

## **GUIDELINES FOR ADMISSIONS to EIHS**

The Academic Council has approved the following policy statement:

The Institute welcomes applications from candidates of all social and ethnic backgrounds and in its admissions policy is committed to the promotion of equal opportunities. Life at EIHS is enriched by a student body which reflects the diversity of the community at large and which contains students from all parts of the UK, including the local area, students from other EU countries and from overseas, and mature students as well as those entering straight from secondary level education.

The admissions policy is directed towards the selection of students who have the ability and motivation to benefit from the courses which they intend to follow and who will make a contribution to life at EIHS. A wide range of factors is taken into account, such as post-school experience and breadth of interests as well as, and in some cases in place of, examination results.

The Admissions office is requested to observe the following detailed guidelines when reviewing applications:

- All aspects of a candidate's application should be taken into account in deciding whether to offer a place. No applicant should receive less favourable consideration on the grounds of sex, marital status, disability, colour, race, nationality or ethnic or national origins.
- 'A' level or equivalent results achieved or predicted should not be the only criterion. High grade offers should not be used as a rationing device as it is felt that to do so is potentially unfair to candidates from less privileged backgrounds who nevertheless have the potential to make a success of higher education.

- In deciding on the appropriate level of offer, Admissions should take account of educational disadvantage.
- Admissions should have regard to the Institute's commitment to give equal consideration to all applications received by the appropriate deadline when making decisions.
- All candidates should receive a response of some kind from the Admissions Office within a reasonable period of receipt of their application (normally two to four weeks). This may take the form of an acknowledgement, an invitation to interview or a decision. It is accepted that there may be good reason for delaying decision-making; however it is most important that candidates are aware of the progress of their application and the date when a final decision is likely.
- In view of the Institute's geographical location, candidates visiting or attending interviews will be offered accommodation. Admissions Tutors should also ensure that interviews are conducted in a friendly and relaxed atmosphere. Impressions formed by candidates are important not only for the individual whose firm acceptance is sought but also for what may be reported about the treatment applicants receive.

## **ADMISSIONS PROCEEDURE**

## 1. During and after telephone/e-mail enquiry

- (i) Discuss the Institute's programmes and services with the potential applicant.
- (ii) Take the applicant's name, address, telephone number and if applicable, e-mail address.
- (iii) Enter the new applicant's details onto the New Applicant Database.

## 2. The application pack

The Application pack should include the following documents:

- (i) A3 Application Form.
- (ii) A copy of the EIHS Prospectus.
- (iii) A copy of the Student Handbook.

These can be accessed from the website.

## 3. On receipt of the completed application form

- (i) Photocopy **all** enclosed documents.
- (ii) Check that **all** parts of the application form have been filled in correctly.
- (iii) Check that the application form has been **signed** and **dated**.
- (iv) Check which course the applicant is applying for.
- (v) Has the applicant given the names of **two** referees? If so, contact each for details of candidate.
- (vi) Check that **all** necessary documentation has been enclosed.
  - Original Copies of Qualifications.
  - Copies of Passport / Birth Certificate.
  - 2 Letters of Reference (where applicable).
  - 4 Passport Photographs.
- (vii) Does the applicant have the necessary qualifications for their chosen course?
- (viii) If all parts of the application form are in order, pass completed form to the Principal for approval.
- (ix) If there is some query about whether the form is satisfactory, consult the Principal.

#### 4. **Approved by Principal**

- (i) Invite the applicant for interview (if applicable).
- (ii) Keep **all** original documents until interview.
- (iii) Clarify any remaining queries.

#### 5. **Not Approved by Principal**

- (i) Return **all** documents to applicant, along with a letter explaining **why** the Institute is unable to offer a place.
- (ii) Keep the Application Form (along with copies of documents) in ‘Unsuccessful Applications’ Folder.

#### 6. **Interviews**

Interview letters should contain the following information:

- (i) Letter of Interview (state that originals of documents will be returned at the interview).
- (ii) Map of the local area.
- (iii) Directions to the Institute.

Interviews should usually be conducted during July and August.

Things to be remembered during interviews:

- Interviewees should expect to be interviewed for approximately 1 hour, in an informal atmosphere. Where applicants are applying for the Imam Diploma or Higher Licence in Islamic Law and there is some doubt regarding fluency in Arabic, a language test may also be given. This test should be both written and oral and should seek to determine whether the applicant would be able to cope with the level of Arabic demanded by the Islamic Studies/Imam Diploma programmes.

- The Institute may still be able to admit applicants without the necessary A Levels or equivalents, if he/she is 21 years old and over and demonstrates the required ability and/or relevant practical/life experience.
- A firm offer of a place can either be made at the interview itself, or by letter afterwards, at the discretion of the interview team. Before making a firm offer, the interviewer must make sure that **a)** the candidate has the requisite qualifications, experience and ability to study the chosen course and **b)** the wherewithal to finance their studies. Suggestions may be made for sponsorship programmes or other financial aid that may be appropriate.

## 7. After the Interview

All applicants need to be informed of the outcome of their interview as soon as possible.

### (A) Successful Applicants

- Send a letter confirming the offer of a place and the start date of the coming academic year. This letter should also contain details of **any** and **all** conditions attached to this offer.
- For non-EU applicants, request a CAS number from the UKBA and send out the Institute's standard CAS letter (which includes our Sponsor Licence number) to the student.
- Record details of new student on Database and make up a new student file.
- Allocate a room to the student.

### (B) Unsuccessful Applicants

- Return **all** documents to applicant, along with a letter explaining **why** the Institute is unable to offer a place.
- Keep the Application Form (along with copies of documents) in 'Unsuccessful Applications' Folder

## 8. Rules & Regulations and Fee Payment Agreement

It is an essential requirement that **all** students sign a copy of the Institute Rules & Regulations. Students will not be allowed to commence their studies without a signed copy of the rules. This is to ensure that all students are aware of Institute regulations and also to help ensure equality of treatment.

The Fees Payment Agreement is another essential document, detailing the Institute's system for collection of fees. This is to ensure that all students are aware of Institute policy **in advance** and also to ensure that students pay their necessary fees on time and in the correct manner.

The onus is on the student to contact the Institute to confirm receipt of acceptance letters and information packs. If students do not acknowledge these or contact the Institute to discuss arrival etc. it will be assumed that they are no longer interested in taking up their place.

## 9. Upon Arrival

- (i) Issue new student with 'Information Pack'
- (ii) Ensure **all** students sign Accommodation Agreement
- (iii) Assign to room and issue key (where appropriate).

## 10. Induction

Registration Day is an integral part of the Institute's registration and enrolment procedures. During this time, the Institute aims to complete its remaining registration processes. **It is important to note that registration at the Institute is not considered complete until all Registration Day procedures have been successfully completed.** The following two days

are devoted to induction and new students are registered with Dyfed Powys Police (where applicable). Staff give talks pertaining to their courses and expectations etc. The local Constabulary come in to talk about British Law regarding a variety of relevant issues e.g. the necessary documentation for cars. New students are made aware of local amenities, support mechanisms, medical and dental surgeries etc.

If any home/EU students fail to arrive at the Institute within the first week of term, they will be contacted and appropriate decisions taken. Any pre-paid fees will be re-funded in this first week (although the majority of students are expected to pay their fees, or first instalment on Registration day).

In the case of any overseas students who fail to arrive in the first week, the appropriate Embassy will be contacted and also any financial sponsor that is known to be involved with any individual case. *It is the policy of EIHS to ensure that all students who have requested visas to study at the Institute are required to register in the first week (unless any deferral has been permitted by the Principal for extenuating circumstances). Failure to attend will be brought to the attention of the Home Office.*