**Cardiff Metropolitan University**

**Admissions Process for International Collaborative Provision Partners & UK Based Private Providers 2015/16**

1. It is important to ensure that the admissions processes for entry onto collaborative provision programmes are consistent with the standards applied for on-campus entry; that they are fair, clear, and explicit; and that Cardiff Metropolitan University has a role in the approval of qualifications for admission.
2. In the matter of admissions, Cardiff Metropolitan University follows the guidance available from the Supporting Professionalism in Admissions Programme (which can be accessed at: [www.spa.ac.uk](file:///C:/Users/sm20212/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/4Z746WEK/www.spa.ac.uk)) and this is reflected in the admissions processes for collaborative partners. In particular, the University follows the 5 principles of fair admissions contained in the 2004 Schwartz report, namely:
   1. A fair admissions system should be transparent.
   2. A fair admissions system should enable institutions to select students who are able to complete the course as judged by their achievements and their potential.
   3. A fair admissions system should strive to use assessment methods that are reliable and valid.
   4. A fair admissions system should seek to minimise barriers for applicants.
   5. A fair admissions system should be professional in every respect and underpinned by appropriate institutional structures and processes.
3. In addition to the above, in all admissions matters Cardiff Metropolitan follows the indicators contained in Chapter B2 of the UK Quality Code for Higher Education (2011) which can be accessed at:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality-Code-Chapter-B2.pdf>

1. Each partner institution will be provided with an individual admissions process which reflects the above points. The admissions requirements will normally be agreed at validation and details will be included in the programme definitive document. The admissions requirements will be clearly stated and be subject to regular review by the Partnership Office, programme Link Tutors and/or Moderators as applicable. Such processes will include academic entry requirements, English language requirements and details of how the admissions process itself will be conducted. Programme Link Tutors/Moderators and the other University staff will monitor and review the admission processes during visits to partner institutions.
2. The two admission models are:
3. where Cardiff Metropolitan University issues offer letters to students
4. entry to programmes at an Associate College\*\*
5. The partner institution will be primarily responsible for conducting the admissions process, i.e. arranging for applicants to complete application forms, checking that applicants meet the requisite entry criteria, holding proof of qualifications and then providing this information to Cardiff Metropolitan University so that a final decision can be made. Cardiff Metropolitan University retains oversight of the process, and in the case of *Model One*, issues offer letters to students.
6. The partner must inform prospective students at the earliest opportunity of any significant changes to a programme prior to registration, in line with Chapter B2 of the UK Quality Code for Higher Education (2011) and current UK legislation. Failure to do so can result in a sanction against Cardiff Met under UK law.
7. Entry requirements must be met in advance of entry onto the programme.
8. Any Recognition of Prior Learning (RPL) should be submitted by the Partner institution to the Partnership Office for consideration at application stage and an RPL form should be completed at the same time as the Cardiff Metropolitan University enrolment form. This can be accessed at:

<http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_09.doc>

1. Full records must be kept by partners, **including details of any students not accepted onto the programme.**
2. *Application forms available from Cardiff Metropolitan University can be amended following agreement with Cardiff Metropolitan University.*
3. All application forms, and all evidence and information submitted to Cardiff Met must either be in original English or Welsh, or translated into English or Welsh with the details of the translator being included on the translation. Applications will be rejected should they require translation into English or Welsh when submitted to Cardiff Met.
4. The University Admissions Policy includes details of the complaints procedures for students: who are not admitted to the programme of study; who have complaints regarding the application process; or who wish to appeal against an admissions decision. The University Admissions Policy can be accessed at:

<http://www.cardiffmet.ac.uk/study/adviceforapplicants/Pages/Admissions-Policy.aspx>

**The Admissions Models**

Admissions Model One

**For admission to collaborative provision programmes other than at an Associate College:**

* Applicant completes an application form and submits this to the partner institution along with supporting evidence;
* The partner institution checks that the applicant meets the academic entry criteria as stated in the programme validation document, including the English language requirements;
* If the applicant meets the entry and English requirements, the partner institution may issue a conditional offer to the student dependent on approval by Cardiff Metropolitan University;
* The partner institution will then send the application to Cardiff Metropolitan University’s Partnership Office, including applications for RPL;
* Cardiff Metropolitan University’s Partnership Office and relevant academic staff will review the received applications. As appropriate, offer letters will be issued by Cardiff Metropolitan University to the students via the partner institution.
* In cases where the student has not met the entry requirements, Cardiff Metropolitan University may request further information, such as a new English test or further proof of academic qualifications. In cases of receiving an application and/or supporting evidence in any language other than English or Welsh, the application will be rejected by Cardiff Met until such a time as it is translated and re-submitted.
* Where an offer letter is issued the student will then communicate to the partner institution their intentions regarding the offer and then, if accepting, provide their enrolment details to the partner institution;
* The partner institution will send all enrolment details to Cardiff Metropolitan University’s Partnership Office via the on-line applications system for processing.

Applications should include, as a minimum, the following information; however, additional information may be requested where relevant:

* *A completed Cardiff Met application form*
* *Proof of English Language proficiency at CEFR B2 level or equivalent\* (please see below for further guidance on what is accepted)*
* *Evidence of previously completed academic qualifications*
* *1x educational or employer reference. The employer reference letter may also include employment status/statement of service if applicable (please note 2x employer references are required for offers based only on work experience)*
* *Copies of any professional qualifications (if relevant to the application)*
* *Clear copy of passport information page or other official national ID document*
* *RPL form if the applicant is claiming credits, including the documentary evidence of the prior learning including transcripts and mapping*

Admissions Model Two\*\*

**Entry to programmes at an Associate College:**

* The partner institution conducts its own admission process ensuring that the qualifications agreed with Cardiff Metropolitan University as being suitable for entry to an Associate College have been achieved by each candidate.
* The partner institution confirms in writing that agreed entry requirements have been met.
* Where necessary students complete Cardiff Metropolitan University enrolment forms and the partner institution submits them to the University along with an enrolment spread sheet. This should include details of the entry qualifications and RPL forms for non-standard entrants. These must arrive in Cardiff Metropolitan University before any individually agreed application cut-off points.
* Link Tutors/Moderators will audit a sample of applications during mid-term.

English Language Requirements

Accepted English Language attainment and evidence of that attainment acceptable to Cardiff Met is:

* IELTS certificate (showing level 6) or equivalent, with no sub score below 5.5
* Cambridge certificate
* Pearson certificate
* City & Guilds certificate
* Trinity College certificate
* Oxford English certificate
* GETS (Cardiff Metropolitan test)
* TOEFL (if verified via ETS)
* Local or other English language tests if approved by Cardiff Met ELT Centre