



Contents

Summary of Changes since previous version 1

1. Introduction 2

2. Principles of Admission 2

3. Code of Ethics 2

4. Non-standard applications 3

5. Entry Requirements 7

6. Offers 7

7. Failure to Run Courses 8

8. Complaints 8

9. Appeal 9

Summary of Changes since previous version

- Changes to improve clarity and understanding

1. Introduction

- 1.1. This document sets out our policy for admission and entry to the college's undergraduate and taught postgraduate applicants.

2. Principles of Admission

- 2.1. The admission of individual applicants is at the discretion of the College with entry levels and other requirements agreed in collaboration with the partner University.

- 2.2. In exercising this discretion, the College and/or Admissions and Recruitment Centre will abide by the following principles set out below.

- 2.2.1. There should be a reasonable expectation that any person admitted to a course 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.

- 2.2.2. Where applicants do not directly meet normal stated entry criteria or where there are regulatory, migratory or other requirements to consider, the College Admissions Team reserves the right to review such applications as 'Non-standard' as outlined within this policy.

- 2.2.3. When considering each individual applicant for admission to a course, 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. The College will 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 partner university, ensures that the criteria and procedures used for selecting students are valid, fair and transparent, applied consistently for each course and in no way unjustly disadvantage any applicants. The College will consider all applications in accordance with the Algemene Wet Gelijke Behandeling (Equal Treatment Act), 1994 and all associated guidance.

- 2.2.5. The College reserves the right to consider in greater detail, applications from persons who have a criminal record in either the Netherlands, in their country of origin or elsewhere.

- 2.2.6. When making an offer in response to an application and having due regard to all entry requirements (academic and otherwise), any such offer will typically be for the entire undergraduate or postgraduate degree, assuming successful completion of the foundation year offered by the College.

3. Code of Ethics

- 3.1. All Navitas agents, Navitas UPE representatives and College staff, when considering applicants for entry into the Netherlands, must adhere to the Dutch Code of Conduct International Student Higher Education as laid down by the National Commission / Gedragscode Hoger Onderwijs and these can be found on their website. (www.internationalstudy.nl).
- 3.2. The College ensures 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 and institutional policies and regulations, statutory and legal requirements.
 - 3.2.2. The Source Country Office (SCO) Staff and College Marketing and Admission Teams 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 Director of Marketing and Admissions for the College, and the College Director/Principal (CD/P).
 - 3.2.3. All College Admissions staff and authorised representatives recognise 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. The College Director/Principal (CD/P) and Director of Marketing and Admissions are responsible for assuring that this standard is met.
 - 3.2.4. The CDP and Director of Marketing and Admissions for the College must keep pace with current developments in recruitment practice, legislation, policies and procedures. They must inform the Academic Registry of any proposed changes prior to those changes being made, and maintain operating standards and compliance requirements, with a view to continuous improvement.

4. Non-standard applications

- 4.1. 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. The Partner University may state additional circumstances under which specific escalations and approvals may be required.
- 4.2. All such applications should be referred to the College Academic Board for consideration and possible onward referral to the Partner University.
 - 4.2.1. The College Academic Board (CAB) 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.

4.2.2. Membership of the CAB should include an Admissions Manager or designated other with sufficient compliance knowledge and understanding to review all relevant regulatory requirements.

4.2.3. All cases considered by the CAB should be fully documented and should be submitted to the College Learning and Teaching Board (CLTB) for recording on the minutes.

4.2.4. Should a case require onward referral to the Partner University, this should be recorded in the notes of the CAB and no decision made until such time as the University Registry returns.

4.2.5. Those applications considered as 'Non-standard' could be included under one of the following categories:

- Academic entry (those falling below entry requirements and those requiring consideration of Accredited Prior Learning or Admission with Exemption)
- Regulatory (Immigration)
- Equality and diversity (disability or additional learning needs) for assessment of reasonable adjustments and capacity to complete the course
- Criminal record and persons at risk

4.3. Academic Entry

4.3.1. Where an applicant marginally does not meet the stated entry standards, and does not fall within an agreed threshold of the requirements, but where the applicant demonstrates abilities and aptitudes that can be assessed as appropriate for entry to a stage of study, these applicants are eligible for referral to the College Academic Board and consideration for admission, given that the stage of study in question is designed to incorporate:

- appropriate teaching support via enhanced contact hours; or is to be
- delivered over a longer period of time to enable adjustment

4.3.2. 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.

4.3.3. Those applicants where their prior qualifications and learning are accepted as fulfilling some of the requirements of the proposed pathway or course of study may be eligible for exemption through the Accreditation of Prior Learning (APL) either through experience or by qualification.

All CLTBs and Academic Boards are required to follow any applicable quality framework as may be required.

4.4. Regulatory (Immigration)

4.4.1. Applicants who require a Student Visa to study in the Netherlands must also meet all of the Immigration and Naturalisation Service (IND) requirements to be able to make a valid visa application before the College and Partner University will make either a provisional unconditional offer or full unconditional offer. As part of the conditional offer, applicants will be asked to supply documents such as copies of passports, qualifications and visas that relate to these requirements. Applicants may also be asked to provide information about their past immigration history and previous study in the Netherlands or other Schengen countries (if applicable). The visa application procedure via the University Partner will not be started by the Admissions Office to applicants until all required documents meet IND's standards and until the conditions of the offer have been met, Both the College and Partner University reserve the right to withhold the start of the visa application with IND to any applicant who we have any reason to believe will not be in a position to make a successful Student Visa application.

Instances where this may be applicable include, but are not restricted to, the following examples:

- There is insufficient time to make a Student Visa application prior to the latest start date for the course and in accordance with Partner University proposed application, payment and visa documentation deadlines.
- The applicant does not have, or is unable to provide evidence that they have, sufficient funds to be able to make a successful Student Visa application.
- The applicant is currently residing in the Netherlands as an 'overstayer' (remaining in the Netherlands beyond the expiry date of their visa).
- The applicant has previously been enrolled in a university preparation programme
- It is discovered that the applicant has either withheld or provided false information in their original application in relation to their previous immigration history

4.4.2. English Language Level

- 4.4.2.1. Following the Code of Conduct (article 3.1) applicants for whom English is not a first language, following the definitions as described in the code of conduct, are required to hold a recognised qualification with the required minimum score for their chosen course.
- 4.4.2.2. Where an applicant is unable to demonstrate the requisite level of English language, the applicant may not be admitted to the programme (following visa regulations and partner university agreements).
- 4.4.2.3. Further guidance and information on applicable English entry requirements can be found on the College's website.

4.4.3. Previous study in the Netherlands – Academic Progression

- 4.4.3.1. There are specific requirements and exemptions with respect to academic progression which are listed within the Academic Handbook.
- 4.4.3.2. For those applicants in need of a visa where they have previously studied in the Netherlands, and were enrolled in a preparatory programme before, a new

enrolment in a preparatory programme, such as an international foundation year, may not be in line with visa regulation.

4.4.3.3. In case a student is currently enrolled in a different study programme in the Netherlands, or has residency in the Netherlands or Europe, other immigration regulations and processes may apply. The College will inform the student of their respective visa requirements prior to the start of the visa process.

4.5. Equality and diversity (disability or additional learning needs)

4.5.1. The College's Admissions team are 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 a disability or learning needs.

4.5.2. 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, and in all instances no later than on acceptance to their course.

4.5.3. The College Admissions Team will consider all applications in accordance with applicable legislation and Partner University regulations. In accordance with this, the College may reject an application on the grounds of disability where:

- Necessary adjustments would not be reasonable either to the physical or staffing resource base of the College.
- The College cannot guarantee the health and safety of the applicant for the times that they are not in timetabled sessions at the College.
- The College cannot get the required level of understanding that upon progression to the degree programme, sufficient levels of support would be in place with the partner University

4.6. Under 18 - Minors

4.6.1. Those persons considered minors, will be less than eighteen (18) years of age at the time of enrolment. Such applicants will be considered on their individual merit and their potential to benefit from their chosen pathway.

4.6.2. The College Admissions Team recognises that students should normally be sixteen (16) upon start of the application procedure.

4.6.3. 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:

The relevant sections of the Acceptance of Offer are required to be completed;

- In cases third party arrangements will require co-signing of parents/legal guardians, examples include accommodation contracts and the opening of a bank account in the Netherlands

5. Entry Requirements

- 5.1. The College seeks to admit applicants, who are suitably qualified for its programmes and who it believes have the potential to succeed. This commitment is underpinned by factors that may indicate the likely success of a student including:
 - Achieved and pending academic qualifications
 - The academic context in which qualifications have been achieved
 - An applicant's stated interest, commitment and motivation for study
 - Where relevant, work or other non-academic experience
 - Academic and/or professional references
 - Where required, an applicant's accreditation of the school or university attended
 - Where required, an applicant's performance at interview
 - Where required, an applicant's portfolio or sample of written work
 - Where required, an applicant's research proposal
- 5.2. Additional assessment of professional capability may apply to the professional courses.
- 5.3. Other qualifications or experience that demonstrates a candidate possesses appropriate knowledge and skills may be acceptable after consultation with the appropriate Partner University Head of Admission.
- 5.4. Academic and English entry requirements for courses are determined jointly between the College and Partner University and are published on the College's website.
- 5.5. 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.
- 5.6. In the event that entry requirements change, the College will update the published entry requirements as quickly as possible.
- 5.7. The College reserves the right to ask applicants to provide additional evidence of qualification or intention to study in order to determine an applicant's eligibility to study.

6. Offers

- 6.1. The College and Partner University reserve the right to determine the eligibility of any applicant for a course and issuance of an Offer of Admission.
- 6.2. An offer of a place (conditional or unconditional) on a pathway of study, imposes an obligation on the College to admit an applicant and neither should be withdrawn without their consent, except where:
 - The applicant fails to meet the conditions of the Offer of Admission.
 - The intake to the stage of study, pathway or course is cancelled in line with the College's Terms and Conditions.
 - The applicant fails to provide any requested supporting documentation by the specified date.
 - The applicant or a representative of 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, correspondence, documentation, interview or statement, deliberately or inadvertently, or has otherwise sought to mislead the College.

- The applicant or a representative of 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.
- The applicant or a representative of the applicant has failed to declare at a relevant unspent conviction.
- There can be no reasonable adjustment made by the College or Partner University with regard to learning provision or pastoral care.
- The applicant is unable to present at enrolment as per the stated intake date on the Offer of Admission.
- The applicant has failed to complete the Acceptance of Offer Form and return by the specified deadline.
- The applicant has demonstrated an inability to make proper payment of the requisite course fee deposit, and where appropriate accommodation final payments.
- The applicant has failed to demonstrate adequate maintenance funds on request by the College
- The applicant has failed to provide correct visa documents by the deadlines stated
- The applicant has failed to provide evidence of insurance for the first year of their studies in the Netherlands.
- The College or Partner University believes that allowing the student to hold their offer or to receive a Dutch entry visa/residence permit would contravene any applicable regulatory or legislative requirement.
- An incorrect offer has been made and needs to be withdrawn.

7. Failure to Run Courses

- 7.1. The College and Partner University make all reasonable efforts to deliver the programmes of stud and other services and facilities described in its information for students. However, the University may in some circumstances be required to make:
- a change of award or programme title;
 - a change to the availability of or discontinuance of a core module; or
 - a change to the overall type of assessment for the Programme, for example by exams, coursework or practical assessment (or combination of these).
 - a change to the mode of delivery of the course, or part of the course. For example, from Face to Face to Online.
- 7.2. If any change the College makes such changes that materially affect the student, or that are to the student's detriment, the College will take all reasonable steps to notify the affected applicants promptly to minimise any disruption to commencing their studies.
- 7.3. For further information about the circumstances and/or reasons the College may be required to take the actions above please visit: <https://www.thehaguepathway.nl/conditions> to view our student contract.

8. Complaints

- 8.1. A complaint is when an applicant is unhappy with the service received from the College Admissions Team.
- 8.2. Any complaint made by an applicant (or their representative) relating to the administration of the admission process or regulatory framework will be deliberated by the College's

Management Team to ensure a resolution that is fair and responsible. Where necessary the complaint may be referred to the Academic Registry UPE for deliberation in line with the College's Complaints Procedure.

9. Appeal

- 9.1. An 'appeal' is a process of review, based upon a full application and associated documentation. An appeal can be made by applicants who believe they meet the grounds for appeal to permit a second review of their application.
- 9.2. There will be no discrimination or prejudice against any applicant who makes an appeal.
- 9.3. The College will only accept appeals from the applicant directly and not from any third-party representative such as parents, agents or school representatives unless the applicant's situation is such that they require third party representation.
- 9.4. Appeals may be made on the following grounds:
 - **Procedural irregularity** - where an applicant believes that the College has not followed the procedures stated within this policy and that there is reasonable doubt as to whether the outcome might have been different had the error not occurred.
 - **New material information** - where an applicant can provide new information to support their application which was not available at the point when the application decision was made.
 - **Extenuating circumstances** - which had not been known at the time when the decision was made.
- 9.5. All appeals will be considered on their individual merit, however, if an appeal is based on the grounds below it will not be considered:
 - Academic judgment
 - Retrospective reporting of extenuating circumstances (which would have been known at the point of application)
 - Failure by the applicant to attain the entry qualifications as stated in the conditions of offer
- 9.6. The applicant should raise the matter at the earliest possible time and within 30 days of the Offer of Admission or rejection being issued.
- 9.7. The appeal will be investigated by the relevant Admissions Manager or designated other including the input from academic staff and the Partner University where required. A written decision will be given by the Admissions Manager, normally within ten working days of an appeal being made. If it proves impracticable to respond fully within ten working days, the applicant will be informed of a realistic timescale in which to expect a response.
- 9.8. If the applicant is dissatisfied with the response received from the Admissions Manager, a written appeal should be made within ten days of the date of the written response. This should set out briefly: the nature of the appeal; the steps already taken; details of the response received; a statement as to why the applicant remains dissatisfied and, without prejudice to any formal remedy which might be determined, the remedy which is sought.
- 9.9. This written appeal will be referred to the Academic Registry UPE who may call together a Case Review Panel to consider all relevant facts. The Case Review Panel's decision, supported by reasons, following completion of this process will be considered as final. If a Case Review Panel is not held, the decision from Academic Registry will be final.