the applicant has provided sufficient indication of his/her willingness to respect the ethos and standards of the Institute and abide by the Institute's regulations and programme requirements through signing to this effect at the point of application.
- 1.4. The Institute in its pursuit of ensuring equality of opportunity for all potentially qualified applicants shall seek evidence of personal, professional, and educational experiences that provide the Institute with sufficient indication of his/her ability and motivation to meet the demands of the selected programme.
- 1.5. Should difficulties of judgement against the above principles of admission be found, individual applications shall be examined by the Academic Dean / Academic Registrar who shall discuss it with the relevant Programme Director to come to an agreement.

2. Processes

2.1 General admissions

- 2.1.1. Candidates are asked to complete an application form, and for HE programme applications they are asked to write a 500 word statement of their reasons for applying for the programme. This statement will assist in assessing the suitability of candidates for the programme, particularly in the case that they

do not already possess a higher education qualification. See also the policy on Recognition of Prior Learning (RPL).

- 2.1.2. All applicants must provide details of their nationality, contact address, including email address, and home and mobile telephone numbers. Once accepted on to a programme it is the student's responsibility to keep the Institute informed of any changes in contact details. See Data Protection policy.
- 2.1.3. Applications include the submission of two references which are sent directly to Maryvale Institute by the referees. (These references are treated as confidential between the referee and the Institute).
- 2.1.4. On receipt of the application form, personal statement, references and application fee they will be considered by the person or persons at Maryvale Institute responsible for admissions to the specific programme.
- 2.1.5. Applicants may be asked to visit the Institute for an interview, or a telephone/Skype/Zoom interview may be arranged in order to clarify any details in the application.
- 2.1.6. On acceptance of the application the Programme Team will issue the applicant with an "Acceptance pack" providing further information about Maryvale Institute and the programme and details of how to apply for a student card. The applicant will be asked to sign a statement agreeing to abide by the regulations and support the ethos of Maryvale Institute, and will be sent an invoice for programme fees.
- 2.1.7. Once the signed statement and fees for the first year of study have been received the applicant is formally enrolled as a student of the Institute.
- 2.1.8. If for any reason an application for a place on a programme is unsuccessful, the Institute reserves the right, because of the elements of confidentiality involved in the admissions process and the collection of references, not to give the reasons for this decision. If at any stage the applicant is dissatisfied with the admissions process he/she would be advised to follow the Admissions Appeals procedure of the Institute: a copy of which can be found on page 5 of these regulations.
- 2.1.9. In order to become a student of the Institute applicants shall be required to have paid the requisite programme fees.

2.2 Admission of students with learning difficulties or disabilities

- 2.2.1. Maryvale Institute is committed to a policy of equal access for students living with a disability, learning difficulty or health condition that impacts their study, and will make provision wherever possible for students to be able to follow its programmes. This provision is coordinated by the Accessibility Coordinator. Students are invited to disclose any disability/learning difficulty/health condition they may have at the time of their application and throughout their period of study. If this applies to you but you have not yet made a disclosure, you are encouraged to contact the Accessibility Coordinator

(access@maryvale.ac.uk) so that you can receive the best support available to you whilst you are a student at Maryvale.

- 2.2.2. The admission of students with learning difficulties or disabilities will follow the general principles and regulations with the addition of an assessment of their needs to facilitate specific support. These procedures refer to declared learning difficulties or disabilities; the Institute cannot be held accountable for undisclosed learning difficulties or disabilities.
- 2.2.3. The Accessibility form, included as a separate sheet within the application pack (except for Research students, LHU has its own arrangements), seeks information on Specific Learning Difference (SpLD) or disabilities and request the applicant's permission to share this information with the relevant Programme Director. This form will be returned by the applicant directly to the Accessibility Coordinator (AC), and will, therefore, not form part of the decision whether or not to admit the student to the programme.
- 2.2.4. The applicant will be contacted by the AC to discuss his/her situation and any potential difficulties and to consider reasonable adjustments. Contact from the AC cannot be taken as assurance of an offer of a place on a programme.
- 2.2.5. Once a decision has been made, based on academic capability, to admit the applicant to the programme, a Learning Support Agreement will be drawn up, detailing the agreed support measures to be put in place. Providing that permission has been granted by the applicant, a copy of the Learning Support Agreement will be shared with the Programme Director.
- 2.2.6. It will be made clear on the Accessibility Form that should an applicant refuse permission to share their disability disclosure with the Programme Director, this will greatly diminish the level of reasonable adjustment possible.
- 2.2.7. The effectiveness of these adjustments will be monitored through ongoing discussions with the student and service evaluation forms
- 2.2.8. Students will be encouraged to disclose any SpLD or disability throughout their programme of study to the Accessibility Coordinator. Should a student disclose a disability to another member of staff, the student will be encouraged to make contact with the Accessibility Coordinator directly, to prompt a discussion about support mechanisms and reasonable adjustments.

2.3. Admission of international students

- 2.3.1. The Institute has a mission to provide opportunities for Catholic formation and education in all places where English is spoken. As such it is committed to offering all of its international students the full support necessary for the successful completion of its programmes. If the Institute is not able to provide the level of support it deems necessary for a particular student, the student will not be accepted onto one of its programmes.

- 2.3.2. All higher education programmes offered by Maryvale Institute are written, delivered and assessed exclusively in English.
- 2.3.3. International students wishing to attend a residential or examination at Maryvale may have to apply for a short-term study visa. Advice is provided in acceptance packs and, for further details, see www.gov.uk/study-visit-visa.
- 2.3.4. Provided that the student meets the Visa requirements (where applicable) a letter can be provided from the Registrar on request in support of the Visa application. The request must be submitted well in advance of the intended visit and include the student's full name as it appears on the passport, date of birth, nationality and passport number.
- 2.3.5. The visiting student must present his/her passport, biometric card if relevant and Visa details, on arrival at the Institute where a copy will be taken of the documents and placed on the student's file.
- 2.3.6. Non EEA nationals' resident in the UK must also present any "Leave to remain" documentation where a copy will be taken of the documents and placed on the student's file. Applicants unable to provide adequate proof of leave to remain may not be accepted on to a programme.
- 2.3.7. If a student holding a short-term study visa fails to attend a residential as expected the Institute has a duty to inform UK Visas and Immigration.

2.4. Use of English

- 2.4.1. On application the Institute requires evidence of proficiency in written and spoken English; the evidence of proficiency required for entry into programmes is as follows:
 - 2.4.1.1. International English Language Testing System (IELTS): minimum average of 6.5 overall, with no sub-test below 6.0.
 - 2.4.1.2. Michigan Test of English Language Proficiency (MTELP): minimum equated score of 90.
 - 2.4.1.3. Test of English as a Foreign Language (TOEFL): minimum paper-based total of 550, computer based total of 213, or internet-based total of 79.
 - 2.4.1.4. Cambridge Certificate of Proficiency in English (CPE): minimum grade of C.
- 2.4.2. Students who cannot demonstrate proficiency in English to the satisfaction of the Institute are required to take a short-written examination which tests reading level and understanding and facility in written English. This is designed, provided and assessed by the Institute.
- 2.4.3. Students who demonstrate a minimal level of proficiency may be accepted onto the programme at the discretion of the Institute, provided that they give clear evidence of their plans for further improving their English.
- 2.4.4. Students for whom English is not their first language may be allowed the use of an approved English dictionary in the examination room when sitting

examinations on their programme with the prior agreement of the Examinations Secretary. They may also, if required, have use of a bi-lingual dictionary. The dictionaries must be submitted to the invigilator to be checked for annotations and insertions immediately before the examination.

2.4.5. English dictionaries are not allowed in the examination room when sitting English proficiency tests.

2.4.6. As a standard procedure, all students for whom English is not their first language are identified at the relevant Assessment and Examinations Board. Students who are deemed not to have passed because of language difficulties may retake the examination, having demonstrated that they have undergone further instruction in English.

2.5. Use of English in Research projects and Dissertations

2.5.1. Students on Maryvale's taught postgraduate programmes are assigned a single supervisor for their dissertation work. In the case of students for whom English is not their first language and who may wish, consequently, to draw upon relevant literature and research in their own language, an Associate Supervisor is also assigned.

2.5.2. The role of the Associate Supervisor in this situation is to:

- Give bibliographical advice to students concerning literature and sources for research in the student's first language, and in areas which are culturally specific, pointing the student towards helpful sources, techniques and contacts while warning him/her off unhelpful ones.
- Provide guidance and an initial approval of any research instruments (including questionnaires, interview questions, covering letters, interview and questionnaire schedules) which the student intends to use in his/her own language.
- The English language translation of the instrument, together with the research plan overall, is then approved by the Ethics Committee at the Institute and by the lead supervisor.
- Play a quality assurance role on behalf of the Institute, being able to assure the Institute through a written report at the conclusion of the student's study that the work is the student's own, and not plagiarised from sources in the student's own language.

2.6. Timetables for admissions

2.6.1. Applications for admission to Maryvale programmes are considered either by the programme team or by an admissions committee (depending on the programme).

2.6.2. The aim is to inform applicants of the decision within four to eight weeks of receipt of the application.

3. Process of appeal against admissions decisions

- 3.1. Should an applicant believe their application to be unfairly rejected the decision may be appealed. Such appeals must be initiated within four weeks of the date of the original decision.
- 3.2. An appeal will only be considered where there are adequate grounds, as set out below:
 - 3.2.1. Where there is substantial new information which, for good reason, was not made available either on the original application or during the selection procedure, and where that new information is significant and directly relevant to the original decision. Please note that the new information must relate directly to the original application and cannot include activities or achievements which have taken place or been ratified subsequently.
 - 3.2.2. Where there is evidence that the Institute's admissions policy has not been followed.
- 3.3. In the first instance the applicant should present any additional evidence to support his/her application to the Director of the programme to which he/she applied, seeking further consideration of the application.
- 3.4. If after this the application is still rejected and the student has evidence of an error in the process or failure to follow Institute policy an appeal may be made in writing to the Academic Registrar within five days of receipt of the rejection, using the appeal form available on the website.
- 3.5. The Academic Registrar will examine the evidence against Institute process and policy and, if finding no evidence of error in the process or failure to follow Institute policy, will advise the appellant of the conclusion. If the evidence presented indicates an error in the process or failure to follow Institute policy the Academic Registrar will call for a meeting of an Admissions Appeals Committee.
- 3.6. The membership of the Admissions Appeals Committee shall be:
 - The Academic Dean or a senior academic staff member appointed by the Academic Dean, who shall be Chair;
 - Two members of the Institute academic staff not associated with the programme on to which the appellant wished to enroll;
 - The Academic Registrar who shall act as Secretary.
- 3.7. The process of the Admissions Appeals Committee shall follow that of the general Appeals Committee – see Academic Appeals Policy and Procedure.

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Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	RPL Policy, Credit Rating Policy

Version Control			
Version	Author [name]	Date	Brief summary of changes
V2	Rita Bannister	07/04/2020	Change of reference to Institute Director to Academic Dean
V3	Tony Brown and Sr Maris Stella Igwe	17/02/2022	2.1.5: addition of 'Zoom'. 2.3: removal of 'subject to change once the full impact of Brexit becomes apparent.' 2.3.3: change text to ' <u>International</u> students wishing to attend a residential at Maryvale <u>may have to</u> apply for a short-term study visa.' 2.3.4: change text to 'provided that the student meets the visa requirements <u>(where applicable)</u> .' 2.3.6: added text "or a senior academic staff member appointed by the Academic Dean, who shall be Chair";