

## GLOBTER INTERNATIONAL COLLEGE

### Admissions Policy and Procedures

*Prepared in the same institutional style and covering the main requirements shown in the screenshots*

<b>Document type</b>	Institutional Policy
<b>Applies to</b>	All applicants and admissions-related staff
<b>Approval authority</b>	Principal / Academic Board
<b>Review cycle</b>	Annual
<b>Effective period</b>	2025/2026

**Policy statement.** Globter International College is committed to admissions arrangements that are transparent, fair, student-centred, and consistently applied. The College publishes reliable information, sets clear admission requirements, supports diverse learners, and reviews admissions outcomes to improve quality and student success.

## 1. Purpose

This policy establishes the rules, responsibilities, and procedures for admissions to programmes offered by Globter International College. It aims to ensure that applicants receive clear information before enrolment and that admissions decisions are made in a lawful, timely, evidence-based, and equitable manner.

## 2. Scope

This policy applies to all taught programmes, short courses, and any other study opportunities for which the College admits students. It applies to home and international applicants, mature and non-traditional learners, and applicants seeking admission through standard or alternative routes.

## 3. Admissions Principles

- entry requirements shall be clearly stated and appropriate to the programme;
- admissions information shall be publicly available and reliable;
- all applicants shall be treated fairly and respectfully;
- admissions criteria shall be applied consistently;
- the College shall promote inclusion and support a diverse student body;
- student support information shall be provided before and after admission;

## 4. Public Information Available to Applicants

The College shall make accurate information publicly available through the institutional website, prospectus, admissions guidance, applicant correspondence, and other official communication channels.

### 4.1 Information normally published

- programme titles, duration, award, delivery mode, and entry dates;
- admission requirements, documentation, and any interview or assessment arrangements;
- tuition fees, administrative charges, payment arrangements, and scholarship opportunities;
- student services, academic support, career support, and wellbeing support;
- key regulations affecting the student life cycle, including progression, suspension, termination, conduct, appeals, and certification;
- contact details for admissions enquiries and access support, including online support information.

## 5. Admission Requirements

Each programme shall have formally approved admission requirements. These shall be aligned with the level of study, expected learning outcomes, and likelihood of student success.

### 5.1 Evidence considered

- academic qualifications and transcripts;

- relevant professional or practical experience;
- English language competence where required;
- identity and supporting regulatory documents;
- interview, portfolio, or admissions test results where applicable.

### **5.2 Flexible and inclusive access**

The College may consider mature entry, professional experience, or other non-standard evidence where an applicant can demonstrate readiness for study. Such decisions shall remain consistent with academic standards.

### **6. Recognition of Prior Learning (RPL)**

Globter International College recognises prior formal, non-formal, and informal learning where this is permitted by programme regulations. RPL may support access to a programme and, where appropriate, recognition or transfer of credit.

- RPL applications shall be supported by clear evidence;
- academic staff shall evaluate relevance, level, currency, and sufficiency of evidence;
- RPL outcomes shall be documented and communicated clearly;
- RPL shall not compromise programme standards or award integrity.

## 7. Admissions Procedure

### 7.1 Enquiry and guidance

Prospective students may obtain information from the College website, admissions office, and authorised official materials. Staff shall provide guidance that is accurate and consistent with published policy.

### 7.2 Application submission

Applicants shall complete the prescribed application form and submit all required supporting documentation within the published admissions period.

### 7.3 Initial screening

Admissions staff shall review the application for completeness and request further documents where necessary.

### 7.4 Academic review

Applications shall be assessed against programme criteria. Where needed, the applicant may be invited to an interview, portfolio review, or other published admission activity.

### 7.5 Decision and communication

Applicants shall receive a written decision: offer, conditional offer, request for further information, waiting-list status, or unsuccessful outcome.

### 7.6 Acceptance and enrolment

Applicants who accept an offer shall complete any stated conditions, submit outstanding documents, and meet fee or administrative requirements before enrolment is confirmed.

### 7.7 Orientation

New students shall be provided with orientation information so that they understand available services and facilities, institutional procedures, and their rights and responsibilities.

## 8. Roles and Responsibilities

Role	Area	Main responsibilities
Principal / Academic Board	Oversight	Approves the policy and monitors fairness, standards, and compliance.
Admissions Office	Operations	Provides guidance, checks applications, communicates decisions, and keeps records.
Programme Leaders	Academic review	Review academic suitability and recommend decisions in line with published criteria.
Registry / Student Support	Transition	Supports enrolment, induction, signposting, and applicant assistance.

## **9. Equity, Inclusion, and Student Support**

Admissions processes shall take account of the needs of a diverse student population, including mature, part-time, employed, international, and disabled students, as well as students requiring additional access support.

- the College shall provide clear contact arrangements for admissions guidance;
- financial support opportunities and scholarship criteria shall be explained clearly where these exist;
- student support services shall be signposted before enrolment and reinforced during induction;
- career advice, academic guidance, and personal support services shall be appropriately communicated to students.

## **10. Online Access and Digital Support**

Where applicants or students rely on digital channels, the College shall provide information about how to access online systems and obtain technical support.

- the institutional website shall explain how to seek technical assistance;
- students shall receive information on access to LMS, email, virtual learning tools, and online learning resources;
- online orientation shall show how student administration and support services may be accessed remotely.

## 11. Fees, Scholarships, and Student Agreement

The College shall publish tuition fees, administrative fees, and any available scholarship or financial support opportunities before enrolment. Applicants shall also be informed of the terms of the student agreement or equivalent enrolment arrangement that protects student rights and lawful interests.

## 12. Records, Monitoring, and Review

Admissions records shall be maintained securely and in accordance with data protection requirements. The College shall collect and analyse admissions-related information to support quality assurance, service improvement, and informed planning.

### 12.1 Data that may be monitored

- application numbers, offer rates, enrolment rates, and admissions timelines;
- student profile information where lawful and appropriate;
- student satisfaction with admissions, learning resources, and support available;
- progression, success, and withdrawal information to identify trends and support improvement.

## 13. Appeals, Complaints, and Academic Integrity

Applicants who believe admissions procedures have not been followed correctly may seek clarification and use the College complaint or appeal process where applicable. The College also maintains separate procedures for academic misconduct, including plagiarism and other forms of conduct breach.

## 14. Review and Continuous Improvement

This policy shall be reviewed annually, or sooner where institutional, regulatory, or operational changes require. Feedback from applicants, staff, and student services shall be used to evaluate the effectiveness and relevance of admissions arrangements.

## Appendix A - Admissions Process Summary

Step	Process point	Key output	Responsible area
1	Enquiry	Applicant receives programme and admissions information	Admissions
2	Application	Form and documents submitted	Applicant / Admissions
3	Check	Completeness and verification of documents	Admissions
4	Review	Assessment against programme criteria	Academic staff
5	Decision	Offer, conditional offer, or unsuccessful outcome	Admissions

6	Enrolment	Conditions met and registration completed	Registry
7	Orientation	Student receives induction and service information	Registry / Support