

# **Recruitment and admission policy**

## **1. Objective**

This policy document supports KIMT's Policies pertaining to successful student recruitment, selection and admission on to higher education (HE) programmes. We aim to ensure that all applications for HE courses are underpinned by the principles of fair admissions otherwise known as the Schwartz Report. The five Schwartz principles state that a fair admissions process should:

- Be transparent
- Enable HE providers to select students who are able to complete the programme as judged by their achievements and potential
- Strive to use assessment methods that are reliable and valid
- Seek to minimise barriers for prospective students
- Be professional in every respect and underpinned by organisational structures and processes.

## **2. Scope**

This document sets out the principles and practices of the recruitment, selection and admissions policy that applies to all applications for prescribed HE (HEFCE funded) courses received by the College. This includes the following awards at level 4, 5, 6 and 7; HNC, HND, Foundation Degrees, Bachelor Degrees, Professional Graduate Certificates and Diplomas, and Masters Degree. Students on such courses may be attending full time, part time or by distance learning.

In providing HE we work with the following: -

SMC University, Switzerland

Swiss IM & H, Switzerland

For the purpose of this document, recruitment, selection and admission includes:

- Recruitment activities to help prospective students make informed decisions about whether they wish to undertake study within HE and, if so, where, how and what they might wish to study

- Procedures employed by KIMT to select suitably qualified prospective students for particular programmes
- KIMT's decision making processes and subsequent communication with both successful and unsuccessful prospective students.
- Ways in which KIMT will support those who receive and accept offers of a place to make the transition from prospective student to current student.

Linked to the Admissions Service, but not within the scope of this document, is the Information, Advice and Guidance Policy.

### **Admissions are responsible for:**

- Acting as first point of contact for all course enquiries, applications and enrolments
- Providing a personalised initial information, advice and guidance (IAG) service to all applicants from initial enquiry through to enrolment.
- Receiving all applications and recording these on ProSolution
- Acknowledging receipt of all applications and arranging interviews and assessments as appropriate
- Notifying the Learning Support Service when an applicant declares a special learning need and/or disability and liaising with the service regarding the provision of support and reasonable adjustments to the application process.
- Notifying students about the interview to be faced with proper guideline.
- Monitoring the return of interview outcomes and informing Heads of Departments/Programme Managers of any outstanding applications or outcomes prior to the deadline dates.
- Notifying applicants of the outcome of all interviews and sending offers, as specified by the Curriculum team, or discussing alternative courses as appropriate
- Ensuring that all offer letters comply with CMA guidance by containing the full set of information required to allow applicants to make an informed decision regarding acceptance of the offer made to them

- Contacting applicants who fail to attend their interview and withdrawing or rebooking the applicant as appropriate
- Inviting applicants to programme taster days/keeping warm activities
- Managing enrolments for all student year groups and notifying students of the enrolment date, location and any relevant documentation required at enrolment (certificates, passport etc)
- Notifying students of any course fees, as detailed in the portfolio and the Tuition Fee and Other Charges Policy, and how and when payment should be made
- Fee assessing each applicant to determine eligibility for Home fee status

### **Student Services are responsible for:**

- Providing appropriate IAG to prospective students, including enquirers and applicants, seeking information about financial support.

### **Higher Education Admissions Policy**

- KIMT is committed to delivering a recruitment, selection and admissions process that has the learner at its heart. We aim to deliver a consistent and transparent service. Prospective students, applicants and current students alike can expect to receive a high quality experience.
- We will select applicants on the basis of their individual suitability for the programme they have applied to. Applicants are required to demonstrate that they meet the minimum academic requirements as specified in the published course information. Entry requirements will vary by programme and may be stipulated by the validating/awarding body, an external accrediting body or Programme Manager. Individual programmes may also feature non-academic entry requirements. This will be publicised alongside academic entry requirements and will be assessed by a number of means.
- Applicant merit and potential may be assessed by a variety of means;
  - a. Personal statement
  - b. A reference from an educator or employer
  - c. Academic certificates

- d. Employment history
  - e. Portfolio of work relevant to the programme applied to
  - f. Audition for performance programmes
  - g. Interview with the curriculum team
  - h. Literacy and/or numeracy assessment The timing and methods for such assessment are specified in the published course information and confirmed in communications from the Admissions team.
- Applicants who demonstrate on their application form that they meet the minimum entry requirements, as confirmed by the curriculum teams, may be invited to attend an interview, which may incorporate testing, audition and/or portfolio review. Initial screening of the application is undertaken by the Admissions team.
  - KIMT is committed to handling admissions appeals and complaints professionally, within the given framework specified in this policy.
  - KIMT will seek its terms & conditions to be agreed by the students whom are intend to get admission there.

### **Recruitment Activities**

- The Marketing team co-ordinate a number of recruitment activities that span the full curriculum and all three of the main campuses. Recruitment activities take place on and off campus and are supported by the Admission team, the Schools Liaison team, and the curriculum teams where required.
- KIMT host at least one open event at each of the main campuses in each academic year. The open events take place in the evening or on Saturdays in order to allow prospective students to attend without missing school, college or work.
- The open events provide prospective students with an opportunity to view the College campuses and the available facilities. Curriculum staff are available to provide detailed information about individual course content, structure and entry requirements.
- Prospective learners may choose to leave their contact details with College representatives. The Admissions team will contact these individuals by telephone or email to offer further information and advice.

## **Enquiries, information, advice and guidance (IAG) for applicants**

- KIMT is committed to providing high-quality IAG to applicants, parents and advisors on all aspects of recruitment, selection and admission. Each of the advisors in the student support services, which includes Admissions, have completed a Level 3 or 4 NVQ in Advice and Guidance.
- Contact details for prospective student and applicants' enquiries are advertised on the College website, the prospectus, all published hard copy marketing materials and advertisements, and on social media sites.

## **The Application Process**

- Even though Application routes for HE programmes vary depending on the programmes but KIMT tries to keep it flexible as much as possible for every programmes. KIMT takes whole responsibilities of students which make application process easy.
- KIMT provides under graduate/graduate/post graduation programmes and for applying any of these programme student need to apply directly by coming admission office.
- Every applicant should fulfill the minimum requirements his/her desire programme wants.

## **Entry requirements**

- Applicant should be completed O level to get admission in undergraduate programme.
- Diploma/A level/or relevant diploma should be completed to get admission in graduation programme.
- For top-up level entry, applicant must be completed Hon's 2<sup>nd</sup> year/ACCA part II/3 years equivalent diploma.
- For post graduation, applicant must be completed Bachelor degree from a recognized academic institution
- Proficiency in English
- For Doctorate of Business Administration admission, Applicant must have graduation degree with 4 years working experience.

