LIBF Code of Practice for Quality Assurance (Higher Education)

Chapter 2: recruitment and admissions to higher education

2.1 Introduction

2.1.1 In line with the Office for Students' ongoing condition of registration B2, we focus on providing *all students, from admission through to completion, with the support that they need to succeed in and benefit from higher education.* This includes having a reliable, fair, and inclusive admissions system; engaging students, individually and collectively, in the quality of their educational experience; providing open and transparent complaint processes; and supporting all students to achieve successful academic and professional outcomes.

2.1.2 In support of the above principles, we've aligned this chapter to the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education with particular consideration to the advice and guidance section on admissions, recruitment and widening access.

2.1.3 Our overarching aim is that students should be admitted to our programmes in the expectation of completing their studies successfully.

2.2 General principles

2.2.1 These guidelines apply to all taught programmes we offer at undergraduate and postgraduate level. We're committed to providing timely, accurate, and transparent pre-entry information and support to prospective students.

2.2.2 Given the nature and diversity of the student body, it's essential that our policies reflect the interests of prospective students, that they're operated consistently and effectively, and that they remain subject to continuous review.

2.2.3 These guidelines may be varied in the case of programmes which form part of an award delivered collaboratively with a partner institution.

2.2.4 We recognise and understand the diversity of applicants in terms of background and experience as well as in the terms defined in our Equality and Diversity Policy.

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2.2.5 Applicant records and supporting documentation, including incomplete and unsuccessful forms, are retained for the length of the programme and in line with our [data privacy notice.](#)

2.3   Student recruitment

2.3.1 Entry requirements, as detailed in programme specifications, are set, reviewed, and administered within our higher education (HE) Recruitment and Admissions Panel. All admissions are managed by a designated team with clear documentation and backed by systems and processes designed to ensure consistency of advice and application.

2.3.2 Mature students (those who'll be 21 or over at the time they start an undergraduate course), and applicants who've suffered educational hardship or disruption (including applicants with disabilities), may receive special consideration.

2.3.3 There are no admissions quotas which advantage or disadvantage any group of applicants.

2.3.4 Internal records of acceptable qualifications for entry are maintained, and any application requiring detailed consideration is handled within published service standards to ensure that an application isn't delayed unnecessarily.

2.3.5 We normally require as a minimum standard, exemplified by UK GCSE qualifications, that all applicants are proficient in English Language Grade 4 and Mathematics Grade 6 or higher. Students should check the programme specification to confirm the minimum entry standard in English Language and Mathematics for their intended programme of study. We reserve the right as part of the application process to require an applicant to submit independent evidence of their ability in these areas. We also offer in-house maths admissions tests for students who do not meet the criteria but demonstrate strength in other areas of their application.

2.3.6 Students should check the programme specification to confirm the IELTS score for their intended programme of study. We normally require the following minimum IELTS standards (or equivalent) for competency in the use of English for international applicants

   i.   IELTS score of 6.0, with no element below 5.5, for certificate level study (Level 4 in the Framework for Higher Education Qualifications (FHEQ))
   ii. IELTS score of 6.5, with no element below 6.0, for diploma and degree level study (Levels 5 and 6 in the FHEQ), and
   iii. IELTS score of 7.0, with no element below 6.5, for postgraduate study (Level 7 in the FHEQ).

2.3.7 All relevant information about our admissions process is published in our HE prospectus and available via our websites. These sources contain details of entry requirements, syllabuses, deadlines for registration, modes of study, and tuition support and assessment requirements.

2.3.8 Any additional information relating to our programmes of study, the electoral enrolment of students, or participation in student representative activities, can be found in the Student Handbook or obtained by contacting the relevant support team

Undergraduate on-campus programmes	hesupport@libf.ac.uk
Postgraduate MENA programmes	libfmena@libf.ac.uk
MSc Banking & Finance online programmes	pgonline@libf.ac.uk
All other online and blended programmes	service@libf.ac.uk

2.3.9 We consider every applicant individually in a holistic assessment using all the information available to us, which may include some or all of the following

   i. their academic record, including GCSE, AS, A Level (or equivalent), degree grades and marks or predictions, where applicable
   ii. school / college / university and / or employer record or other reference(s)
   iii. a personal statement
   iv. submitted work, where requested
   v. test results, where a written test forms part of the assessment
   vi. performance at interview, if interviewed.

2.3.10 The designated Lead for Recruitment and Admissions has the responsibility and authority to determine the number of offers made relative to the number of places available.

2.3.11 Any application found to be fraudulent will be treated as malpractice and dealt with under our Code of Practice chapter 9: malpractice.

2.4. Student selection

2.4.1 All applications are processed in line with the regulations for the programme concerned, and applicants are informed of any issues in a timely manner in order to achieve a quick resolution. Any application that can't be processed in accordance with established precedents will be referred to the Recruitment and Admissions Panel.

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2.4.2   All applications are handled in line with the Data Protection, Privacy & Cookie Policy with information only passed to third parties where it's necessary for tuition support, academic progression or assessment. We may share information with government, regulatory or associated bodies if we deem it appropriate to do so.

2.4.3   We have a policy for accrediting prior learning (see chapter 3: accreditation of prior learning of the Code of Practice). Applicants are requested to provide details of prior learning before the selection stage. Established precedents help ensure consistency of decision making.

2.4.4   We retain oversight of all admission processes for collaborative partners, and we retain final judgement on the applicant's ability to succeed.

2.4.5   Dependent upon entry criteria, unsuccessful applicants may be offered a place on an alternate programme. Such advice will be sent via UCAS or by us directly.

2.4.6   Each application is assessed on its own merits and our decision is final.

2.5.   Prospective student obligations

2.5.1   Applicants selected to commence a programme of study are sent relevant information confirming their place on the programme. This includes details on the next steps and where to find additional information relating to regulations, tuition support and assessment. Should an applicant decide not to proceed with an application, they're able to withdraw.

2.5.2   The Student Charter outlines the obligations and expectations placed on prospective students and what we provide in return. Each prospective student is advised they need to read the General and Academic Regulations, Student Charter, programme and module specifications, and Code of Practice prior to commencing their chosen programme of study. At either the point of application or registration (dependent on mode of study), students are required to sign a declaration confirming they've read and accept our terms and conditions.

2.6.   Prospective student information on changes to programmes of study

2.6.1   We endeavour not to make significant changes to programmes affecting students enrolled for a particular academic year. However, where such changes occur, a number of communication methods are deployed to ensure prospective students fully understand the implications of any changes.

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2.6.2　Where a module is to be phased out, all students are given sufficient opportunities to complete the module (including resits or resubmissions as appropriate should they fail at their first attempt). To support this, prospective / new students are only accepted for a 'module at risk' of being phased out where they've sufficient opportunity to complete it.

2.6.3　We adopt a principle of proactive support for, and communication with, students to ensure that no student is disadvantaged should any programme be amended. Students are provided with clear guidance on any change, the options open to them, and the implications of those options.

2.6.4　We, may, on occasion, be forced to withdraw support for a specific module if numbers are insufficient to make the course viable, including our collaborative partners. In such circumstances, we'll contact students enrolled with the partner to discuss alternative study arrangements.

2.7. Student induction arrangements

2.7.1　Student induction is considered an integral part of the student experience and is provided to all students regardless of their mode of study (face to face or distance learning).

2.7.2　Where students are engaged in learning at a distance, appropriate induction activities will be provided virtually. Any other appropriate materials will be provided electronically.

2.7.3　Where students opt for face-to-face tuition support via a collaborative partner, local induction arrangements apply.

2.7.4　Where students are engaged on a programme that includes face-to-face tuition at our campus, this is achieved through an induction event.

2.7.5　It's possible that some applicants may have been away from the education arena for some time. Student induction takes account of this issue and aims to support students as they engage in study with us.

2.8. Review of recruitment and admissions processes

2.8.1　To ensure they remain appropriate for applicants, the systems and processes that support recruitment and admissions are monitored as part of annual programme reviews and are influenced by changes to policies and student feedback. Such review is supervised by the Student Experience Committee.

2.8.2　The admission of applicants with disabilities and / or learning difficulties is informed by the Disability Act 2010. Admission is based on the academic judgement that an applicant can be reasonably expected to fulfil the learning outcomes of the course and achieve the award, balanced against

the degree of adjustment required to the learning support and / or assessment requirements.

2.9. Competency of recruitment and admissions staff

2.9.1   Staff involved in recruitment and admissions are provided with appropriate training in the regulations and the processes supporting those regulations. Staff development events enhance awareness of HE admissions policies and the diversity of routes into HE.

2.9.2   All aspects of the recruitment and admissions process are undertaken in line with the Equality and Diversity Policy to ensure fairness in dealing with applications. We have extensive external contacts within the HE sector, regulatory, and associated bodies which we use to help determine best practice to share amongst our teams.

2.10. Handling of complaints connected with the admissions procedure

2.10.1   If an applicant considers that our application process hasn't been followed, they may make a complaint using the procedure set out in our Code of Practice chapter 10: student complaints and appeals. We treat all complaints seriously, in accordance with published procedures and with regard to the applicable law and are committed to resolving complaints in a timely manner. Applicants are able to access relevant information regarding how their complaint will be resolved via our website or by requesting details from our HE Admissions team.

2.11. Additional support

2.11.1   Applicants requiring further information about enrolment on our programmes, including financial support, should contact the relevant support team above.

2.12. Application process

2.12.1 Full-time undergraduate programmes

2.12.2   Applicants can apply through the [Universities and Colleges Admissions Service (UCAS)](#) as well as applying directly to us. All direct applications should be sent to our HE Admissions Team.

2.12.3   Applications will be assessed by the HE Admissions Team with interviews undertaken if appropriate.

2.12.4   Applicants who don't meet the normal entry requirements are reviewed by the Admissions Panel.

2.12.5   Assessed applications may be offered a place or rejected using UCAS.

2.12.6   Offers of a place to study with us may be with or without conditions.

2.12.7 Postgraduate MENA and MSc Banking & Finance programmes

2.12.8 Applicants should contact the appropriate team below, for requirements

| Postgraduate MENA programmes | libfmena@libf.ac.uk |
| MSc Banking & Finance online programmes | admissions@libf.ac.uk |

2.12.9   Applications will be assessed by the recruitment and Admissions team with interviews undertaken if appropriate.

2.12.10 Applicants who don't meet the normal entry requirements are reviewed by the Recruitment and Admissions Panel.

2.12.11 Offers of a place to study with us may be with or without conditions.

2.12.12 Applicants may be required to submit a piece of written work in addition to their application to enable an assessment to be made of their suitability for the programme.

2.12.13 Exceptional candidates not possessing the entry requirements may be considered if they can demonstrate their ability to achieve at this level and contribute to the debates, discussion and work of the learning set.

2.12.14 All other online and blended learning programmes

2.12.15 Applicants for our online and on-campus programmes should visit our websites for details of programmes and step-by-step guidance to enrol.

2.12.16 Apprenticeship programmes

2.12.17 Recruitment and selection of apprentices is the responsibility of the apprentice employer, with reference to the minimum entry standard as stipulated in our programme specifications. Please also refer to our Initial Assessment to Recognise Prior Learning Policy, Procedure for

Apprenticeships, and Procedure for Delivering English and Maths to Apprentices, which document the processes the apprenticeships team follows to ensure the appropriate criteria for entry to the programme have been met.

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