

The London Institute of Banking & Finance Code of Practice for Quality Assurance (Higher Education)

Chapter 2: Recruitment and Admissions to Higher Education

2.1 General principles

2.1.1 These guidelines apply to all taught programmes offered by The London Institute of Banking & Finance, at both full and part-time undergraduate and postgraduate level, and have been developed in the light of QAA recommendations. These guidelines may be varied in the case of programmes which form part of a dual or joint award delivered collaboratively with a partner institution.

2.1.2 The London Institute of Banking & Finance subscribes fully to the broad principles laid down by the QAA and strives to ensure that its policies and procedures in terms of student recruitment and admissions are consistent with both its vision, and strategic and academic aims. Given the nature and diversity of the student body, it is essential that such policies reflect also the interests of prospective students; that they are operated consistently and effectively; and that they remain subject to continuous review. The overarching aim is that students admitted to The London Institute of Banking & Finance programmes should do so in the expectation of completing their studies successfully.

2.2 Recruitment and admissions policy

2.2.1 Student recruitment

2.2.1.1 Entry requirements, as prescribed in programme specifications, are set, reviewed and administered within the relevant higher education Faculty of The London Institute of Banking & Finance. Recognising the diverse nature of the student body, and the collaborative nature of the delivery, all admissions are administered by a designated team with clear documentation and backed by systems and processes designed to ensure consistency of advice and implementation.

2.2.1.2 The London Institute of Banking & Finance recognises and understands the diversity of applicants in terms of background and experience as well as in the terms defined by its Equality and Diversity Policy.

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

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

2.2.1.5 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 applicant's application is not delayed unnecessarily.

2.2.1.6 The London Institute of Banking & Finance normally requires as a minimum standard that all applicants are proficient in English Language and Mathematics at a level exemplified by UK GCSE Grade C 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. The London Institute of Banking & Finance reserve the right as part of the application process to require an applicant to submit independent evidence of their proficiency in these areas.

2.2.1.7 The London Institute of Banking & Finance normally requires the following minimum IELTS standards (or equivalent) for competency in the use of English for international applicants:

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

Students should check the programme specification to confirm the IELTS score for their intended programme of study.

2.2.1.8 All relevant information about the admissions process is published in the Higher Education Prospectus and available via the website. These sources contain details of entry requirements, syllabuses, deadlines for registration, modes of study and tuition support and assessment requirements. Any additional information relating to The London Institute of Banking & Finance programmes of study can be obtained by contacting the Student and Customer Services Office.

2.2.1.9 Every applicant is considered individually in a holistic assessment using all the information available, 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.

2.2.1.10 The designated Programme Head or Course Director has responsibility and authority to determine the number of offers made relative to the number of places available.

2.2.1.11 Any application subsequently found to be fraudulent will be treated as malpractice and dealt with under The London Institute of Banking & Finance malpractice policy (see Chapter 9: Malpractice of The London Institute of Banking & Finance Code of Practice for Quality Assurance)

2.2.2 Student selection

2.2.2.1 All applications are processed by the designated team in line with the regulations for the programme concerned, and applicants are informed of any issues arising in a timely manner that seeks to expedite resolution. Any application for a part-time undergraduate programme that cannot be processed in accordance with established precedents is referred in the first instance to the Enquiries & Admissions Manager for advice, who may refer the matter to the relevant Course Director or Head of Faculty. Any application for a full-time undergraduate or postgraduate programme that cannot be processed in accordance with established precedents will be referred to the relevant Head of Faculty. Applicants for part time programmes are kept informed of the progress of their applications in line with the Higher Education Service Statement while applicants for full time undergraduate programmes adhere to the UCAS Admissions Guidelines and timescales.

2.2.2.2 All applications are handled according to the Data Protection, Privacy & Cookie Policy with information only passed to third parties where it is necessary for tuition support, academic progression or assessment. The London Institute of Banking & Finance may share information with government, regulatory or associated bodies if it deems it appropriate to do so.

2.2.2.3 The London Institute of Banking & Finance has a policy of 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.

2.2.2.4 No part of the admissions process is delegated to collaborative partners, thus ensuring that The London Institute of Banking & Finance alone is positioned to reach a judgment on the applicant's ability to succeed.

2.2.2.5 Applicant records and supporting documentation are retained for the length of the programme and, in line with best practice, for a period of 6 years thereafter. Unsuccessful or incomplete application forms will be retained for a period of 6 years.

2.2.2.6 Dependent upon entry criteria, unsuccessful applicants may be offered a place on an alternate programme. Such advice will be sent via UCAS or directly by The London Institute of Banking & Finance.

2.2.2.7 Each application is assessed on its own merits and The London Institute of Banking & Finance's decision is final.

2.2.3 Prospective student obligations

2.2.3.1 Applicants selected to commence a The London Institute of Banking & Finance 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 are able to withdraw.

2.2.3.2 The Student Charter articulates the obligations and expectations placed on prospective students and what The London Institute of Banking & Finance provides in return. Each prospective student is advised that they need to read the General and Academic Regulations, Student Charter, programme and module specifications and Code of Practice online 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 that they have read and accept The London Institute of Banking & Finance's terms and conditions.

2.2.4 Prospective student information on changes to programmes of study

2.2.4.1 The London Institute of Banking & Finance endeavours not to make significant changes to its programmes affecting students enrolled for a particular academic year. However, where such changes occur, a number of communication methods are deployed to ensure that prospective students fully understand the implications of any changes. A variety of media is used, eg email, letter, website messages, tutor network, e-Newsletter. 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 have sufficient opportunity to complete it.

2.2.4.2 Thus, The London Institute of Banking & Finance adopts 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.

2.2.4.3 The London Institute of Banking & Finance, including its collaborative partners may, on occasion, be forced to withdraw support for a specific module if numbers are insufficient to make the course viable. In such circumstances, the Student and Customer Services Office personally contacts students enrolled with the partner to discuss alternative study arrangements.

2.2.5 Student induction arrangements

2.2.5.1 Student induction is considered an integral part of tuition support.

2.2.5.2 Where students are engaged in learning at a distance this is achieved through a welcome email and liaison with tutors (details contained in the Student Handbook).

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

2.2.5.4 Where students are engaged on a programme that includes face-to-face tuition at The London Institute of Banking & Finance's campus or one of its dispersed campuses this is achieved through an induction event.

2.2.5.5 It is 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 The London Institute of Banking & Finance.

2.2.6 Review of recruitment and admissions policies

2.2.6.1 The systems and processes that support recruitment and admissions are monitored as part of the annual programme review, as influenced by changes to policies and student feedback, so as to ensure that they remain appropriate for applicants.

2.2.6.2 Such review is supervised by the Learning and Teaching Committee.

2.2.6.3 The admission of applicants with disabilities and / or learning difficulties has been reviewed in the light of the Disability Act 2010. Admission is based on the academic judgment 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.

2.2.7 Competency of recruitment and admissions staff

2.2.7.1 Staff involved in this area are provided with appropriate training in the regulations for each programme and the process supporting those regulations. Staff development events enhance awareness of Higher Education admissions policies and the diversity of routes into Higher Education.

2.2.7.2 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. The London Institute of Banking & Finance has extensive external contacts within the Higher Education sector, government, regulatory and associated bodies. It draws on advice regarding best practice, which is shared amongst the teams involved. This influences policy on the accreditation of prior learning (see Chapter 3: Accreditation of Prior Learning (APL) of this Code of Practice).

2.2.8 Handling of complaints connected with the admissions procedure

2.2.8.1 If an applicant considers that The London Institute of Banking & Finance's application process has not been followed they may make a complaint using the procedure set out in Chapter 10: Complaints and Appeals of the Code of Practice. The London Institute of Banking & Finance treats all complaints seriously, in accordance with published procedures and with regard to the applicable law, and is committed to resolving complaints in a timely manner. Applicants are able to access relevant information regarding how their complaint will be resolved via the website or by requesting details from the Student and Customer Services Office.

2.2.9 Additional support

2.2.9.1 Applicants requiring further information about enrolment on The London Institute of Banking & Finance programmes, including financial support, should contact the Student and Customer Services Office.

2.3 Application process

2.3.1 Part-time undergraduate programmes

2.3.1.1 Applicants must complete a programme application form for the programme they wish to register for and submit it with evidence of their entry qualification to the Student and Customer Services Office.

2.3.1.2 If the application is predicated upon successful completion of:

- i. qualifications obtained through study with other learning provider(s) the evidence required to support an application is set out at Appendix 1;
- ii. a programme approved by The London Institute of Banking & Finance for provision of credits at FHEQ Level 4, no evidence is required.
- iii. original, certified copies of GCSE Mathematics grade C or equivalent certificate and GCSE English grade C or IELTS or equivalent certificate will be required. Forms and evidence must be sent through via email or the postal service.

2.3.1.3 Upon receipt the Student and Customer Services Office will assess the evidence. If the assessment reveals that the applicant is eligible to register for:

- i. the programme applied for, the applicant will be advised to complete module registration;
- ii. a higher level, this will be discussed with the applicant and the level of entry agreed. No further application will be required but a note of the decision will be made on the existing form.

If the applicant is not eligible to register, the application form and evidence must be passed to the Manager, Student Enquiries and Admissions for approval.

2.3.1.4 At the time of application, evidence is only required for higher awards. However, The London Institute of Banking & Finance may randomly check lower awards at its discretion.

2.3.1.5 Where an applicant is being financially supported by another party (e.g. their employer), the application process may be varied to enable the other party to apply on their behalf.

2.3.2 Full-time undergraduate programmes

2.3.2.1 Applicants must apply through the [Universities and Colleges Admissions Service \(UCAS\)](#).

2.3.2.2 Applications will be assessed by the Undergraduate Programme Co-ordinator and the Head of Programme Management with interviews undertaken if appropriate.

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

2.3.2.4 Offers of place to study with The London Institute of Banking & Finance may be with or without conditions.

2.3.3 Postgraduate programmes

2.3.3.1 Applicants must complete a programme application form for the programme they wish to apply for and submit it with the required supporting documentary evidence to the Student and Customer Services Office.

2.3.3.2 Applications will be assessed by the Student and Customer Services Office and the Course Director or Programme Manager (as applicable) with interviews undertaken if appropriate.

2.3.3.3 Assessed applications may be offered a place or rejected by the Course Director or Programme Manager (as applicable).

2.3.3.4 Offers of place to study with The London Institute of Banking & Finance may be with or without conditions.

2.3.3.5 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.

2.3.3.6 Exceptional candidates not possessing these 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.

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Appendix 1

Evidence required in support of programme application

FHEQ Level 4: Professional Certificate in Banking

Either

Original / certified copy of AS / A2 Level or the International Baccalaureate certificate(s) or equivalent qualifications to a tariff of 260 UCAS points or equivalent; **and** GCSE Mathematics or equivalent certificate **and** GCSE English Language or equivalent certificate. Applicants whose first language is not English must supply an original / certified copy of IELTS with an overall score of 6.0 or above and no element below 5.5 or equivalent.

Or

Original / certified copy of a UK degree or equivalent; applicants whose first language is not English must also supply an original / certified copy of IELTS with a score of 6.0 or above with no element below 5.5 or equivalent.

FHEQ Level 5: Professional Diploma in Banking Practice and Management

Original / certified copy UK honours degree or equivalent in relevant discipline together with full transcript that demonstrates coverage across FHEQ Level 4: Professional Certificate in Banking learning outcomes.

If the degree or equivalent was awarded more than seven years before the application to join the programme, evidence that the learning and skills have been maintained to support study must be provided as well.

Applicants whose first language is not English must also supply an original / certified copy of IELTS with an overall score of 6.5 or above and no element below 6.0 or equivalent.

FHEQ Level 6: BSc (Hons) in Banking Practice and Management or BSc (Hons) in Finance and Accounting for Financial Services

Original / certified copy UK honours degree or equivalent in relevant discipline together with full transcript that demonstrates coverage across FHEQ Level 5: Professional Diploma in Banking Practice and Management learning outcomes.

If the degree or equivalent was awarded more than seven years before the application to join the programme, evidence that the learning and skills have been maintained to support study must be provided as well.

Applicants whose first language is not English must also supply an original / certified copy of IELTS with an overall score of 6.5 or above and no element below 6.0 or equivalent.

FHEQ Level 7: MSc in Banking Practice and Management and Postgraduate Certificate in Higher Education

Original / certified copy of qualifications and for Masters degree a full transcript.

Applicants whose first language is not English must also supply an original / certified copy of IELTS with an overall score of 7.0 or above and no element below 6.5 or equivalent.