

Application Process

Introduction:

In this document, we will guide you through the step-by-step application process, from submitting your application to final enrollment. Additionally, we will outline our cancellation policy, ensuring that you understand the conditions and procedures for canceling your registration. Please read on to learn more about the application process and cancellation policy at UWL RAK.

Step 1: Fill Application Form & Provide Supporting Documents

Applicants are required to complete the university's application form, providing all the necessary information and supporting documents. This may include academic transcripts, certificates, letters of recommendation, and any other relevant documents specified by the university.

Step 2: Pay Registration Fee

Upon submitting the application form, applicants are required to pay the registration fee of AED 1500. Please note that a 5% Value Added Tax (VAT) will be added to the registration fee during the payment process. This fee covers the administrative costs associated with processing the application.

Step 3: Conditional Offer Letter

Eligible students who satisfy the entry requirements will receive a Conditional Offer Letter from the university. This letter outlines the conditions that need to be met before final admission is granted.

Step 4: Reply with Acceptance of Offer Form and Data Protection & Consent Form

Applicants who receive the Conditional Offer Letter must respond by filling out the Acceptance of Offer form and the Data Protection & Consent Form. These forms indicate the applicant's acceptance of the offer and provide consent for the university to process their personal data.

Step 5: Academic Committee Approval

The application will be reviewed by the university's Academic Committee. This committee assesses the applicant's qualifications, achievements, and suitability for the chosen program. Once approved, the applicant will be notified of the next steps in the admission process.

Step 6: Remaining Admission Formalities

After the Academic Committee approves the application, the applicant will be informed of the remaining admission formalities. These may include additional document submissions or specific requirements based on the program of study.

Step 7: Fee Payment Plan

The Finance team will send the applicant a fee payment plan based on the installment option selected in the Acceptance of Offer form. The payment plan will detail the important dates and policies related to tuition fee payment. To complete the admission formalities, the applicant must pay the registration fee and the first installment of tuition fees. Additionally, they may be required to submit post-dated cheques for the remaining installments.

Step 8: Enrollment

Once all the admission formalities and fee payments have been completed, the applicant's documents will be processed for final enrollment at the university. This involves verifying the authenticity of the provided documents and ensuring all requirements have been met.

Step 9: Induction

Applicants who have successfully enrolled will receive important information about the courses they will be undertaking. They will learn about the expectations from them as students and have the opportunity to meet the faculty members and supporting team during an induction session.

This document outlines the step-by-step application process at our university. It serves as a guide for prospective students and provides transparency regarding the required steps and procedures involved in applying and gaining admission to our institution.

Application process

**Fill
Application
form
+
Provide
supporting
documents**

**Pay
Registration
Fee
AED 1500**

**Conditional
Offer Letter
+
Acceptance
of Offer form**

**Fill
acceptance
of offer
+
Data
Protection &
Consent
Form**

**Approval
from
Academic
Committee**

**Tuition fee
payments**

Enrollment

Induction

Cancellation Policy:

a. Declining the Offer:

If an applicant chooses to decline the Conditional Offer Letter, they must notify the university on or before the date mentioned in the conditional offer letter. By doing so within the specified timeframe, they will be eligible for a refund of their registration fee. Additionally, the applicant should fill out the Admission Cancellation Form, which must be attached with the cancellation request email. This form is to be completed by the applicant who canceled their admission and is eligible for a refund. This form helps the university process the cancellation and initiate the refund process, if applicable.

b. Accepting the Offer:

Once an applicant accepts the Conditional Offer Letter and submits the Acceptance of Offer form, their registration becomes final. At this point, the registration cannot be canceled, and the registration fee becomes non-refundable. It is important for applicants to carefully consider their decision before accepting the offer, as refunds will not be issued once the offer has been accepted.

This cancellation policy ensures that applicants have a clear understanding of the timelines and conditions for canceling their registration and receiving a refund of the registration fee. It is important for applicants to make informed decisions regarding their acceptance of the offer and follow the necessary procedures for cancellation, if required.

Student Recruitment and Admissions policy

1. Introduction

1.1. Aims of the Policy

The University aims to provide education for all applicants who demonstrate the potential to benefit from its provision in line with its mission to widen access and participation and its commitment to equality of opportunity. The Recruitment and Admissions Policy is designed to ensure that it is able to admit a diverse student population who possess the abilities and aptitudes to complete their studies successfully. This policy has been developed to ensure that its recruitment and admissions practice protect applicants, support fairness and transparency, ensure the stability of the higher education sector and maintain high academic standards.

1.2. Scope of the Policy

These procedures cover the recruitment and admission of students to Further Education Courses, Undergraduate Courses and Postgraduate Courses.

1.3. General Principles

1.3.1 The University aims to provide education for all applicants who demonstrate the potential to benefit from its provision.

1.3.2 The recruitment process is designed to attract a diverse student population who possess the abilities and aptitudes to complete their studies successfully.

1.3.3 The University will admit candidates who have the potential to succeed on their chosen course regardless of background. Applicants to the University are considered on the basis of their merits, abilities and potential, regardless of gender, ethnic origin, age (subject to the University's policy on the admission of those under 18), disability, religion, sexual orientation or social class.

1.3.4 The University will communicate clearly with potential applicants and applicants, and provide clear, accurate and up-front information concerning the courses, the fees, the terms and conditions and the procedures for admissions and enrolment.

1.3.5 The University will provide comprehensive and consistent information on the course, the student experience and how it will meet students' aspirations beyond graduation.

1.3.6 Recruitment activities will be aimed at providing information and guidance to applicants and keeping them informed of any updates to the course in order to ensure that they can make an informed decision.

1.3.7 The University will ensure that selection methods are fair and consistently applied. Applicants will be selected on the basis of their application, including the evidence of their qualifications and

experience and, where appropriate, through the use of interviewing, auditions or other such mechanisms.

1.3.8 Consideration will be given to the nature and the purpose of an interview, or any other selection method, to ensure that it has appropriate selection criteria and is designed to appropriately assess the applicant's suitability for the course.

1.3.9 All recruitment, admissions, enrolment and induction procedures will be regularly monitored for their effectiveness for all categories of applicants. Entry requirements will also be regularly reviewed prior to publication to ensure that they are appropriate.

1.3.10 The University will aim to remove any barriers to application through support for students with disabilities and appropriate outreach to ensure applications from disadvantaged groups through its Access and Participation Plan.

1.3.11 The University aims to provide a professional service that is efficient and managed by staff who understand their role in the overall student experience. It will take into account the latest research and good practice in its approach to recruitment and admissions.

2. Student Recruitment

2.1. Information provision

2.1.1 The University will provide potential applicants with information that is accurate, complete, clear, unambiguous, up front, timely and accessible. Information provided will include modes of study, teaching, learning and assessment procedures, learning outcomes, and the extent of flexibility and choice. The University will also provide information on which courses are accredited or approved by professional and statutory bodies.

2.1.2 Information will also be available on the range of learner support, academic or pastoral, available for students. This will include study skills support, information technology and learning resources/library services, personal tutorial support, student welfare, counselling, and employment and careers services.

2.1.3 Clear information will also be provided on tuition fees, and any other costs associated with the course and the availability of scholarships and grants.

2.1.4 Where courses are still subject to approval, this will be clearly marked in the prospectus and on the website, as appropriate. Once they are approved, applicants and potential applicants will be informed if there are any changes to the information initially provided.

2.1.5 Information on how to apply will be provided to applicants, including timescales and key communications, together with expectations of applicants, how to ask for feedback and, where necessary, make a complaint.

2.2. Advice and guidance

The University will provide appropriate guidance to enable potential applicants to make informed decisions about their options. The information outlined above will be supplemented by advice and guidance as follows:

- Holding advertised open days/evenings, taster days.
- Visiting Schools and Colleges to provide information.
- Outreach work to encourage applications from students from disadvantaged backgrounds.
- Providing information and advice from a suitably qualified member of staff to applicants.
- Providing access to information in suitable alternative formats for those applicants with particular disabilities or with particular needs as appropriate.

The University's activities will be undertaken with the aim of providing support and guidance to help the applicant make an informed decision.

3. Admissions

3.1. Entry requirements

3.1.1 Applicants to undergraduate degree courses must normally have a minimum of two A Levels or equivalent qualifications in order to be considered.

3.1.2 Taught masters courses typically require a minimum of a Lower Second Class Honours degree.

3.1.3 Each department will have responsibility for setting any specific admissions criteria (such as the requirement for particular subjects) at validation/revalidation or other reviews of the course.

3.1.4 The University welcomes and accepts all qualifications that are part of the UCAS tariff as well as an extensive range of international qualifications.

3.1.5 The University will consider mature applicants (aged 21 or over at point of entry) who have relevant work and/or life experience.

3.1.6 The University welcomes applications from individuals who have followed non-standard educational routes, or those who meet entry criteria through experience rather than academic qualification.

3.2. English Language Requirement

3.2.1 As all teaching, learning and assessment at the University is through the medium of English unless approved otherwise, all applicants will be required to demonstrate that they meet the required level of English language competency for their desired course of study.

3.2.2 Applicants whose first language is not English will be required to have a recognised English language qualification, such as IELTS (International English Testing System), or equivalent at the appropriate level for the course of study for which they wish to be considered. The equivalent qualifications are outlined on the University website. All qualifications must cover the key components of speaking, listening, reading and writing.

3.2.3 Each course will state an overall IELTS score (or equivalent) together with any individual element requirements, as and where appropriate.

3.2.4 Where an applicant's English language competency is below that necessary for their intended course of study, they will be required to successfully undertake a pre-sessional English language course prior to being enrolled on their course.

3.3. Visa requirements

Visa processing steps will be outlined to applicants on the University website and will explain how to apply and how the University will process visa applications.

3.4. Admissions processes – general principles

3.4.1 Admissions processes will be outlined to applicants on the University website and will explain how to apply and how the University will process applications.

3.4.2 Opportunity will be given on application forms at any interviews or other selection activities, for applicants to draw attention to relevant qualifications, experience and other information that might support their application.

3.4.3 The University will request information on applicants' personal characteristics and demographics in order to monitor the effectiveness of its admissions processes. However, information about applicants' ethnicity, gender, disability and age will not form part of the admissions decisions.

3.4.4 The University will aim to process applications and to communicate decisions in line with published processing times and deadlines where appropriate. Where it is unable to do this, it will communicate the reasons for this to the applicant.

3.4.5 Where interviews or additional assessments are used, these will be clearly outlined to candidates in the information provided.

3.4.6 The University will carry out checks on documents supplied by applicants to establish authenticity in order to guard against fraudulent applications. Where an application is found to be fraudulent either prior to or after admission, the University may cancel the offer or enrolment.

3.5. Access and participation

The University is committed to removing the barriers to admission some groups face through its Access and Participation Plan. This plan identifies access gaps in protected characteristics and the activity required to improve these. This work includes outreach activities and also study grant provision for under-represented groups.

3.6. Applicants' obligations

3.6.1 Applicants must apply through the appropriate channel as outlined on the University's website.

3.6.2 Applicants are responsible for ensuring that the University is in receipt of all relevant information in order for the University to make a decision on their application and that all information is accurate. Omission of relevant information, or the supply of inaccurate information, may invalidate the application or the offer of a place.

3.7. Consideration of applications

3.7.1 Applications will be assessed against the entry criteria. Those students who meet or who have the potential to meet the criteria will be given an offer subject to places being available.

3.7.2 Where applicants do not have the formal entry criteria, their applications will be considered on their individual merits and an assessment made about whether they have the potential to succeed on the course.

3.7.3 Where courses are full and/or waiting lists are held, or when courses have to be closed for any reason, applicants are informed as soon as practicable with the offer of alternative courses, wherever possible.

3.7.4 Where applicants are considered unsuitable for a particular course, then, wherever possible, they will be referred to other appropriate courses.

3.8. Interviewing and assessment

3.8.1 Applicants will receive clear information on interviews, auditions or any form of assessment applied during the application process. Applicants with a disability or other learning needs should contact the University to discuss any reasonable adjustments to the interview and assessment process.

3.8.2 Interviews, auditions and assessments will be conducted and evaluated in a standardised manner for the course and will be inclusive to reflect the University's commitment to Equality, Diversity and Inclusion. There will be a clear structure for each interview, or other selection method, and selection will be conducted against predetermined criteria. Where courses require an interview or an audition, applicants will be notified of their appointment within a stipulated timeframe.

3.8.3 Decisions, and the reasons for the decisions will be recorded in writing as fully as possible to facilitate feedback to unsuccessful applicants.

3.9. The offer stage

3.9.1 Offers will be made as promptly as reasonably possible. Information will be provided to the successful applicant on:

- any conditions attached to the offer
- the tuition fees and terms and conditions of admission
- what the applicant has to do next and by when including visa requirements and the declaration of any relevant criminal convictions
- when further information e.g. regarding joining instructions including any arrangements for enrolment, registration, induction.
- any pre-enrolment support, orientation or induction for access and participation or international students before the start of the course as appropriate

3.9.2 Where a request for deferral of entry to a later year has been made, the University's 'Procedure for deferral of a place offered' will be implemented.

3.9.3 The University will also provide the offer holder with any updates to the course and any changes made.

3.10. Changes to courses

3.10.1 The University will ensure that substantial alterations to courses from earlier published information are communicated to applicants holding an offer. This may include changes to the course following validation or professional accreditation, closure of a course, significant changes to cost, location, content or title.

3.10.2 Where a course is withdrawn prior to admission, the University will inform applicants at the earliest opportunity in line with the University's published terms and conditions and the Student Protection Plan.

3.11. Applicants with a disability or other learning needs

3.11.1 The University of West London encourages applicants with disability to disclose their disability and support requirements at the earliest opportunity, for example on the application form or at any interview. This helps UWL RAK to provide students with appropriate information and support.

3.11.2 Early disclosure enables the University's Wellbeing team to contact the applicant to consider appropriate support requirements and to identify whether reasonable adjustments can be made prior to the start of term.

3.11.3 In the unlikely event that the University is unable to make the adjustments needed to provide the required support, the University undertakes to offer the applicant support in submitting an alternative application where appropriate.

3.12. Applicants with criminal convictions

Applicants with a relevant unspent criminal conviction will be considered in line with the Applicants and Students with Criminal Convictions Policy Only those convictions which pose risks to the University community need to be declared.

3.13. References

3.13.1 For applicants to a course where a reference is required and there has been a significant break since schooling, a personal reference from a professional or employer (not friend or family) may be requested rather than a school reference.

3.13.2 Where a reference has been requested but an interview or other selection activity is conducted before the reference has been received, an offer may be made 'subject to reference'. This condition will be stated in the offer letter. The reference will then be followed up by the admissions team, and when received, a further letter is sent to the applicant either confirming or cancelling the offer.

3.14. Applicants under 18

Applicants under 18 years old are admitted only after consultation with parents or guardians and with school or local education authority representatives as appropriate. Students under the age of 18 must have a parent's or guardian's written permission. The request for permission will be made at the offer stage of the admissions process.

3.15. Recognition of Prior (Experiential) Learning and Advanced Standing

3.15.1 Applicants with prior experience which is equivalent to parts of the course can use the process of the Recognition of Prior (Experiential) Learning to be considered for accessing Higher Education courses

leading to the University's own awards and/or using the prior learning as part of these awards. The process is based on a portfolio of evidence to show the equivalence of the normal entrance requirement of a specific course.

3.15.2 Applicants with a prior qualification or other certified learning may apply for advanced standing (e.g. admission to levels 5 and 6 for an undergraduate course). The prior learning will need to map against the learning outcomes, content, and level of award. Any prior learning must be considered current in line with the University's Academic Regulations.

3.15.3 The amount of RPEL or advanced standing that may be claimed is set out in the University's Academic Regulations which are published on our policy and regulations page.

3.15.4 Applicants wishing to claim advanced standing or exemption from particular modules should contact the Admissions Office prior to their admission to the course.

3.16. Feedback

Prompt and clear feedback will be provided to applicants who have not been offered a place where requested, and advice about alternatives and future options will be given, as appropriate.

3.17. Complaints regarding the admissions process

At the University of West London, our commitment is to provide fair, transparent, and consistent admissions procedures for all applicants. We acknowledge that there may be occasions when applicants are dissatisfied with the conduct of the admissions process. To handle complaints and appeals regarding recruitment and admission, we have established an email communication system. The admissions email address mentioned on our website is the designated contact for any inquiries. Throughout the admission process, applicants are encouraged to email us with any queries, and we guarantee timely responses within two working days, promoting effective and efficient communication with prospective students.

3.18. Data protection

Information collected as part of the application process will be used only in accordance with the University's Data Protection Policy and the Privacy Notice for Applicants which are available on our website.

3.19. Responsibility for recruitment and Admissions

The responsibility for recruitment lies within the Recruitment section of the Marketing, Recruitment and Admissions Department which is also responsible for all admissions under the Head of Admissions.

3.20. Staff Training

All staff involved in recruitment and admissions process will receive training which will include relevant information on Data Protection Requirements. Training requirements will be reviewed on a regular basis and training will be refreshed annually.

3.21. Monitoring

3.21.1 The Recruitment and Admissions Policy will be reviewed as required by the Academic Board to ensure that it is effective and is meeting the requirements of the Fair admissions code of practice

3.21.2 The policy will be monitored by the Recruitment Monitoring Group in relation to process and the Access and Participation Group in relation to its effectiveness in meeting the objectives of the University's Access and Participation Plan.

3.21.3 It will also be monitored in relation to the qualifications used on entry and the successful outcome of students.

3.21.4 To ensure that the Recruitment and Admissions Policy is effective, the University may also undertake surveys of applicants who decline offers.

3.22. Admissions Complaint Procedure

3.22.1. Scope of the Procedure

3.22.1.1. The Admissions Complaint Procedure is restricted to complaints about:

- Interview conduct: The handling of an application, including processing of Disclosure and Barring Service (DBS) checks and Occupational Health procedures
- The admissions process: Where it is alleged that an action or decision was inconsistent University's Equality, Diversity and Inclusion statement.

3.22.1.2 An applicant cannot complain or appeal where this is a disagreement with the judgement of an admissions decision, in assessing the merits of the application, or in reaching a decision on entry, which has been reached in accordance with the published criteria and processes contained in this policy. Complaints will also not be considered regarding an applicant's failure to meet the non-academic requirements of study specified by particular agencies.

3.22.2. How to make a complaint

Where applicants have reason to believe that their application has not been handled fairly, objectively or in accordance with the procedures described above, they should write to the University Secretary setting out the reasons.

3.22.3. Handling the complaint

A review of the handling of the application in the light of the student's written statement will be undertaken. The Head of Admissions may confirm or rescind an earlier decision in the light of this review. The Head of Admissions will send a written reply to the applicant within twenty-five working days of receiving the request for the review of the application.

3.22.4. Review of a complaint

The applicant may ask for a further review of the decision of the Head of Admissions within 20 days of receipt of the outcome where:

There were procedural irregularities in the investigation of the complaint; or

Fresh evidence can be presented which could not reasonably have been made available with submission of the initial complaint; or

The outcome of the investigation was not reasonable in all the circumstances.