



UK COLLEGE  
OF BUSINESS AND COMPUTING

## Admissions Appeals Policy and Procedure

Reviewed by	RP/PV
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The Admission process and procedures of UKCBC is competitive and selective as per the requirements of the awarding bodies, other regulatory bodies and also the admissions policy of the college. It is the responsibility of the admissions team to ensure that the educational standards are met consistently and fairly.

The applicants will be refused a place at UKCBC when the admissions team find that their previous academic / professional background do not meet the eligibility criteria of the course that they have chosen to study at UKCBC. The applicants will also be assessed on the basis of their intention to study the course as well as their English language proficiency. However, those who are denied admissions and wish to appeal against the decision can make a formal appeal to the admissions team requesting the re-consideration of the application.

An appeal can be submitted under various circumstances when applicants find that their academic credentials (scores and/ or grades) have significantly changed, or some of their documents are lost, or if they believe that there was an error made in the initial screening process of their application.

The submission of the appeal can be made formally by submitting to UKCBC admissions department the hard-copy appeal form along with any relevant evidence that can support the appeal application, or by email to [admissionsappeal@ukcbc.ac.uk](mailto:admissionsappeal@ukcbc.ac.uk).

## Submitting an Appeal (Process and guidance)

- All appeals must be submitted **within 10 working days** from the notification of the application refusal.
- Applicants are permitted to submit only one appeal per admission term.
- The appeals submitted by hard-copy letter must bear the date and the signature of the applicant.
- The appeal should be clear and concise pointing out the importance of something which the applicant feel that the admissions team missed out while assessing the application initially.

- Applicants may submit any relevant and appropriate documents in support of their of the original application.
- If the appellant's conduct with the college is non-satisfactory, the appeal will be refused automatically.
- When an appeal is submitted, UKCBC Admissions Team will re-examine the applicant's application file, appeal request and other supporting documents to review the initial decision.
- The applicants may not need to meet any admissions staff after submitting the appeal or while the appeal is under process, unless being called for a meeting by the team.
- The college will acknowledge the receipt of this form **within 10 working days** and the decision or outcome (response) of the appeal will be notified to the applicants within a further **10 working days' time**.
- There is no assurance that an appeal outcome will offer admission to UKCBC and therefore we recommend the applicants to be prepared to pursue other alternative educational plans before and after the appeal.
- If the appeal outcome is positive and it falls after the course commencement of the respective intake, the applicants will be moved on to the waiting list category, to be considered for the following intake.
- All applicants will be notified of the appeals decision formally to their corresponding address that they have mentioned in the appeal.

## Admissions Appeal Form

Note: The submission of appeal information does not guarantee approval of the appeal. We aim to acknowledge receipt of this form within 10 working days, and provide you with a response to the appeal within a further 10 working days' time. This response will state whether your appeal is upheld or rejected, and the reasons for that decision. If the appeal is upheld, the response shall indicate any further actions we intend to take.

### Section A: Application Details

Applicant's Name:	
Course interested:	
Contact number:	
Email ID:	
Postal Address:	
Date decision received:	
Appeals must be submitted within 10 working days from the decision date. Late appeals will only be accepted in exceptional circumstance and reasons for the delay should be stated below:	

### Section A: Grounds of appeal

I am submitting this appeal as I find that:

- My academic credentials have significantly changed,
- The college lost some of my documents
- There was an error made in my application initial assessment process
- Other (significant error including bias or discrimination)

### Section C: Declaration

I have read and understand the Admissions Appeal Process and guidance.			
Signature		Date	

**For college use only:**

Appeal response			
	Appeal is upheld		Appeal is rejected

Reasons for the decision and any further actions intend to take: