

## **Non-Resident Admissions Policy**

### **Overview**

The Admissions Policy sets out the University College Isle of Man's principles and processes used to select and admit new non-resident students to both Further and Higher Education courses; in-keeping with the commitment for growth and sustainability as detailed in the University College's Strategy 2017-2022 and Vision, Mission and Values.

The University College (hereafter referred to as UCM) is committed to admitting the very best students who demonstrate the potential to benefit from the education and training courses that we offer.

We believe that diversity within education is an enriching experience for all.

Applicants are welcomed from the rest of the UK (RUK), British Isles and from around the world to benefit from our thriving and innovate education courses on the Isle of Man.

This Policy will be reviewed annually by the Vice Principal, Students and Environments and approved by the UCM Senior Leadership Team and Governing Body.

### **Principles**

The University College will admit students onto courses in line with the following principles:

- We aim to provide the very best experience for all applicants and will provide them with clear guidance about specific study courses and entry requirements in a timely manner.
- That there is a reasonable expectation that the applicant will be able to fulfil the requirements and rigor of the course applied for, through the selection process.
- That there is an expectation that the applicant will be able to demonstrate they meet and provide evidence of entry requirements.
- That selection and admissions processes should be transparent, implemented fairly and consistently for all non-resident applicants.
- That the applicant can fulfil the requirements of the Isle of Man Immigration Service to possess a Tier 4 Study Visa (if required).
- We will ensure that those accepted to the University College are fully supported through the enrolment, induction phase and whilst on their courses.
- Any member of staff who may be deemed to have an interest in the candidacy of an applicant, whether personal or professional, shall have no involvement in the recruitment and assessment processes in that case.

## **Published Information**

Applicants can expect up to date course information available on the UCM Website/and or in other formats, when making a decision to apply for a study course.

Applicants can expect up to date Fees Policy and information regarding specific course fees for the academic year they are applying to.

## **Entry Requirements**

Any applicant who requires a visa in order to reside and study in the Isle of Man, must declare this requirement when applying and provide a copy of the visa on request, prior to enrolment onto a course.

Applications are primarily considered against the published non-resident entry criteria for the course to which an applicant has applied. In general entry requirements are:

- Full completion of a UCM application
- Academic requirement levels, evidenced by achievement at previous study
- English requirement levels, evidenced by a Secure English Language Test in accordance with the published entry requirements. Where this course is awarded in partnership with another university, the applicant must also evidence they met the published entry requirements of the partner university.
- Course Acceptance via an interview or other assessment method undertaken by the Course Leader
- Evidence of ability to fund the course applied to
- Declaration of any Criminal Convictions
- References

For specific course entry details, refer to the course fact file.

Post entry, students may transfer from one course to another provided a place is available and they meet the full admissions criteria for the course in question, this may include another selection interview.

## **Confirmation of Acceptance for Studies**

The Confirmation of Acceptance for Studies (CAS) is an electronic document which contains information on an applicant which has been uploaded to the UK Visa and Immigration (UKVI) management system.

To apply for a Tier 4 visa to study in the Isle of Man, successful applicants need to obtain a CAS from UCM.

The UCM will issue a CAS for an unconditional offer providing all entry requirements have been met and evidenced for the course applied for.

Each CAS has a unique number and prospective students must have a CAS number before they can apply for a Tier 4 visa to study in the UK.

The CAS will be valid for six months from the date of issue.

UCM may refuse to issue or may withdraw a CAS if:

- It is reasonably considered that the student's visa application will be refused.
- If the student's visa application has been refused
- If evidence of all entry requirements have not been received and met

UCM will provide the CAS to the Isle of Man Immigration Service in a timely manner.

The applicant is responsible for applying for and meeting all immigration requirements under a Tier 4 Study Visa. The offer of a CAS does not constitute Tier 4 Study visa entry.

### **Unsuccessful Applicants**

Unsuccessful applicants will receive notification of the decision via admissions staff. Further feedback for this decision will be available upon request to the course leader.

### **Courses Fees**

The UCM Fees Policy is updated annually and is available on the UCM Website prior to the start of each academic year of entry.

Non-resident course specific fees are listed on the annual fee schedule within the policy.

Non-resident applicants are required to pay the first year's tuition fees upon enrolment.

### **Course Changes and Closure**

It may be necessary for the UCM or partner universities to make changes to courses as advertised in the prospectus, on the website or on the Course Fact File. Changes are usually minor and are designed to improve the students' experience and that modules taught are up to date.

Any substantial changes to courses will be notified to applicants with a full explanation of the changes.

On occasion courses will be cancelled and applicants will be offered alternative start dates. If the start date is within one academic year, they do not need to complete a new application and deferred entry is offered. If it is longer than one academic year, they will be asked to apply again and full support will be given.

On very rare occasions courses may be closed. A course will only be closed if absolutely necessary. The UCM will undertake every effort to offer the applicant an alternative course where possible and will commit to working with any partners in the same respect.

## **Admissions Complaint**

Any applicant who is unhappy about their application experience is able to submit a complaint using the generic UCM Complaints Policy and Procedure.

## **Data Protection**

All personal data is managed in accordance with the Isle of Man Government/UCM General Data Protection Regulation Policy.

All information about applicants and candidates offered places should be treated as personal and sensitive data, and will be stored in secure record systems to ensure that confidentiality can be maintained.

UCM will deal with applicants direct or, upon request and receipt of signed authorisation, their nominated agent.

The collection of data relating to applications, offers on courses, acceptances, enrolments and progression will be collected to facilitate analysis and ensure the data integrity of any statutory reports, including monitoring reports which may be required by the IOM Government and Immigration Service.