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MONT ROSE®
COLLEGE

Admission Policy

2023 – 2025

Approved by: Academic/ Quality Assurance Board
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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. (Guiding Principle -1 Core Practice) 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 Admission Aims

Mont Rose College recruits students from a wide range of backgrounds, who we believe have the potential and motivation to succeed on our challenging programmes, and who can make valuable contribution to the 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 at providing accurate information and advice to prospective students concerning its opportunities for undergraduate studies, which will help them to make an informed choice regarding the programmes which 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

Everyone has a responsibility 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 test and interviews (Guiding Principle 1 Core Practice)
- The admissions manager ensures that the information about entry requirements, study mode, teaching and learning is available on the

college website for the students to make informed decisions (Guiding Principle -1 Core Practice)

- The admission process should be clearly explained (Guiding Principle -3)
- Any significant change to a programme, e.g. location of the programme, delivery, content, etc. must be updated on 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 (Guiding Principle -4)
- Detailed course specifications must be developed for each course offered to assist students in making an informed decision (Guiding Principle – 3,4)

Fair Admissions

MRC policies and procedures for admissions aim to be fair, transparent and consistent. The admission policies and procedures are developed and updated in accordance with relevant legislation affecting admissions and meets the expectations of the QAA UK Quality Code for Higher Education.

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, disability, 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 UCAS / MRC application, which includes:

1. Academic achievements and qualifications (achieved / predicted)
2. Personal statement.
3. Academic reference (Guiding Principle -2)

Admission Entry Requirements

Mont Rose College recruits students of outstanding achievement 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 a proof, such as certificate, of having achieved the English competency at CEFR B2 level.

The following criteria must be met in order to secure admission in any of HND's Qualification at Mont Rose College:

- A BTEC Level 3 qualification in Business
- 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 (two years or more of relevant full-time 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 in Diploma in Education & Training:

- A UK bachelor's degree or a recognised overseas equivalent
- A relevant qualification at a minimum level 3 in the subject that the trainee intends to specialise in teaching
- Level two qualifications in Mathematics and English Language

- For the vocational or work experience route, applicants must hold a UK-recognised level 3 vocational qualification with a minimum of one-year relevant experience backed by a professional reference
- Access to a minimum of 100 hours of teaching practice placement in a post-16 institution throughout the programme, with suitable Disclosure Barring Service (DBS) documentation.

At the time of admission you have to specify the Specialist Subject area you are interested in, and please discuss it with the Admission Manager, who will look into how best they can help you.

Upon enrolment on the programme in the college, you (trainee) will be assigned a specialist subject specialist mentor from the college academic team who will support you throughout the programme to develop the competencies to teach your subject.

If you have any questions or require clarification on any of the above admission conditions, please speak to your admission officer, who will assist you or inform the programme team to address them.

The following criteria must be met in order to secure admission in BA (Hons) in Business Management with Foundation Year course at Mont Rose College in partnership with Buckinghamshire New University

- Applicants who do not meet the minimum requirements for the 3-year programme, or those who do not feel fully prepared for a Level 4 course, will be considered for the 4-year programme, including a Foundation Year.
- It is expected that applicants to the 4-year programme will be at least 18 years of age, and have undertaken either further study or work experience for at least 2 years beyond the compulsory secondary education (Level 2). They will possess a lower UCAS Tariff score than that required to join Level 4 of the 3-year BA (Hons) Degree programme, but will normally have achieved 90 credits from a Level 3 qualification.

Mature Students with no recent or advanced level qualifications will be assessed for entry based on their work experience and may be subject to interview.

- Applicants will normally be interviewed, particularly where reassurance is required with regards to their motivations, ambitions and abilities, and in order to establish their potential to be a successful student at this level.
- Reference from Employer/ Academic Reference Letter

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

- * BA (Hons) International Hospitality Management
- * BA (Hons) in Business Management
- * BA (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).

External applicants need to provide an Academic Reference Letter.

The following criteria must be met in order to secure admission in 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 a 2:2 in their degree to be considered.

- If your first language is not English or your language of instruction at undergraduate level was not English you will be required to demonstrate English proficiency at an overall score of IELTS level 6.5 (or its equivalent) and no score below 6.0 in any category.
- 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, if you have relevant professional experience, still be invited for interview, where you will be required to demonstrate the necessary knowledge and understanding for entry onto the course.

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.

Those applying for advanced standing via APCL should have:

- A Post Graduate Certificate in Business Administration (or equivalent) for those students wishing to enter directly onto Part 2; or
- A Post Graduate Diploma in Business Administration (or equivalent) for those students wishing to enter direct onto Part 3.
- Nonstandard qualifications will be subject to a mapping exercise against our PG Cert, or PG Dip to ensure equivalence.

English Language

- International (Tier-4) students must show proof of English-language competence through success in an English test or background approved

by UKBA. They should have The Common European Framework of Reference (CEFR) at the B2 level and above in reading, writing, listening and speaking. Students from the European Union (EU) should also have good exam results and/or background in the English language.

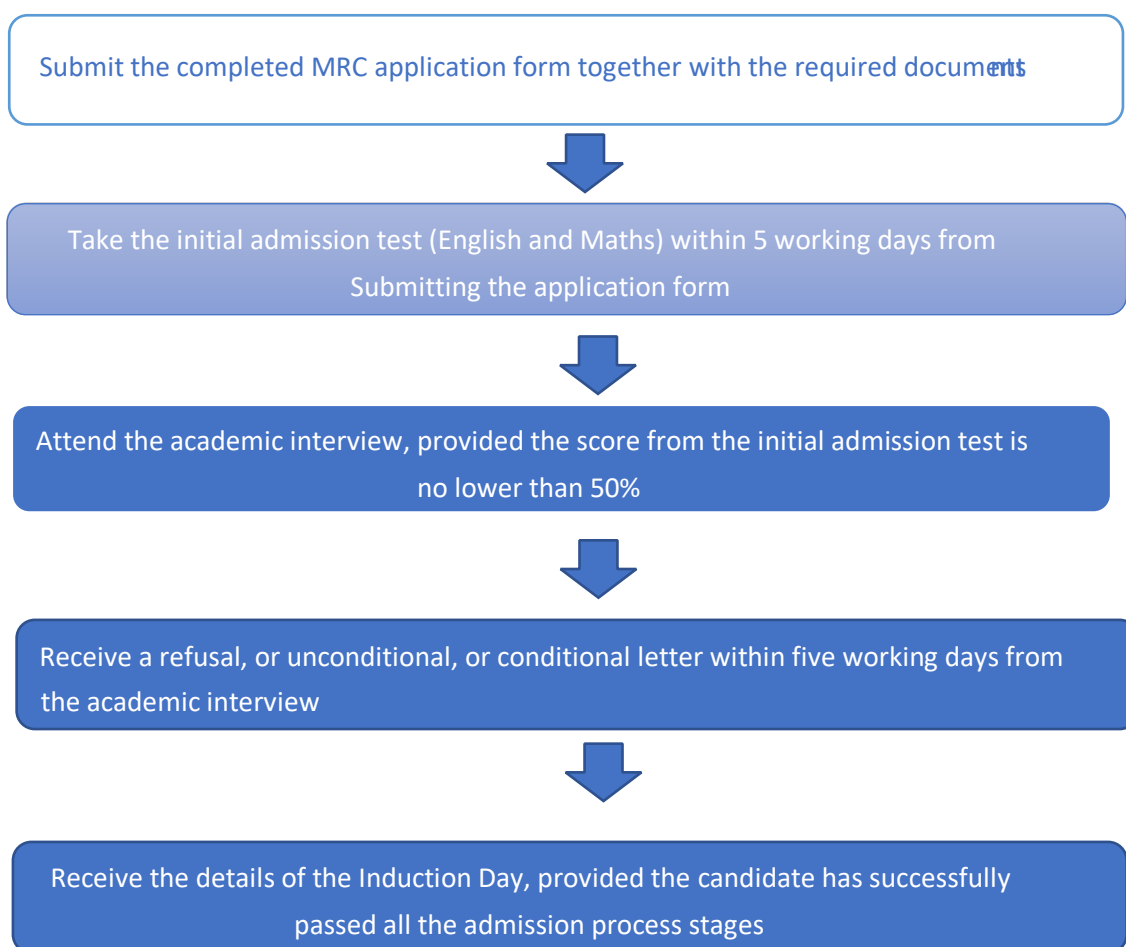
- Non-native English speakers must have a proof of English competency and must have achieved CEFR B2 level or equivalent in English language proficiency
- Applicants whose educational qualifications do not meet the entry requirement of Mont Rose College will be considered for admissions as Mature Learners. (Guiding Principle -3 Core Practice)
- 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 loan 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 the initial admission test. The candidate needs to achieve more than 50% marks in order to be forwarded to the next stage - the admissions interview, after which 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 are still required to meet certain criteria. (Guiding Principle -1 Core Practice)



For International Students the criteria of admission are almost the same, however before issuing the CAS letter, the college has to check 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 person to check and scan their academic documents along with Visa status. Once the student's documents are completed, he/she is required to take the initial admission test.

Right to Refuse an Application (Core Practice)

The college reserves the right to refuse an application if the applicant fails to fulfil 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 below 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 for additional time to complete their application.

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

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. The term *fraudulent* will be understood as any false or misleading piece of information or a document that has been intentionally provided in order 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 judgement; appeal can be filed with regards to procedural grounds only and submitted within 2 weeks of the decision. (Guiding Principle -3 Core Practice)

Widening Participation:

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

MRC Strategy 2019 – 24 maintains the commitment to diversifying the college's intake from underrepresented groups by enhancing Widening Participation programmes and Contextual Admission.

MRC Access & Participation outlines the college's commitment to Widening Participation for 2019 entry (Guiding Principle - 6).

Applicants with Disabilities / Specific Learning Difficulties:

The college welcomes students with disabilities or Specific Learning Difficulties. Applicants who declare a disability 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 disability on the UCAS / MRC Application form in order to identify support, should the applicant be provided with an offer. 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 UCAS / MRC application form, this may affect his/her registration at a later date. If an applicant is convicted of a relevant criminal offence 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 and other relevant administrative staff will continuously undergo trainings appropriate to their role. Such trainings will cover the relevant legislations and internal policies, procedures and guidance. (Guiding Principle -5)

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

The Admissions performance will be also evaluated on the basis of 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, the Quality Assurance Agency's UK Quality Code for Higher Education, and the good practices and resources developed by UCAS.

Appendix 1: Contextual Admission Policy

What is contextual admission?

Contextualised Admission is defined by UCAS as “information and data used by universities and colleges, to assess an applicant’s prior attainment and potential, in the context of their individual circumstances” with the aim of creating a more complete picture of the applicant.

Who can apply for a Contextual Admission offer?

Being based on academic potential rather than previous achievements, Contextual Admission offers apply to individuals from disadvantaged backgrounds. Therefore, even though the applicant is not able to provide the required educational documents, they can still be considered for enrolment if they meet any of the criteria described below. The candidates must, however, meet the basic MRC admission criteria of being eligible for Student Funding and having successfully passed the aptitude test and academic interview.

What data do we consider?

In order to create a diverse student community and provide equal opportunities, we need to determine whether:

- The applicant’s home address is in the area recognised as Deprived, based on the low number of young people progressing to Higher Education, low average household income or high unemployment rate
- The applicant belongs to one of the ethnic minorities that find it hard to access Higher Education due to their qualifications not being recognised in the UK
- The applicant is the first generation to attend Higher Education in their family
- The applicant has some disability so far, or may have in the future, to prevent them from achieving, or slow down the process of achieving their academic qualifications
- The applicant is, or has recently undergone *mitigating circumstances*, such as long term illness or bereavement, which may have affected their academic achievements.
- The applicant is a carer of a vulnerable person

- The applicant is in the process of finding permanent accommodation due to being homeless or estranged by their family, or he/she has just left a Care Home .
- The applicant is staying in the UK as a refugee or seeking asylum due to the unstable political situation in their home country
- The applicant has participated in one or more of NCOP Outreach events, such as Open Days, workshops, our visits to secondary and sixth form schools, education fairs, etc.

Where will the data be collected from?

The above information will be gathered from the UCAS and MRC Application form filled in while applying for a course.

How will the data be processed?

All the information provided will be analysed by the MRC Admissions Team. If the applicant falls into any of the categories mentioned above, his/her case will be further assessed. Such holistic, rather than metric only, approach will enable us to see a bigger picture making each application evaluated in a broader, more individualised context. Additional questions may be asked by the Admissions staff, before we make our final decision on whether the applicant is, or is not eligible for our Admission offer.

The candidates might have to take an initial admission test in Maths and English to assess their readiness to participate in an academic course.

Admission interviews will be taken by the academic staff and applications can be refused on the basis of an interview.