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MONT ROSE®
COLLEGE

Admissions Policy

2025 – 2027

Approved by: Academic/ Quality Assurance Board
Date of approval: 26/02/2025
Effective date: 26/02/2025
Next review date: 31/03/2027

Policy Statement

Mont Rose College welcomes applications from all prospective students with the motivation to learn and the potential to succeed. The college reviews and updates 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 its current and prospective students.

Scope

Mont Rose College will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the college's Equality and Diversity Policy, Admission Requirements and Guidelines, and any relevant legislation, e.g., 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.

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

Recruitment and Admissions Aims

Mont Rose College recruits students from a wide range of backgrounds, who we believe have the potential and motivation to succeed in our challenging programmes, and can contribute to college life.

Mont Rose College fosters a diverse learning community in which our students will meet people from different cultures, thereby enhancing their skills of critical reasoning, teamwork, and communication and thus preparing them for successful participation in their chosen careers and roles.

The college is committed to providing an admissions process that ensures fairness, transparency, and equal opportunities within the legal framework of the United Kingdom. The college welcomes applications from candidates regardless

of their background and aims at eliminating discrimination on the grounds of gender, race, nationality, ethnic or national origin, sexual orientation, potential beliefs, religious beliefs or practices, disability, marital status, family circumstances, parental / carer status, spent criminal convictions, age, or any other inappropriate grounds. The college aims to provide accurate information and advice to prospective students concerning its opportunities for undergraduate studies, which will help them make an informed choice regarding the programmes that most suit their interests and skills. The college recognises that making an application for higher education is an important decision, and it is committed to providing potential applicants with accurate and clear information from the outset. Such information includes entry requirements, financial costs, and the availability of financial support.

Responsibilities

It is the responsibility of the admissions staff to give full and active support to the policy by ensuring that:

- The admissions process has been 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.
- 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 tests, and interviews.
- The admissions manager ensures that the information about the entry requirements, study mode, teaching, and learning is available on the college website for the students to make informed decisions.
- The admissions process should be clearly explained.
- Any significant change to a programme, e.g., location of the programme, delivery, content, etc., must be updated on the Mont Rose College website.
- The admissions staff ensures that the prospective students have access to all the pertinent information at the time of the orientation, which enables them to make a smooth transition from prospective to current students.
- Detailed course specifications must be developed for each course offered to assist students in making an informed decision.

Fair Admissions

MRC policies and procedures for admissions aim to be fair, transparent, and consistent. The admissions policies and procedures are developed and updated in accordance with relevant legislation affecting admissions.

The college seeks to admit candidates of merit with potential and motivation to benefit from, contribute to, and succeed in the MRC community, regardless of age, personal challenges, race, nationality, gender, religion, sexual orientation, marital status, parental status, or other personal circumstances. Each applicant is considered on their merit and in competition with the rest of the applicants' cohort in a given admission cycle. Each application is viewed holistically, assessing the merit, potential, motivation, skills, and qualities of the applicants by considering all information provided on the Ellucian / MRC application, which includes:

1. Academic achievements and qualifications (achieved/predicted).
2. Personal Statement.
3. Academic Reference (If required).

Admissions Entry Requirements

Mont Rose College recruits students of outstanding achievements from all educational backgrounds. Proven previous examination results are the main focus towards admission at Mont Rose College. International students are also required to provide proof, such as a certificate, of having achieved English competency at the CEFR B2 level.

One of the following criteria must be met in order to secure Admission to any of HND Qualifications at Mont Rose College:

- A BTEC Level 3 qualification.
- A GCE Advanced Level profile that demonstrates strong performance in a relevant subject or adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A* to C (or equivalent).
- T Levels Qualification.
- Other related Level 3 qualifications.

- An Access to Higher Education Certificate awarded by an approved further education institution.
- An international equivalent of the above.
- Related work experience. Mature applicants 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.

The following criteria must be met in order to secure Admission to Top Up courses at Mont Rose College in partnership with Buckinghamshire New University.

- * B.A. (Hons) in International Hospitality Management
- * B.A. (Hons) in Business Management
- * B.A. (Hons) in Integrated Health and Social Care

Entrants to the programme should have an HND level 5 qualification or the equivalent of 240 credits with a minimum of 120 at level 5 (Year 2).

- Any student who has studied in a non-majority English speaking country will typically be asked to complete an additional qualification testing English language ability (speaking, listening, reading & writing). This needs to be at the B2 level – IELTS 6.0. A list of accepted qualifications can be found under the English Language Requirement section here: <https://www.bnu.ac.uk/study/general-entry-requirements>.

External applicants need to provide an Academic Reference Letter.

The following criteria must be met in order to secure Admission to the International Master of Business Administration course at Mont Rose College in partnership with Buckinghamshire New University.

The University's general entry requirements will apply to admission to this programme with the following additions/exceptions:

- Applicants to the IMBA will normally have obtained a Bachelor's degree with Honours (or equivalent), which can be in a range of subject disciplines

or professions. Applicants need a minimum of 2:2 in their degree to be considered.

- Any student who has studied in a non-majority English speaking country will typically be asked to complete an additional qualification testing English language ability (speaking, listening, reading & writing) IELTS level 6.5 (or its equivalent) and no score below 6.0 in any category. A list of accepted qualifications can be found under the English Language Requirement section here: <https://www.bnu.ac.uk/study/general-entry-requirements>.
- In keeping with the nature of MBAs across many other institutions, the programme specification will retain some flexibility to enable senior and experienced learners who lack formal academic qualifications to be considered, e.g. via portfolio preparation and interview.
- In line with the university Credit Accumulation and Transfer Scheme, potential learners can apply for Advanced Standing by Accreditation of Prior Learning.

If you do not meet the entry requirements, you may still be invited for an interview if you have relevant professional experience, where you will be required to demonstrate the necessary knowledge and understanding for entry onto the course.

A previous study, professional and/or vocational experiences may be recognised as the equivalent learning experience and permit exemption from studying certain modules in accordance with our accreditation of prior learning (APL) process.

English Language

- International (Tier-4) students must show proof of English-language competence through success in an English test or background approved by UKVI. They should have The Common European Framework of Reference (CEFR) at the B2 level and above in reading, writing, listening, and speaking.
- Non-native English speakers must have proof of English competency and must have achieved CEFR B2 level or equivalent in English language proficiency.

- Applicants whose educational qualifications do not meet the entry requirement of Mont Rose College will be considered for admission as Mature Learners.
- Mature Learners may present a more varied profile of achievement that is likely to include relevant work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector.
- The EU students applying for tuition and maintenance loans from Student Finance must check the terms and conditions of the Student Loan Company.

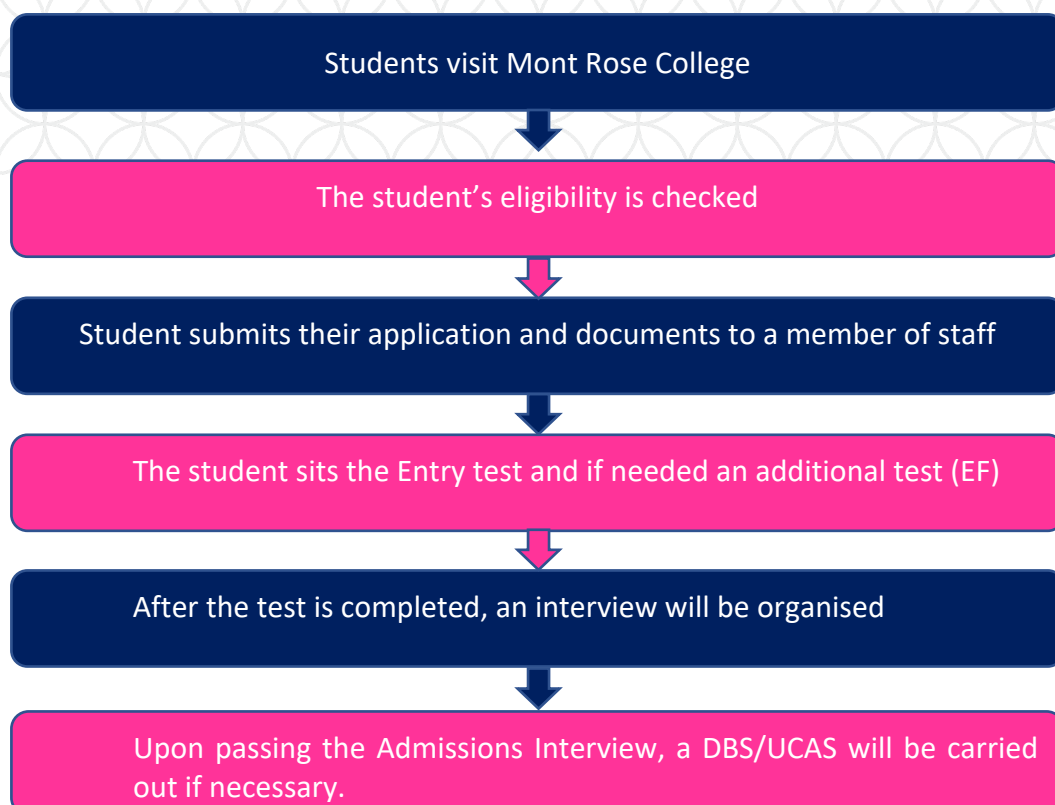
Procedure

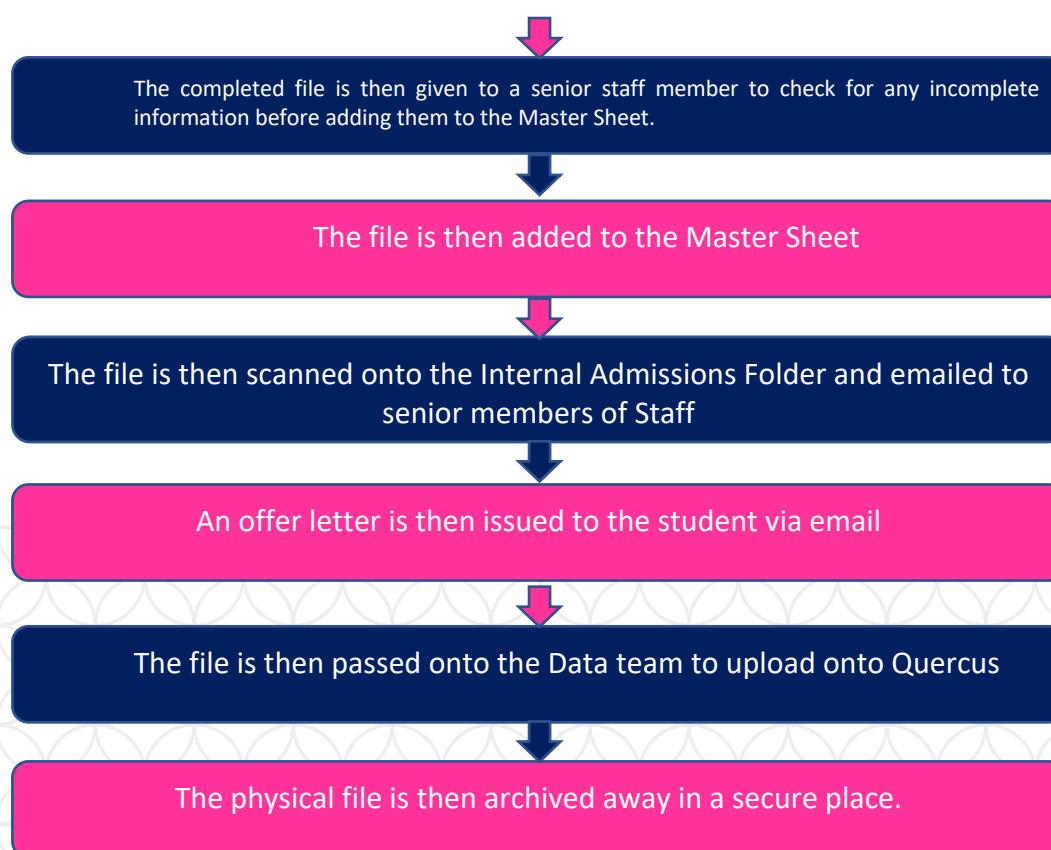
Once the college has received all the above information from the applicant, he/she is required to take an initial admissions test. The candidate needs to achieve more than 50% marks in order to be forwarded to the next stage - the admission interview, after which the final decision is made.

An unconditional offer letter will be issued to the accepted candidates.

A conditional offer letter will be issued to the students in case they are still required to meet certain criteria.

The Admissions Procedure





For International Students the admissions criteria are almost the same, however before issuing the CAS letter, the college checks the applicant's level of English, which should confirm that they have achieved a CEFR level B2 in English.

Once an International student arrives at MRC on the enrolment day, then it is the responsibility of an appointed staff member to check and scan their academic documents along with Visa status. Once the Student's documents are completed, he/she is required to take an initial admissions test.

Right to Refuse an Application

The college reserves the right to refuse an application if the applicant fails to fulfill the criteria.

Applicants who do not meet the standard entry requirements for a particular course may be offered a place subject to specific 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 College Principal or their nominee(s), usually the Admissions Manager.

The college requires the mentioned documents from Student's Admission, and if they are unable to provide any of the requested information, they must inform the college and request additional time to complete their application.

- Complete Application form / Passport / ID / Birth Certificate
- Educational Documents - Minimum Level 3 (English translation if obtained abroad)
- Personal Statement
- CV
- Work Experience Letter
- CEFR B2 Level (Non UK only)
- 2 passport-size photographs

In case a student withdraws from the course two times, they will not get the chance to re-enroll a third time.

Fraudulent and Misleading Application

The college reserves the right to refuse or cancel the application or withdraw any offer made on the basis of the application if it is found to be fraudulent. Fraudulent will be understood as any false or misleading information or a document intentionally provided to obtain admission at MRC. Any student found to be admitted on the basis of fraud might be suspended, and their case reported to the relevant authorities.

Right to Appeal

The applicant has a right to appeal against the admission decision and can request a review of the decision. The appeal policy is available at: <https://mrcollege.ac.uk/policy-procedure-for-admissions-appeals-and-complaints-2/>

The college does not allow appeals based on academic judgment; an appeal can be filed with regard to procedural grounds only and submitted within 2 weeks of the decision.

Widening Participation:

Mont Rose College has long been committed to widening access to higher education and seeks to attract the most capable students from a wide range of backgrounds. The college is committed to providing equal opportunities to students with personal challenges, students from low socio-economic backgrounds, young people, care leavers, etc.

Applicants with Personal Challenges/ Specific Learning Difficulties:

The college welcomes students with personal challenge/s or Specific Learning Difficulties. Applicants who declare a personal challenge/s are given equal consideration and are assessed according to the same principles as other applicants.

The college encourages applicants to declare specific learning needs or personal challenge/s on the Ellucian / MRC Application form to identify support should the applicant be offered a place. The college may ask them to discuss their likely requirements with the Welfare Officer of the college.

Applicants declaring criminal convictions:

To reduce the risk of harm and injury to our students and staff, we must be aware of the relevant criminal convictions that an applicant may have. If an applicant has a criminal conviction, then he/she must inform the college during the enrolment process.

Relevant criminal convictions are only the ones related to:

- Offences against the person, whether of a violent or sexual nature.
- Offences involving unlawfully supplying controlled drugs or substances, where the conviction concerns commercial drug dealing or trafficking.
- Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant, and the applicant should not reveal them.

If an applicant declares an unspent criminal conviction, he/she will not be automatically excluded from the application process, however, the college may require more information. If the applicant fails to declare any relevant criminal conviction on the Ellucian / MRC application form, this may affect his/her registration at a later date. If an applicant is convicted of a relevant criminal offense after applying for admission, he/she must inform the college. He/she must

only inform the college about the relevant criminal conviction. The college may ask for more details.

Monitoring & Evaluation

To ensure the best quality of their services, the admissions team and other relevant administrative staff will continuously undergo training appropriate to their role. Such training will cover relevant legislation, internal policies, procedures, and guidance.

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

The Admissions performance will also be evaluated based on qualitative data obtained through the feedback provided by the applicants and enrolled students.

Policy review

This policy is reviewed annually and takes note of the best practices within the higher education sector.