

**ICRGU**  
**CPR QS3: Admission**  
**Version 1.17**

**1. Introduction**

This document sets out the Navitas policy and procedure for admission and the entry for undergraduate and taught postgraduate students. The Admissions and Recruitment Centre (ARC) undertakes admission of all Navitas students alongside the Colleges and whilst some processes may require significant liaison with the Partner University, the policy and process is owned by the Admissions and Recruitment Centre.

There are a number of documents and processes that are linked directly to this policy, however because of the variation across the group and the requirement for flexibility due to the changing nature of the regulatory framework, these documents sit outside the policy [see the appendices below for details of these documents]. The policy should always be read and used in conjunction with the documents listed or referenced below.

- Appendix A – Academic Entry Requirements
- Appendix B – English Entry at Non-SELT
- Appendix C – Academic Board Minute College Template
- Appendix D – Visa Refusals and Administrative Review
- Appendix E – CAS issuance and Risk Management

**2. Principles of Admission**

- 2.1 The admission of individual applicants is at the discretion of the College with entry levels and other regulatory requirements agreed in principle with the partner University. These will be unique to each College, but are referenced below as Appendix A – [Academic Entry Requirements].
- 2.2 In exercising this discretion, the College and/or Admissions and Recruitment Centre will abide by the following principles:
  - 2.2.1 There should be a reasonable expectation that any person admitted to a pathway of study has the potential to achieve the standard prescribed in the ‘progression criteria’ at each stage of that pathway. Further, that there should be reasonable expectation that such persons are able to fulfil the objectives of the degree award and that this achievement be sequential.
  - 2.2.2 Where applications do not directly meet normal stated entry criteria or where there are regulatory, immigratory or other requirements to consider, the College/Admissions and Recruitment Centre reserves the right to review such applications as ‘Non-standard’ [see below for the policy on ‘Non-standard’ applications].
  - 2.2.3 When considering each individual applicant for admission to a pathway of study, in addition to the entry criteria, evidence may be sought as to the applicant’s personal, professional and educational experiences that provide indications of his or her ability to meet the demands and inherent benefits of the pathway.
  - 2.2.4 Both the Admissions and Recruitment Centre and the College endeavour to ensure that no applicant is discriminated on the grounds of race, colour, nationality, ethnic or national origin, marital status, disability, age, gender, sexuality, political or religious beliefs. To this end, the College, in association with the Admissions and Recruitment Centre and each partner university, ensures that the criteria and procedures used for selecting students are relevant to the requirements of the pathway and in no way unjustly disadvantage such applicants. The College and Admissions and Recruitment Centre will consider all applications in accordance with both the Disability Act, 1995 and The Equality Act, 2010 and all associated guidance [see below for policy on ‘Non-standard’ applications].

- 2.2.5 The College and Admissions and Recruitment Centre reserves the right to consider in greater detail, applications from persons who have a criminal record in either the UK, in their country of origin or elsewhere [see below for policy on 'Non-standard' applications].
- 2.2.6 Admission with exemption and/or on the basis of prior experience will be governed by the same principles as those applying to applicants seeking admission to the beginning of a pathway of study [see below for policy on 'Non-standard' applications].
- 2.2.7 When making an offer (conditional or unconditional) in response to an application and having due regard to all entry requirements (academic and otherwise), any such offer will be for the entire undergraduate or postgraduate degree pathway. This does not preclude the possibility that the offer may require the applicant to obtain more than one Confirmation of Acceptance of Study (CAS) and, in the event that more than one CAS is required, each might be issued by either the College or the University as a Tier 4 sponsor.

### **3 Code of Ethics**

- 3.1 All Navitas agents, Navitas UK representatives and College staff, when considering applicants for entry into the UK, must adhere to the Code of Ethics as laid down by UKCISA and these can be found on UKCISA's website.
- 3.2 Further to this, all College staff must sign up to the Navitas UK Code of Ethics Agreement [and if a requirement, the partner university's], which is based on the UKCISA expectations above. This is to assure appropriate quality and rigour towards the recruitment of international students and their ongoing administration and management, inclusive of the application of objectivity, equality, parity and transparency. The Quality and Standards Office, UK requires that the following standards are applied at all times to the recruitment and application processes.
- 3.2.1 All staff act in the best interests of the applicant, while respecting College, Navitas Ltd, Navitas UK and institutional policies and regulations, statutory and legal requirements and the legitimate interests of the financial sponsors of students.
- 3.2.2 The Marketing and Recruitment Team and College Admissions Office/Admissions and Recruitment Centre recognise the power of influence that comes with their position and that it is not used inappropriately. Assurance of this message and its application to second and third parties should be monitored by the Regional Director/Director of Marketing and Recruitment (RDMR/DMR), Head of Admissions for Navitas UK and the College Director/Principal (CD/P).
- 3.2.3 All College/Admissions and Recruitment Centre staff and authorised representatives reflect accurately their areas of competence, education, training and experience and recognise the boundaries of their qualifications and competence, making appropriate referrals when situations fall outside them, specifically by referring 'Non-standard' applications [see below for policy on 'Non-standard' applications]. The College Director/Principal (CD/P), Head of Admissions for Navitas UK and RDMR/DMR are responsible for assuring that this standard is met.
- 3.2.4 The CD/P, Head of Admissions for Navitas UK and DMR actively seek to promote their professional development and that of the marketing and recruitment team and Admissions staff. They keep pace with current developments in recruitment practice, legislation, statutory case law, immigration rules and procedures, Quality and Standards Office UK policies and guidance, along with guidance from authorities, such as the Home Office. They also inform the Quality and Standards Office UK of any proposed changes and maintain operating standards and compliance requirements, with a view to enhancement.

### **4 Annual Monitoring**

- 4.1 Academic standards and the quality of provision offered by the College is assessed, maintained and enhanced by the Annual Monitoring process and this is detailed in NPR 4.

### **5 Non-standard applications**

- 5.1 As noted throughout this document, applications may be considered as 'Non-standard' due to a number of reasons and these may be, but are not limited to, reasons associated with; academic entry requirements, regulatory compliance, equality and diversity, and any other requirements, which may affect the applicant's chosen course of study such as professional membership criteria.

- 5.2 All such applications should be referred to the College Admissions Board for consideration and possible onward referral to the university Registry or Admissions office.
- 5.2.1 The College Admissions Board is the mechanism by which each application, not meeting the standard entry requirements and/or requiring consideration because of other criteria, should be reviewed and this review should occur before the issuance of any offer (conditional or unconditional).
- 5.2.2 Its membership includes the CD/P, DMA and Admissions officer with sufficient compliance knowledge and understanding to review all the regulatory requirements (in instances where there is insufficient personnel available the case should be referred to the Quality and Standards Office UK.)
- 5.2.3 The authority under which the Admissions Board operates is the College Learning and Teaching Board (CLTB).
- 5.2.4 All cases considered by the Academic Board should be fully noted using the College template – Appendix C.
- 5.2.5 Should a case require onward referral to the University Registry, this should be recorded in the notes of the Admissions Board and no decision made until such time as the University Registry returns.
- 5.3 Those applications considered as ‘Non-standard’ could be included under one of the following categories:
- i. Academic Entry (those falling below entry and those requiring consideration of Accredited prior learning or Admission with Exemption)
  - ii. Regulatory (Immigration)
  - iii. Equality and diversity (disability or additional learning needs)
  - iv. U18 Minor
  - v. Criminal record and persons at risk

#### 5.3.1 Academic Entry

Where an applicant marginally does not meet the stated entry standards, however demonstrates abilities and aptitudes that can be mapped as appropriate for entry to a stage of study, these applicants are eligible for referral to the Admissions Board and consideration for admission, given that the stage of study in question is designed to incorporate:

- i. appropriate teaching support via enhanced contact hours; or is to be
- ii. delivered over a longer period of time to enable adjustment to mature learning processes.

However, these applicants are not guaranteed to be successful in securing an offer of admission and may also require onward referral to the partner University for approval.

#### 5.3.2 Regulatory (Immigration)

There are a number of regulatory considerations that need to be reviewed before an offer of admission can be issued to an applicant. These are related to the requirements laid down in the Immigration Rules and Policy Guidance documents issued by the Home Office. These requirements for consideration include:

- i. English Language Level

There are specified English Language levels that need to be evidenced to study at different NQF Levels. These can be found in the Immigration Rules and Policy Guidance documents, however in summary:

When you assign a CAS to an applicant to study at QCF or NQF level 6 (SCQF level 10 in Scotland) and above you must ensure they are competent in English language at a minimum level B2 on the Common European Framework of Reference for Languages (CEFR) and this in all four components.

If assigning a CAS using the Sponsor Licence of the University, it is permissible to choose the method of assessment, however the applicant must still be proficient to level B2 in each of the four components and these cases must be documented thoroughly, with a statement made on the CAS. In these cases there will be an agreed list of qualifications, which is signed

off by the partner University (only HEIs have this ability) [see Appendix B – English Entry at non-SELT].

It is not a requirement to confirm English language competence for; Tier 4 (Child) students; students moving from Tier 4 (Child) into Tier 4 (General); those who have previously completed an academic qualification equivalent to a UK degree, which was taught in one of the majority English-speaking countries; or those who are nationals of countries, which are ‘majority English-speaking’. These lists can be found on the Home Office’s website.

ii. Previous study in the UK – Academic Progression

There are specific requirements and exemptions with respect to academic progression and these can be found in the Immigration Rules and Policy Guidance documents, however in summary:

For those applicants where they have previously studied in the UK and that study has been under Tier 4 (General) or as a Student, their next course must represent academic progression from the previous.

You do not need to show academic progression if this will be the applicant’s first course of study in the UK, you are assigning a CAS for a student to make a first application to complete an existing course (e.g. the student may be completing a course with you that they started with another Tier 4 sponsor), or you are assigning a CAS for a student to re-sit an examination or repeat a module. Careful consideration of the Immigration Rules and Policy Guidance documents needs to be completed before any offer of admission is made, where a student has previously studied in the UK.

When confirming academic progression, for those cases that require it, a note must be added to the CAS and you will be expected to be able to justify this statement. When the Home Office carry out a compliance visit they may ask for the documented evidence of any decision and confirmation of academic progression.

iii. Previous study in the UK – Study time rules

The time a student can spend studying at or above degree level is limited to five years except if enrolled on certain courses, studying for a Master’s degree following the completion of an undergraduate degree where the duration of that degree course was four or five academic years.

iv. Previous study in the UK – Right to study

Tier 4 Sponsorship is based on two basic principles and one of those is that “...those applying to come to the UK to study [applicants] are eligible to do so...”. It is a requirement therefore, before assigning a CAS to a prospective student (or issuing an unconditional offer), the Sponsor (College and/or University) have assessed that the applicant is eligible for such. This is most applicable, but not exclusive, to applicants that are already in the UK.

In addition to these checks, it is also a requirement to monitor the continued eligibility for students enrolled under the ‘change of sponsor’ rules. This is covered in NPR M3 – Attendance, Student Monitoring and Reporting.

v. Previous applications to study in the UK

If an applicant has made a previous application to study or enter the UK, this will have been declared on the application form. For those applicants, as well as the requirements above, it is important to establish the outcome of that application even if it was refused. A previous refusal to enter the UK may result in further refusals and this information needs to be confirmed.

### 5.3.8 Equality and diversity (disability or additional learning needs)

The College/Admissions and Recruitment Centre is committed to developing educational opportunities, which can be accessed by all qualified applicants and, as such, the admission process is open to all persons with disability or learning needs.

The partner University's Statement on Disability and Disclosure by applicants should be read and understood in detail by admission and marketing staff prior to an offer being made, as this may affect a student's eventual progression. Note that prior to an Offer of Admission being made in such an instance, a full Student Management Plan must be completed and approved by both the CLTB (through the Academic Board) and the University disability services for assurance of management on onward progression.

The College strongly encourages applicants to disclose their disabilities as early as possible in order to ensure that any necessary support arrangements can be considered and where appropriate made prior to an applicant's arrival at the College. CPR3 Information Request Form must be completed.

As noted in 2.2.4, The College/Admissions and Recruitment Centre will consider all applications in accordance with both the Disability Act, 1995 and The Equality Act, 2010 and all associated guidance. In accordance with this, the College may reject an application on the grounds of disability where:

- i. The reason is fully justified by the CLTB on the basis of the College's general principles of admission and therein, ongoing duty of care to the existing student population.
- ii. Necessary adjustments would not be reasonable either to the physical or staffing resource base of the College.
- iii. The College cannot guarantee the health and safety of the applicant for the times that they are not in timetabled sessions at the College.

#### 5.3.9 Under 18 - Minors

Those persons considered minors, will be less than eighteen (18) years of age at the time of enrolment. In Scotland minors are classed as those under seventeen (17), however the college still requests additional documentation from those age seventeen (17) in line with the rest of the UK. The College/Admissions and Recruitment Centre will give consideration to minors as the resource (staff and built environment) of the College allows. The minimum age for enrolment is sixteen (16 years old) and applications of this age are approved by the College Principal prior to processing.

The College/Admissions and Recruitment Centre recognises that students should normally be seventeen (17) years old at the time of progression to the stage of study taken in full at the partner University. The University may also set a higher minimum age limit for certain pathway progression points if required by a professional or statutory body and where this is active may, in turn, determine age limits to College entry points.

There are a number of operational requirements that are linked to the enrolment and admission of a student who is under the age of eighteen and as such link to their admission:

- i. The relevant sections of the Acceptance of Offer are required to be completed;
- ii. Confirmation of their accommodation and travel arrangements need to be received prior to arriving in the UK (a regulatory requirement);
- iii. Parents/legal guardians must provide a written letter of consent with their son's/daughter's/ward's Tier 4 (General) visa application;
- iv. UK Guardian is required for applicants under 17; contact details and signed letter must be received before offer is issued;

For further policies and procedures for admitting and managing students who may be under the age of eighteen (18) years, see NPR 4.

#### 5.3.10 Criminal Record and persons at risk

Where there is deemed to be a risk to the applicant themselves, the College/Admissions and Recruitment Centre will demonstrate reasonable effort to provide appropriate advice and assistance in enabling the applicant to determine his or her ability to meet the demands of a chosen pathway.

Whilst the College/Admissions and Recruitment Centre does not wish to further penalise an ex-offender, it will nevertheless find occasion to prohibit the admission of an applicant with the correct academic qualifications where it is deemed that the applicant may pose a risk to others. The College/Admissions and Recruitment Centre will also consider the University's regulations with regard to applicants with a criminal conviction.

## **6 Entry Requirements**

- 6.1 Admission to Undergraduate Stage 1 (Pharmacy only)  
The minimum level of attainment normally required for entry to Stage 1 is either: (a) a minimum of five (5) subjects at GCSE level (grade C or above) inclusive of English or as per the requirements of a specific Programme Specification; or (b) who meet prior certified or experiential learning. As a provider of educational pathways to international students, the College/Admissions and Recruitment Centre will accept all equivalent qualifications as listed in Table 1.
- 6.2 Admission to Undergraduate Stage 2  
The minimum level of attainment normally required for entry to stage 2 studies is established is either:  
The minimum level of attainment normally required for entry to Stage 2 is either: (a) a minimum of five (5) subjects at GCSE level (grade C or above) inclusive of English or as per the requirements of a specific Programme Specification; or (b) who meet prior certified or experiential learning. As a provider of educational pathways to international students, the College/Admissions and Recruitment Centre will accept all equivalent qualifications as listed in Table 1.
- 6.3 As a provider of educational pathways to international students, the College will accept all equivalent qualifications as listed in the table below, the College/Admissions and Recruitment Centre will accept all equivalent qualifications as listed in Appendix A.
- 6.4 Admission to Pre-Masters (Postgraduate Stage 1)  
The normal entry requirement for a pathway leading to a partner University taught Masters is dependent on the type of degree being undertaken. For some pathways demonstrated work experience may be required. Normal entry criteria to such pathways are dictated by the requirements of the Programme Specification and are listed in Appendix A.
- 6.5 Other qualifications or experience that demonstrates a candidate possesses appropriate knowledge and skills may be acceptable after consultation with the University's Admission Office.
- 6.6 All pathways associated with analytical techniques and their application, have a higher level of mathematics entry qualification associated with them. These specific entry criteria over and above the normal entry criteria are dictated by the requirements of the Stage/Programme Specification.

## **7 Offers**

- 7.1 An Offer of Admission should only be produced using our Student Management System, Navigate, and is only valid if it is in the prescribed current format. Members of the Marketing Team and Admissions team should ensure that they do not make an Offer of Admission to any applicant unintentionally, either in writing or orally (for example, during an initial interview).
- 7.2 An offer of a place [conditional or unconditional] on a pathway of study, Offer of Admission, imposes an obligation on the College to admit an applicant and neither should be withdrawn without their consent, except where:
- i. The applicant fails to meet the conditions of the Offer of Admission.
  - ii. The intake to the stage of study, pathway or course is cancelled.
  - iii. The applicant fails to provide any requested supporting documentation by the specified date.
  - iv. The applicant is found to have made a false statement on the Application Form and/or the Acceptance of Offer Form or any other admission associated form, documentation, interview or statement, deliberately or inadvertently, or has otherwise sought to mislead the College.

- v. The applicant has withheld pertinent information or only provided basic information, such as failure of attainment or poor attainment in a previous course of study or qualification.
- vi. There can be no reasonable adjustment made by the College or partner University with regard to learning provision or pastoral care.
- vii. The applicant is unable to present at enrolment as per the stated intake date on the Offer of Admission.
- viii. The applicant has failed to complete the Acceptance of Offer Form and return by the specified deadline.
- ix. The applicant has demonstrated an inability to make proper payment of the requisite Course Fee Deposit, and where appropriate accommodation final payments prior to issue of a Provisional/CAS Statement.
- x. The applicant has failed to demonstrate adequate maintenance funds on request by the College and prior to issue of a Provisional/CAS Statement.
- xi. The applicant has failed to provide evidence of insurance for the first year of their studies in the UK.

## **8 Information and processing**

- 8.1 All applicants, who submit a fully completed and signed Application Form, must be issued with an Offer of Admission, either conditional or unconditional, along with full, current and accurate information regarding the Acceptance of Offer and associated information, as created by Navigate; or a letter of refusal of entry.
- 8.2 Each applicant should make themselves familiar with the appropriate pathway or course information prior to making a Course Fee Deposit and completing the Acceptance of Offer Form. Course information should be provided to all Navitas Source Country offices and agents.
- 8.3 All applicants will be notified if there are any changes to a pathway or course to which they are holding an Offer of Admission. A new and revised Offer of Admission should be issued in all cases of change.
- 8.4 The College/Admissions and Recruitment Centre makes every reasonable endeavour to ensure that each 'standard' application that meets minimum entry requirements to a pathway or course is processed within a 24-hour period.

## **9 Tuition Fees**

- 9.1 Tuition fees for full fee paying international students are determined by the College Senior Management Team (CSMT) and overseen and approved by the Executive General Manager of University Programme Division UK, under the auspices of the CEO University Programmes Europe.
- 9.2 Tuition Fees are normally subject to change at the start of each new academic year.

## **10 Intake Targets**

- 10.1 Maximum and minimum quotas of numbers of students to be enrolled per course of study are determined between the CSMT. Such quotas will be arrived at after consideration of the human and physical resources and facilities required to effectively run the course, including any specialist laboratory space, lecture, seminar rooms and the number of available teaching staff.
- 10.2 Although the College endeavours to run all academic stages of study from one semester to the next, constraints concerning the delivery of some modules may result in them only running during certain academic sessions.
- 10.3 The College cannot guarantee that all academic modules will run in any given semester.

## **11 Failure to Run Courses**

- 11.1 All applicants should be aware that where a new or existing module, stage of study or pathway has failed to attract the required minimum quota of students to run, then the College reserves the right to delay the start of the module, stage of study, course or pathway until the next academic session and beyond, as necessary. Where this occurs, the College will make every possible alternative available to the applicants to inform the choice of their commitment.

## **12 Complaints**

- 12.1 Any complaint or grievance made by an applicant (or their representative) relating to the administration of the admission process or regulatory framework will be deliberated by the CLTB/CSMT to ensure a resolution that is fair and responsible. Where necessary the complaint may be referred to the Quality and Standards Office UK for deliberation.

## **13 Appeal**

- 13.1 An 'appeal' is a process of review, in this instance of an admission decision made by any Admissions staff member and based upon a full application and associated documentation. Queries may be made on the following grounds:

- i. suspected administrative error in Offer of Admission processing;
- ii. the applicant has a strong holistic profile providing the skills set to cope with the rigours of degree level study'; or
- iii. the applicant is concerned that they may not be able to cope with the rigours of degree level study.

- 13.2 Whilst applicants may raise queries about the outcome of a verification process by Admissions, Admissions staff will not admit queries which consist solely of a challenge to the academic judgement.

- 13.3 Where queries relate to the substantive correctness of a recommendation or decision (such as a request to be provided with the reasons or as a request that is to be reassessed), the CLTB will respond only to those that fall within the permitted grounds for a request for the review of an admission decision.

- 13.3 At all stages of the procedures, the CLTB may decide to exercise its powers in accordance with the provisions of NPR 6 and refer the matter to the Quality and Standards Office UK.

- 13.4 With limited exceptions, all written materials considered under deliberation for the purpose of this policy, will be provided to the student in question.

- 13.5 The applicant should raise the matter at the earliest possible time and within 30 days of the initial Offer of Admission being issued, with the Admissions staff who will undertake a reassessment of the decision and referral of that decision to the CLTB. Under this process:

- i. the applicant who is raising the query will be required to complete and submit for reassessment;
- ii. the Admissions staff will collate all applicant data and submit for deliberation;
- iii. the decision/s or deliberations of Admissions staff will be referred and reported to the CLTB;
- iv. the CLTB may refer the matter to the Quality and Standards Office UK; and
- v. the decision of the CLTB or where referred to the Quality and Standards Office UK is taken as final.

- 13.6 In very exceptional circumstances, for example, where it believes that a CLTB has misused or otherwise contravened its authority or there are procedural irregularities, the Quality and Standards Office UK has the power to consider and, if appropriate, change a decision. In such exceptional circumstances, the delegation of authority made to the CLTB would be temporarily revoked.

## **14 Withdrawal or Termination of Enrolment Based on Misrepresentation**

- 14.1 The College/Admissions and Recruitment Centre reserves the right to withdraw from enrolment to any pathway, a student who has deliberately or unintentionally misrepresented either their qualification or immigratory status or any physical, mental or learning disability. This is inclusive of non-declaration of any disability/disabilities, educational transcripts or certificates, for the sake of application to the College/Admissions and Recruitment Centre. Similarly, providing contrary information or any kind, without prior communication, on arrival at the College will also be deemed misrepresentation.

## **15 Changes in Offer and CAS**



- 15.1 If there is a change made to an Offer, either conditional or unconditional, a new offer is required to be produced and forwarded to the prospective student. This may be either in relation to a new semester intake, alteration in the content of the offer (e.g. course) or any other substantial change.
- 15.2 If the prospective student has accepted an unconditional offer, then a further acceptance will be required to be completed to ensure the contractual relationship remains in place.
- 15.3 If an alteration is required to be made to a CAS, there are two options:
- i. A note can be added to the existing CAS using the Home Office Sponsor Management System; or
  - ii. The existing CAS can be Withdrawn and a new CAS Assigned (the exception here is where the amendment relates to extending the enrolment period – see 15.4. This can only be done by adding a note to the CAS).
- 15.4 Where the above in (i) above relates to the extension to the enrolment period, the following is applicable and in addition these actions should be completed, which if under the University SLN, should involve documented agreement with the University:
- i. Each extended enrolment should be considered only on a case by case basis;
  - ii. When considering the request for delayed enrolment a full review of the individual's circumstances is required, including the student's likely success should they miss classes;
  - iii. In some circumstances it might be applicable to create an individual study plan for the student and they be added to the Student in Jeopardy programme;
  - iv. Each case for amendment requires individual sign off from the CDP and the University (if under the University's SLN);
  - v. Then a report is required to the Home Office under the Sponsor Guidance, by way of a note added to the CAS detailing the extension and the confirmation that the prospective student will be able to engage and catch up with the course programme; and
  - vi. A note should be added to the student's file.

<ends>

## Appendix A – Academic Entry Requirements

Country	Undergraduate - Architecture, Construction and Surveying, Engineering, Life Sciences and Pharmacy	Undergraduate - Accounting and Finance, Art and Design, Business and Management, Communication and Media and Computing	Postgraduate - Pre-Master's
Azerbaijan	Successful completion of Attestat (Certificate of Secondary Education at grade 11) with an average grade of 3.2	Successful completion of Attestat (Certificate of Secondary Education at grade 11) with an average grade of 3.0	Successful completion of bachelor's degree or equivalent.
Angola	Habilitações literárias with a minimum of 5 subjects passed and an overall grade average of 12	Habilitações literárias with a minimum of 5 subjects passed and an overall grade average of 12	Successful completion of bachelor's degree or equivalent.
Bangladesh Pakistan	Completion of HSC: GPA of 2.00 or grade C with no less than 45% in any subject	Completion of HSC: GPA of 2.00 or grade C with no less than 45% in any subject	Successful completion of bachelor's degree (Honours) or equivalent
China Macau Taiwan	Completion of Senior Middle 2: Minimum 70%	Completion of Senior Middle 2: Minimum 65%	Bachelor degree or Completion of 3 year diploma (DaZhuan) or equivalent
Ghana	SSCE: 5 passes at C6	SSCE: 5 passes at C6	SSCE: 5 passes at C6
Gulf Cooperation Council States	Completion of Tawjahiya/Thanawiya: minimum 70%	Completion of Tawjahiya/Thanawiya: minimum 65%	Successful completion of bachelor's degree with GPA 2.0
Hong Kong (Form 4/5)	Consistent average of 55% in Forms 4 and 5, including English, Mathematics and Science (if relevant)	Minimum average of 40% in Forms 4 and 5 (depending on school banding) including English and Mathematics where required	Successful completion of bachelor's degree or equivalent

Hong Kong (HKDSE)	Pharmacy: 5 passes with Chemistry at a 3 Architecture: 5 passes with Maths or a relevant science (ideally Physics) at a 3 Life Sciences: 3,3,2 including a relevant science Engineering/Computing: 3,3,2 including Maths and Physics (Engineering)	Business: 2,2,2  Accounting: 2,2,2 including Maths	
India	Completion of All India or State Board SSC (X) with average 50% (X and/or XI)	Completion of All India or State Board SSC (X) with average 50% (X and/or XI)	Successful completion of bachelor's degree or equivalent
Indonesia	Completion of Year 11 or Year 12: Grade average 65%	Completion of Year 11 or Year 12: Grade average 60%	Successful completion of bachelor's degree or equivalent
International Baccalaureate	Completion of IB Certificate	Completion of IB Certificate	-
Iran	Year 3 High School Diploma: Pass overall	Year 3 High School Diploma: Pass overall	Successful completion of bachelor's degree or equivalent
Jordan	Completion of Tawjihyya (Secondary School Certificate): minimum 70% average	Completion of Tawjihyya (Secondary School Certificate): minimum 65% average	Successful completion of a bachelor's degree or equivalent: minimum GPA 2.2
Kazakhstan	Successful completion of Attestat (Certificate of Secondary Education at grade 11) with an average grade of 3.2	Successful completion of Attestat (Certificate of Secondary Education at grade 11) with an average grade of 3.0	Successful completion of bachelor's degree or equivalent
Kenya and East Africa	KCSE / CSE: 5 passes	KCSE / CSE: 5 passes	Successful completion of bachelor's degree or equivalent

Malaysia	SPM: 3 passes - minimum grade C	SPM: 3 passes with minimum grade D	Successful completion of bachelor's degree or equivalent
Myanmar	Completion of basic Education High School Examination Matriculation: pass overall	Completion of basic Education High School Examination Matriculation: pass overall	Successful completion of bachelor's degree or equivalent
Nigeria	SSCE: 5 passes at C6	SSCE: 5 passes at C6	Successful completion of bachelor's degree, Nigerian HND* or equivalent.
Russia	Successful completion of Attestat (Certificate of Secondary Education at grade 11) with an average grade of 3.2	Successful completion of Attestat (Certificate of Secondary Education at grade 11) with an average grade of 3.0	Successful completion of bachelor's degree or equivalent
Singapore	Sec 4: Pass Overall	Sec 4: Pass Overall	Successful completion of bachelor's degree or equivalent
South Africa	Completion of Year 11	Completion of Year 11	Successful completion of bachelor's degree or equivalent
Southern African Education System	O Levels: 5 passes from grades A-C	O Levels: 5 passes from grades A-C	Successful completion of bachelor's degree or equivalent
Sri Lanka	Completion of Year 11 with GCE O Levels or equivalent: Minimum 5 GCE O Levels from grades A-C	Completion of Year 11 with GCE O Levels or equivalent: Minimum 5 GCE O Levels from grades A-C	Successful completion of bachelor's degree or equivalent

Tanzania	Cambridge Overseas Higher School Certificate (COHSC)/East African Advanced Certificate of Education (EAACE): Grade C or above	Cambridge Overseas Higher School Certificate (COHSC)/East African Advanced Certificate of Education (EAACE): Grade C or above	Successful completion of a bachelor's degree with 2nd class honours (lower) or above
Thailand	Matayom 5: GPA 3.0	Matayom 5: GPA 3.0	Successful completion of bachelor's degree or equivalent
Turkey	Devlet Meslek Lise Diploması: Completion of High School Certificate	Devlet Meslek Lise Diploması / Lise Diploması / On-Lisans Diploması: Grade 3 (65%) and above	Successful completion of bachelor's degree or equivalent
United Kingdom	5 GCSE or IGCSE passes: grade C or better	5 GCSE or IGCSE passes: grade C or better	Successful completion of bachelor's degree or equivalent
Uganda	Uganda Certificate of Education (UCE): when grades 1-6 are obtained	Uganda Certificate of Education (UCE): when grades 1-6 are obtained	Successful completion of bachelor's degree or equivalent
USA	High School Diploma: GPA 2.0	High School Diploma: GPA 2.0	Successful completion of bachelor's degree or equivalent
Venezuela	Bachillerato with an overall average grade of 60%	Bachillerato with an overall average grade of 60%	Successful completion of a 4-year bachelor's degree with an average GPA of 5 on a scale of 10 or 2.5 on a scale of 5

Vietnam	Completion of Year 11: GPA 6.5	Completion of Year 11: GPA 6.5	Successful completion of bachelor's degree or equivalent
Zimbabwe	ZIMSEC: 5 passes at A-C	ZIMSEC: 5 passes at A-C	Successful completion of bachelor's degree or equivalent

Undergraduate	School subjects required for entry
Accounting and Finance	Maths or Accounting
Architecture	Maths or Physics Evidence of artistic ability
Art and Design	Preferably Art and Design
Computing	Maths
Construction and Surveying	Maths and a science
Engineering	Maths and Physics
Life Sciences	Biomedical/Bioscience – Maths and Biology Nutrition/Forensic – Maths and Chemistry
Pharmacy	Maths and Chemistry

## Appendix B – English Entry at Non-SELT

English Entry Requirements - SELT & Non-SELT										
Test/ Country	Undergraduate Pathways (Foundation/First year)					Postgraduate Pathways (Pre-Masters)				
	-					-				
IELTS (Certificate dated in last two years)	IELTS Academic 5.5 (No band below 5.5)					IELTS Academic 6.0 (No band below 5.5)				
	<u>Reading</u>	<u>Writing</u>	<u>Speaking</u>	<u>Listening</u>	<u>Overall</u>	<u>Reading</u>	<u>Writing</u>	<u>Speaking</u>	<u>Listening</u>	<u>Overall</u>
Pearsons (PTE Academic)	51	51	51	51	56	51	51	51	51	59
ToEFL IBT (note IBT only)	18	17	20	17	80	18	17	20	17	88
Cambridge English: Proficiency (CPE); Advanced (CAE); First (FCE)	162	162	162	162	169	162	162	162	162	176
Integrated skills in English (ISE) Trinity College London	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
UK University Study	-					Degree awarded by a UK university taught in the UK or in one of the countries approved by UKVI				
<b>GCSE</b> in English	English C grade					English C grade				
<b>IGCSE</b> in English (as a first language) Syllabus <b>0500</b> with Supplementary Certifying Statement	Grade C in all components with Grade 2 in Speaking and Listening components					Grade C in all components with Grade 2 in Speaking and Listening components				
<b>IGCSE</b> in English (as a second language) Syllabus <b>0510</b> with Supplementary Certifying Statement	Grade B in Reading and Writing, Grade A in Listening, and Oral Endorsement Grade 2					Grade B in Reading and Writing, Grade A in Listening, and Oral Endorsement Grade 2				
<b>IGCSE</b> in English (as a second language) Syllabus <b>0511</b> with Supplementary Certifying Statement	Grade B in Reading and Writing, Grade A in Listening, and Grade C in Oral test					Grade B in Reading and Writing, Grade A in Listening, and Grade C in Oral test				
International Baccalaureate	Completion of Certificate or Diploma					Completion of Certificate or Diploma				
Malaysia	1119 Accepted at C & above but RGU will assess Speaking and Listening					1119 Accepted at C & above but RGU will assess Speaking and Listening				
Nigeria/Ghana - WAEC/NECO SSCE	English at C6 or above					English at C6 or above				
KCSE (Kenya Certificate of Secondary Education)	English at C or above					English at C or above				
Uganda Certificate of Education (UCE)	English at Grade C6 or above					English at Grade C6 or above				
HKDSE (HKALE AS)	English at Grade E or above or HKDSE English at Grade 3 or above					English at Grade E or above or HKDSE English at Grade 3 or above				
CISCE India School Certificate (year 12)	English at 65% or above					English at 65% or above				

## Appendix C – Academic Board Minute College Template (new September 2017) NON-STANDARD APPLICATION RECORD

<b><u>Student Name and ID</u></b>	
<b><u>Business Unit</u></b>	
<b><u>Country of Recruitment</u></b>	
<b><u>Course and Stage</u></b>	Degree Stage <input type="checkbox"/> 1- Foundation <input type="checkbox"/> 2- First Year <input type="checkbox"/> PMP
<b><u>Previous RQF Level (if applicable)</u></b>	<input type="checkbox"/> CEFR B2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7  <input type="checkbox"/> Unknown <input type="checkbox"/> Other, please explain: .....
<b><u>The student's situation</u></b>	
<b><u>Is the student qualified for the applied stage with home qualifications?</u></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  If yes, please provide the qualification's name:  Final grade attained
<b><u>Supporting evidence</u></b>	1.
<b><u>Previous precedents</u></b>	
<b><u>What is proposed?</u></b>	Can the student be accepted to the course and stage stated above?
<b><u>Sign-off</u></b>	<b>Admissions:</b> ..... <b>Compliance (if applicable):</b> .....



## Appendix D – Visa Refusals and Administrative Review

### Visa Refusal Checklist

Navitas UK

Once notified of a visa refusal, the below points should be completed:

- Ensure that you have all pages of the visa refusal with all pages clearly legible
- Save the refusal to the applicant's E-File in CAS subfolder if pre-arrival, or On-Programme if post-arrival. "STUDENTID – Visa Refusal"
- If a second CAS will not be assigned to the student, mark each of their study programmes as 'Cancelled' in the student's Enrolment in Navigate.
- Email copy of visa refusal to [VisaRefusals.UK@navitas.com](mailto:VisaRefusals.UK@navitas.com) and the University for reporting
- Confirm that CAS status is "Used" and the date that the CAS turned to Used
- Update the CAS Document on Navigate to ensure that it is a complete CAS Record. [See here for further details.](#)
- Update Salesforce Opportunity Lead Notes
- If refusal was due to fraud, on Salesforce Account add a flag to Previously Provided Fraudulent Documents field and add a note.
- If applicant pursues an administrative review, the CAS Document in Navigate must be updated to reflect the review and, when available, the outcome. [See here for further details.](#)

### Administrative Reviews

If you believe that the refusal should, and could, be challenged, we should support the applicant to pursue an Administrative Review. This is particularly important where the applicant has been refused on the grounds of credibility as we will not usually support the issuance of a second CAS in these instances.

If you are unsure as to whether a refusal should be challenged, you can discuss this with the Navitas UK Compliance Team in the first instance, or the relevant compliance contacts at the partner University.

If the applicant was rejected on the basis of an interview, the transcripts of any interviews held should be requested from the Premium Account Manager through the partner University before advising the applicant further. To do this, the student will need to provide consent to these transcripts being provided to us. In the first instance, the acceptance form completed by the student includes a disclaimer allowing us to request this which the student will have agreed to, however some partners may require the student to complete a consent form.

### Issuance of a New CAS

The issuance of a new CAS should be dependent upon the reason for the original refusal. In all instances, any further CAS must be approved by the College Director/Principle or equivalent.

Where the applicant was initially refused on the basis of credibility, Navitas UK will not usually support the issuance of a second CAS as unless the applicant is able to demonstrate a significant change in the applicant's circumstances since the previous refusal. Otherwise, the applicant is likely to be refused once again.

If the applicant was refused due to unsuitable or unacceptable financial evidence, new financial evidence must be provided and checked prior to the issuance of a new CAS. This includes applicants where they would not have provided evidence prior to the first CAS due to a college exemption.

## Appendix E – CAS issuance and Risk Management

### Receipt of Payment and Acceptance of Offer

Once a student has decided that they wish to study at the college, the student should then make payment of at least 50% of undergraduate first stage fees or the full pre-masters fees. The student should also send the acceptance form, completed in full. It is important admissions check that all pages have been completed correctly, if some pages are incorrect, illegible or incomplete, an email should be sent back asking for clarification or for the missing or incorrect areas to be completed correctly. Once payment has been received the payment details will be added to the relevant tab on Navigate and then a lead note added on the CRM system, Salesforce.

### Provisional CAS Documentation

Students that will require a CAS (non-EEA and UK passport holders) that are confirmed as paid and have accepted their offer in full, will require the issuance of a provisional CAS (PCAS) document. This document will contain the information that is to be stated on the final CAS and therefore allows the student/agent to confirm that all details are correct. The provisional CAS document is generated and sent out through the Navigate system and then recorded against the student record.

A provisional CAS should be issued once a student has supplied all documentation required for the CAS, including financial evidence, if required.

A PCAS is created within the Regulatory tab of the student's Offer record. The Status (Pending Issuance), the Cohort, Issued Date, Course Fees Paid to Date, Course Fees for First Year of Studies, Student Accommodation (Yes/No) and Student Accommodation Fee Paid to Date, must be added and then saved. The student must have an active Passport document and it must be uploaded.

The screenshot shows the 'Student Document Details' form for a PCAS document. The form includes the following fields:

- Type: PCAS
- Status: Pending Issuan
- Cohort: 1AD2 - 201703
- Issued Date: 17/07/2017
- Issued Place: (empty)
- Issued Country: (empty)
- Active From: (empty)
- Active Until: (empty)
- Course Fees Paid to Date: 5000
- Course Fees for First Year of Studies: 10000
- Student Accommodation Fee Paid to Date: 1000
- Student Accommodation Provided: Yes

Buttons for 'Save' and 'Cancel' are visible at the bottom right.

On the Document Details table, the link highlighted below must be clicked to open up the Document Links screen.

Document Type	Info	Study Program	Status
Passport	ID/Number: G123456789		Current
CAS	ID/Number: 1234567890, issu...		Assigned
PCAS		1AD2 - 201703	Pending Issuance

A 'PCAS Memo' must be added and this will appear on the final PCAS document. In here the evidence is added (academic and English) based on what ICRGU has accepted this student upon.

The second is the Academic Justification category for academic progression justification needed on the CAS, and the third is an Additional Notes option. These fields may not be relevant for each student.

The PCAS is then sent from the student record, Reports -> Admissions -> Provisional CAS should be selected and PCAS document can be previewed. To send the PCAS, Action -> Communication -> Email Report. PCAS recipient/s will then be selected and an appropriate email template. Provisional CAS must be selected from the Report Attachment prior to clicking Run.

The screenshot shows the 'Report Attachment' section with a dropdown menu set to 'Provisional CAS'. Below it, the 'Report format' section has radio buttons for PDF (selected), Word, Excel, CSV, and XML. There are 'Preview' and 'Run' buttons at the bottom.

Back in the Student Document Details panel, the status must be changed to 'Sent to Applicant'. The provisional CAS should be downloaded and saved within the applicant's e-file. The Customer Relationship Management system, Salesforce, should then be updated to reflect the issuance of the provisional CAS.

## CAS Checklist

The CAS Checklist needs to be completed prior to the issuance of any CAS. This checklist consists of Yes/No/NA questions. The checklist should also be completed for those that do not need a CAS as many of these checks apply to them also, and those that do not should be marked as NA.

Offer Checks			
Passport or relevant ID in date	Yes	Does Passport/ID name match other documents	Yes
English Requirement Met	Yes	If under 18, AB Approved	N/A
Academic Qualification Met	Yes	Academic Board Approved	N/A
Study Gaps	Yes	Evidence of Gap Provided	Yes
Intent to Study Demonstrated	Yes	Intent to Study Evidence	Personal Statement, CV, Reference
Admission Interview	Successful Second Attempt		
Has the applicant previously been refused a visa for any country	Yes	Refusal Evidence Provided	Yes
Has the applicant previously studied in the UK	No		
Immigration History Questionnaire Required	No	IHQ Provided	N/A
Does the course represent Academic Progression	Yes	If no, justification provided	N/A
All previous immigration documentation received	Yes		
Immigration Check Required	No	Immigration Check Completed	N/A
Is this applicant eligible to study with us	Yes		
ARC Approval	Donal O'Connor	Approval Date	13/07/2017

## CAS Issuance

Once the CAS checklist has been completed and the Admissions Officer is satisfied that the file is ready for CAS, the e-file is passed to the CAS issuance team.

Once all data has been entered into the UKVI student management system, a CAS document can then be created in the Student's Document Details section. The below image shows the information that needs to be entered for a CAS.

The screenshot shows a form for creating a CAS document. Key fields include:

- Type: CAS
- ID/Number: E4G1234567890
- Status: Assigned
- Cohort: 1A02 - 201703
- CAS Issued By: University
- Used Date: [Empty]
- Status Changed: 18/07/2017
- Assigned Date: 18/07/2017
- Expiry Date: 17/01/2018
- Course Start Date: 20/09/2017
- Course End Date: 31/07/2019
- Latest Enrolment Date: 01/10/2017
- Passport Number: 23456789
- Course Level: RQF 6
- ATAS?: No
- SELT?: No
- Previous UK Study?: Yes
- Previous UK Study Level: RQF 3
- Current Course Level?: Higher
- Course Fees for First Year: 5000
- Course Fees Paid To Date: 10000
- Accommodation Fees Paid: 1000
- Work Placement?: Yes
- Percentage of Course: 20
- Visa Application Date: [Empty]
- Visa Outcome: Pending
- Visa Application Method: [Empty]
- Visa Application Centre: [Empty]

The 'Evidence used to obtain offer' that has been stated on the CAS must be added as the sponsor evidence.

## Deferral of a student after a CAS has been issued

Should a student wish to defer their studies after a CAS has been issued, the University Immigration Officer should be informed of the decision and the student's CAS withdrawn if the status remains as ASSIGNED on the SMS. Should the CAS have already been USED, then the University may choose to withdraw sponsorship, and the student must provide evidence of an outcome from their visa application prior to a deferred offer being issued.

## Risk Management

### CAS Tracking

A CAS Task should be created to keep track of the student's Visa Application. Tasks and their status will display both within Navigate, and Salesforce, against the student's record.

**Task**

Category\*  
Admissions - CAS Followup - URD-UK

Status  
Select Status

Subject\*

Details

Who  
Select Staff Member

Started  
[ ] [ ] Now

Ended  
[ ] [ ] Now

Due  
[ ] [ ]

Select Status

1. CAS Assigned
2. Visa Application Submitted
3. 1st Interview Confirmed
4. 2nd Interview Confirmed
5. Visa Refused/Rejected
6. Visa Granted
7. Other - See Notes

After the student confirms that their Visa Application has been submitted, the status should be updated and a Visa Due Date added.

The student's CAS Followup Task should continue to be updated as the student's application progresses, with a new Due Date added with each change, until a student receives a visa outcome. At which point, the Visa Outcome on the CAS Document should be updated to either Successful, Refused or Rejected.