



UK COLLEGE
OF BUSINESS AND COMPUTING

Admissions Appeals Policy and Procedure

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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 does 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 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.

Applicants who do not register for one to one interview, do not submit all the required evidence, or make incomplete applications and fail to respond to communications made by the College will be automatically withdrawn by the College without any further notice to the applicant. No appeals are permissible against such withdrawals unless supported by valid reasons that restricted the applicant to respond in time.

The submission of the appeal can be made formally by submitting to UKCBC admissions department the hard-copy appeal form (Annex 1) along with any relevant evidence that can support the appeal application, or by email to admissionsappeal@ukcbc.ac.uk.

Note: If any applicant has applied for the course run by a partnering institution, UKCBC would initially consider the merits of the case and make a request to the partnering Institution which makes a final decision on all applications for admission. If an applicant is still refused by them, the applicant is entitled to make an appeal formally to the partnering institution as per the appeals procedures of the Institution. Applicants can avail information about this appeal process from the UKCBC Admissions team.

Links to QAA Quality Code and OIA Good Practice Framework

This document is designed to ensure confidence in the College's dealings with appeals and to actively improve its operation of academic judgements thereby enabling students to progress through their learning and development in a timely fashion. In doing so it takes reference from the Quality Code expectations for standards and expectations for quality core practices:

*Concerns, Complaints and Appeals – **Guiding Principles 1-8***

*Admissions, recruitment and Widening Access – **Guiding Principles 1-6***

*Monitoring and Evaluation – **Guiding Principles 1, 3***

Additionally, this policy resonates with the “Good Practice Framework” published by the Office of the Independent Adjudicator. Following the guidance of the Good Practice Framework, UKCBC is committed to concluding all formal appeals (within **10** calendar days) of receipt of an appeal.

Links to other policies

The remainder of this policy will relate to appeals of decisions that have a material effect on the opportunity to attain the best possible qualification by the student. UKCBC recommends that this policy is understood in the context of the wider maintenance of quality and standards, and particularly in relation to the following policies and documents:

- Complaints Policy;
- Admissions Policy;
- Equality and Diversity Policy;
- Safeguarding Policy;

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 that 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.
- Any appeals made to the partnering institution will be dealt by the respective institution. The decision taken by them will be communicated to the student through UKCBC, as UKCBC deals with the applicants directly on behalf of the partnering institution.

Annex 1

UKCBC 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 B: 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:	