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Admissions Policy and Selection Procedures

Admissions Statement

The British Institute of Technology, England (BITE) aims to provide the highest quality learning environment, in which students are stimulated and supported in order to:

- Achieve their full potential in their academic discipline, as members of society and as individuals
- Prepare for professional life and engage in lifelong learning

The policy takes account of relevant legislation, the *UK Quality Code for Admissions* published by the Quality Assurance Agency, the Competition and Markets Authority (CMA) guidance.

Principles

All applicants are considered primarily on merit and their academic potential. Institute operates an admissions policy which ensures equality of opportunity to all applicants. Applications for admission to all programmes are considered without regard to any inappropriate distinction e.g. ethnicity or national origin, nationality, disability, sexual orientation, gender, religious or political beliefs, marital status or socio-economic background. Mature students (those who will be 21 or over at the time they start an undergraduate course), and students who have suffered educational hardship or disruption (including students with disabilities), may receive special consideration.

Applications are welcomed from candidates who, in addition to any formal qualifications, can demonstrate:

- Intellectual ability (sufficient to profit from the rigorous demands of a degree programme)
- Suitability for their chosen programme of study
- Motivation to study
- Interest in their chosen subject/programme

Applications will be considered on the basis of:

- Students' prior academic achievement, or prior and experiential learning
- Any expected results in formal examinations
- Personal statement in support of students' application
- Referee's assessment of student's academic abilities
- Performance at interview (where an interview is part of the admissions process)

Where an offer is made without interview, successful applicants are still able to visit the Institute before confirming their choice. It is usual for mature students to be interviewed to allow the admissions tutor to find out more about the candidates as people, as well as assessing their academic potential and whether they would be able to complete the programme successfully.

In seeking to attract applications from students with excellent academic potential, Institute is committed to widening participation and to promoting wider access to

Higher Education. Due to the size of the Institute, there may be admissions quotas but Institute is committed to treating all applicants within the admissions cycle fairly.

Applicants who are uncertain as to whether or not they meet the Institute's General Entrance Requirements should contact the Admissions Office.

Compliance with the General and Programme Entrance Requirements does not in itself entitle any student to admission.

LEGISLATION AND REGULATION

National legislation

This policy takes account of the following relevant legislation:

- GDPR EU Legislation 2016
- The Consumer Protection Law
- Equality Act 2010
- Freedom of Information Act 2000
- Human Rights Act 1998

National guidelines

This policy observes the *UK Quality Code* on Admissions to Higher Education. the Competition and Markets Authority (CMA) guidance.

Institutional regulation

This policy is approved by the Institution's Academic Board and reviewed on a regular basis (usually annually). The policy observes the Institution's policies on data protection, equality and diversity, students with disabilities and widening participation.

Admission Cycle

Pre-admission

The institute is committed to providing accurate and appropriate pre-admission information as well as support to prospective students in order to ensure they are able to make an informed choice about a course of study.

Transparency in the admissions procedure is key to this. The institute publishes admission criteria and process of application in various relative media (e.g Course brochure, prospectus) and on the institutes website *www.bite.ac.uk*

Every effort is made to ensure the accuracy of data when it is published.

Materials are usually provided a minimum of 12 months before the start of a program. The website retains the most accurate data as it is updated most frequently. Reviews of brochures are completed when changes are made to the program structure or content.

The institute uses a variety of media to promote the activities of the institute. The marketing officer circulates public relations releases for events and sponsorships.

The institute is committed to supporting the British Councils exhibitions and takes part in these as well as UCAS and other post graduate recruitment events.

Admission

Each approved programme of study will specify the requirements for admission to that programme by:

- (a) identifying the knowledge and skills required at admission and relating these to the length, content, and objectives of the programme;
- (b) describing the way in which these arrangements will accord with the standard of the award;
- (c) setting out the criteria and means by which the suitability of the student for admission will be judged;
- (d) setting out, where appropriate, the procedures to be used in assessing any previous work of students admitted to points other than the beginning of the programme.

General admission requirements for each level of award

Our institute bases its admission requirements on nationally recognised, formal minimum attainment levels. The normal entry requirements are set out below. These should be regarded as indicative and individual applicants may be admitted on the basis of a wide range of qualifications and/or experience provided the principles of admission outlined above are met.

Admissions Requirements

The Institute's typical academic entry requirements and the details of its academic programmes are published annually in a prospectus and on the Institute's website at www.bite.ac.uk. We recommend the use of the Institutes website to view the most up to date information about programmes and entry requirements.

The Institute's typical academic entry requirements are set by the specific Department(s) offering each degree programme. The Institute regularly reviews its typical academic entry requirements.

Institute considers a wide range of qualifications for entry to its programmes:

For an undergraduate programme:

The majority of school-leaving applicants from England, Wales and Northern Ireland apply with four or more AS qualifications studied in year 12, with three or four taken on to A level in year 13. The Institute assures applicants of flexible and individual consideration of their qualifications profile. To get evidence of an applicant's ability to sustain concentrated and progressive study, the Institute will normally ask for completion of at least two A levels. This usually means that a further AS in year 13 in place of a third subject at A level would be acceptable. However, most departments stipulate that two subjects need to be taken to A level. These requirements are outlined in the Institute's prospectus and on the Institute's website.

Other UK qualifications

Other UK qualifications considered by the Institute for an undergraduate programme include: Access awards, Advanced Welsh Baccalaureate, BTEC Awards, Cambridge Pre-U, Open University courses, and Scottish Highers/Advanced Highers. Institute also welcomes the development of the new Diplomas. The Advanced Diploma (level 3) will fulfill the Institute's general entry requirements. As with all qualifications applicants should be aware that offers for those applying with the Diploma will be dependent on the programme applied for and that for certain subject areas, we may require completion of specific additional specialist learning.

International Qualifications

International qualifications considered by the Institute include: Advanced Placement courses (APs), European Bacculaureate, French Baccaauréat, German Abitur, Indian Higher Secondary School Certificate (Grade 12), International Bacculaureate, Irish Leaving Certificate, Malaysian STPM, Polish Matura, and US SATS. The institute uses UKNARIC as its guidance for international qualifications.

Students with exceptional results with A standard in intermediate may be accepted for admission to the Bachelors program.

For postgraduate programmes: The entry requirement is normally satisfied by possession of one of the following:

- i) BA(Hons), BSc(Hons) or BEng(Hons) with an award classification of no less than a lower second class honours (2:2).

- ii) A degree qualification of a standard equivalent to that obtained after a programme of study in a recognised university outside the UK. (Note: Sources such as the British Council Handbook and UK NARIC will be used as references to verify the qualifications equivalence to a UK degree)

English language requirements

All the Institute's programmes are taught in English. Therefore, each student's command of English must be sufficient to meet all the requirements of their programme. The Institute's admissions regulations specify the English language requirements as recommended by the UKVI that the applicants must meet in order to be admitted to the Institute. All applicants to the Institute will have to sit a recognised English language test to take admission with the institute:

Qualification	Score (<i>Component-wise breakdown</i>)			
	Listening	Speaking	Reading	Writing
IELTS	5.5	5.5	5.5	5.5
PTE	59	59	59	59

Further details about English language requirements can be obtained from the new list of approved tests available on the Gov.uk website.

Additional support for English language can be provided for eligible candidates.

Verification of qualifications

The Institute reserves the right to verify the result of any examination that is not supplied by UCAS through the Awarding Bodies Linkage (ABL).

First Degree Level

- (a) The minimum level of attainment required for entry to the start of programmes of minimum length leading to awards at first degree

level is equivalent to passes in two subjects at A2 level supported by passes in subjects at GCSE **or equivalent**.

- (b) In some programmes it will be necessary for entrants to have reached the equivalent of A2 level in at least one specific subject; in others the emphasis will be on the general intellectual skills developed by previous study.

Postgraduate Certificate and Diploma Programmes

The normal entrance requirement is a degree or other qualification at equivalent level. A lower level qualification together with appropriate experience or, exceptionally, substantial related experience alone may be acceptable.

The English language requirement for Pearson level 7 programme is at least IELTS 6.5 or equivalent (obtained from the new list of approved tests available on the Gov.uk website).

Master's Programmes

The normal entrance requirement for a Master's programme is an Honours degree or postgraduate diploma or professional qualification recognised as equivalent to an Honours degree. Other qualifications or experience

which demonstrate that a candidate possesses appropriate knowledge and skills at Honours degree standard may be acceptable.

The English language requirement for non-native speakers of English for Masters programme is at least IELTS 6.5 or equivalent (obtained from the new list of approved tests available on the Gov.uk website). Some programmes may require higher score and would be indicated in the programme specification of the programme.

Admission with advanced standing

Subject to the requirements of the relevant programme regulations, the Institute has discretion to admit a student with exemption from certain elements of a programme. This will occur when it is clear that an applicant has fulfilled some of the progression and assessment requirements of the programme of study by means other than attendance on the planned programme, and will be able by completing the remaining requirements to fulfil the objectives of the programme and to attain the standard required for the award.

A student admitted with exemption from certain elements of a programme is not required to take those elements but may, as appropriate, be required to take alternatives; or may be admitted with specific credit, which means that the student is considered to have passed certain elements.

Our institute reserves the right to assess applicants' prior learning by requiring them to take the normal progression assessments of the programme or some other appropriate form of assessment.

An applicant may be judged to have satisfied, wholly or in part, the aims of supervised work experience on a programme. In considering such applications **our Institute** will assess:

- (a) the quality of the training or supervised work experience previously undertaken;
- (b) the relevance of the training or supervised work experience to the programme to which the student is to be admitted;
- (c) the quality of the supervision and assessment of the training or supervised work experience;
- (d) whether the granting of such specific credit would still enable the student to meet professional or other requirements which the supervised work experience within the programme is intended to satisfy.

In some cases it may be more appropriate for an applicant to be advised to follow a programme which does not normally contain an element of supervised work experience.

A student will not be admitted to a point more than two-thirds through the taught element of a programme.

Admission with academic credit is otherwise subject to the same principles as admission to the beginning of the programme.

Assessment of accredited certificated learning

In assessing claims for admission to a programme of study with advanced standing in respect of accredited certificated learning our institute will give consideration to the following:

(a) Credit Transfer

Applicants who have successfully completed the whole or part of a comparable programme at our institute or another institution may be admitted to an appropriate point on an approved programme.

(b) Vocational and Professional Qualifications

Applicants holding vocational or professional qualifications may be admitted with specific credit to an appropriate point on a programme.

(c) BTEC Pearson and SCOTVEC Higher Awards

Applicants holding a Higher National Certificate or Diploma of BTEC Pearson or SCOTVEC may be considered for admission with specific credit.

(d) Overseas Awards

An award gained overseas may be judged acceptable for entry with specific credit.

Assessment of accredited experiential learning

Where applicants' prior uncertificated learning includes experience and/or industrial training which can be assessed with sufficient accuracy, it may be used to give entry with either specific or general credit.

In assessing for admission to a programme of study with advanced standing in respect of accredited experiential learning, our Institute will have regard inter alia to the following.

- a) Responsibility rests with the applicant for making a claim to have acquired knowledge and skills and for supporting the claim with appropriate evidence.
- b) The learning derived from experience must be identified in order to be assessed.
- c) The identification of prior learning comes through systematic reflection on experience, the writing of clear statements about what was actually learned and the collection and collation of evidence to support those statements.
- d) The methods of assessment must be such that the judgment made can be considered by external examiners and Assessment Boards.

Selection principles

The Institute is committed to fair admissions and considers applicants on an individual basis, assessing both ability and suitability for the programme that has been applied to. The Institute considers past and predicted academic achievements as well as other evidence of an applicant's ability, skills, interests, motivation and potential. The Institute's processes are designed to lead to the selection of students who can be expected to complete their studies successfully. Selection decisions are made by trained staff in the admissions office.

Interviews

As part of the selection process for specific programmes, applicants will be interviewed. These interviews will be undertaken by staff trained in admissions procedures.

There will be a second interview or an integrated first interview with an academic staff from the programme team.

If a student with a disability is invited for the interview, reasonable adjustments will be made to allow the student to express himself satisfactorily.

Widening participation

The Institute is committed to widening participation in higher education and aims to encourage and support a socially and culturally diverse student population. Principles of inclusion and equality of opportunity are central to the Institute's selection, recruitment and retention of students. To gain a full understanding of an applicant's achievement and ability the Institute encourages admissions selectors to use the contextual data provided in a UCAS application and from other sources in addition to qualification information. The Institute's Widening Participation Policy can be found on Institute's website.

Mature students

The Institute welcomes applications from mature candidates. The Institute considers mature applicants from a wide range of backgrounds with qualifications ranging from conventional A levels to Access and Foundation courses and the

relevant experience. Entry requirements for mature applicants are not rigid and can vary from one individual to another with a minimum experience requirement. Programme leaders look for evidence of a student's ability to study at the required level and evidence of relevant experience or interest in relation to the subject area.

ADMISSIONS PROCEDURES

UCAS Procedure

Applications to undergraduate degree programmes at Institute are made through the Universities and Colleges Admissions Service (UCAS). The Institute observes the rules and procedures laid down by UCAS. More information about applying through UCAS and application deadlines can be found at www.ucas.ac.uk.

Postgraduate Procedure

Applications to post graduate degree programme at Institute are made directly through Institute or one of its overseas agents.

Applicants offered a place

Applicants for undergraduate programmes receiving an offer - either conditional or unconditional - will be able to view the Institute's decision online using UCAS Track.

All applicants will be sent a letter from the Institute confirming that they have been offered a place and extending an invitation to attend the Institution's Open Day.

If an applicant who has received a conditional offer fulfils the conditions of the offer as specified, or if the Institute accepts an applicant on the basis of satisfactory academic performance, then an unconditional offer will then be transmitted to UCAS. Applicants will again be able to view the Institute's decision using UCAS Track.

The Institute will send **admissions packs** to unconditional applicants from mid-July. These packs will include enrolment, accommodation and finance information.

For post graduate applicants, once an offer has been made, the Institute will contact the student either via the post or email and send admissions packs to the applicants. These packs will include enrolment, accommodation and finance information.

All the successful applicants should be registered with the awarding body within 28 days.

Applicants made an offer for an alternative programme

The Institute may decide that it is unable to offer a place on the original programme to which an applicant has applied, but is able to make an offer for an alternative degree programme. In this situation the Institution will write to the applicant to confirm that they have been offered a place on a different programme.

Applicants not offered a place

Feedback

The Institute is committed to providing feedback on request to applicants who have not been offered a place. Applicants requesting feedback are asked to do so promptly and to contact admissions office in writing, by email (admissions@bite.ac.uk), letter or by telephone (0208 281 3071). Applicants are able to request feedback at any time during the admissions year in which they are applying.

Institute aims to respond to requests for feedback within ten working days of receipt.

The feedback provided is based on academic judgment concerning an applicant's suitability to undertake a programme and will include failure to satisfy both academic and non-academic (e.g. occupational health checks, criminal records checks) requirements.

Re-applications

The Institute will consider re-applications on an individual basis and reserves the right to use information from a previous application in assessing a re-application.

Applicants requesting deferred entry

The Institute welcomes applications for deferred entry. Applicants who have not initially applied for deferred entry, but decide that they wish to defer their application prior to enrolment will be considered on an individual basis. These requests must be made in writing, by email or letter, to the admissions department.

Applicants requesting direct second or third year entry

The Institute will consider applicants for entry directly to the second year / third year of a three year programme on an individual basis. The Institute recommends that all applicants requesting second or third year entry contact the admissions department concerned to discuss the opportunities prior to application, as the Department may not be able to offer second/third year entry in a specific admissions year or the applicant's previous programme may be unsuitable as a basis for second/third year entry.

Applications for second or third year entry will normally need to be made through UCAS, however in specific cases applicants may transfer directly onto a programme at the Institute.

All offers made for a direct second or third year place will require the approval of the head of the admissions department.

Re-admission of students

Applications from the following will require the approval of the head of the admission dept before the applicant can be offered a place:

- students who have previously failed a programme of study at Institute or have withdrawn from the Institute and are seeking admission to the same, or any of the same, module previously studied;
- students who have already been twice admitted to a first year at Institute regardless of whether or not the module(s) studied previously are the same.

Fraudulent applications

The Institute abides by UCAS rules and procedures concerning fraudulent applications. Any undergraduate application suspected by the Institute to contain fraudulent information will be referred to UCAS.

The Institute reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent information. Any student found to have been admitted on the basis of fraudulent information may have their studies terminated.

Changes to programmes

The Institute endeavours to inform applicants at the earliest opportunity of any significant changes to a programme made between the offer of a place and enrolment.

Monitoring and review of procedures

The head of the Admissions Department monitors procedures relating to Admission and Selection. All admissions procedures are reviewed annually and updated if necessary.

If there are specific Departmental admissions procedures, these are monitored by the individual Associate Deans with advice from the Admissions Officer and the Programme Leader.

Assessment of Tuition Fees

All applicants ,Home/EU and International, for undergraduate programmes are required to make an assessment of Tuition fee based on their residential category as part of their application. In most cases the provisional residential category will enable the Institute to make the final decision on the fee status of an applicant. Applicants can be assessed as eligible to pay either home tuition fees, or overseas tuition fees.

If the Institute considers an applicant's fee status to be unclear from the information provided in the UCAS application, the admissions department will write to the applicant to ask for further information. This process will normally take place after the applicant has selected the Institution as **a Firm or Insurance choice** through UCAS.

Applicants for postgraduate programmes will be assessed at the point of an application being received or at an interview.

Institute reserves the right to identify an applicant as eligible to pay overseas tuition fees at any point in the admissions process up to the point of registration.

Payment

On selection of the candidate by the academic board of the Institute, the student is required to transfer the fee to the institute's account as listed below:

Bank name. Al Rayan Bank

Sort Code. 30-00-81

Account No. 01167501

IBAN / SWIFT

Code.GB55ARAY30008301167501

Payable to. British Institute of

Technology, England (BITE)

Overseas payment of fees should only be made by **Bank transfer** or **Demand Draft** and never in cash to a consultant. Drafts should be payable to “British Institute of Technology, England”.

Important

Students should note that those who do not pay the full fee will not be registered with the awarding body.

Refunds

See the student terms and condition at <http://www.bite.ac.uk/about/academic-registry/>

The Institute is not accountable in the following circumstances (this is not an exhaustive list):-

Failure of the student to provide the required documentation, failure to demonstrate the required funds, false representations or fraudulent documents or any other reason where the student is accountable.

Under the refunds policy any student who submits an application for a visa that is rejected through their own fault will not be considered for a refund.

If a student has been rejected and it is entirely attributable to the Institute then a deduction will be made for administration costs.

The justification for this policy is that an Institute's ability to recruit students through the Tier 4 system is directly connected with visa acceptance and rejection. A failed visa damages the reputation of the Institute and its relationship with the United Kingdom Border Agency.

We advise all students to use a suitably qualified immigration advisor to process their application for a visa. More information on suitable advisors should be gained from the UKVI or FCO within student's country.

When you choose to not apply for a VISA:

If a student elects to not apply after being issued a CAS we will not usually consider a refund of fees paid. This includes students who submit an application and subsequently withdraw whilst it is pending.

Additional Information

Deposits are considered to be 50% of the fees, any payment in addition to this may be considered for refund if the student is entitled to a refund.

We strongly advise that you do not process an application with the Institute unless you are sure that you are prepared to travel to the UK for studies.

Deferral to a later semester is by request and should not be assumed without confirmation.

You should be aware of the financial implications of study in the UK, including the potential for a loss of the fees you have paid in the above mentioned circumstances.

For answers to additional questions about the refunds policy please contact the admissions team by email admissions@bite.ac.uk

Students are advised to protect themselves appropriately from any potential loss.

In line with UK money laundering laws, any fee paid will only be refunded to the person who paid the fee, or a person in the same country as the payment was made, nominated by the student. In some cases this may mean that the sponsor, consultant or other body will be the individual the Institute will refund.

In the case of VISA rejections for deception, students should understand that they will usually face a 10 year ban on processing new VISA applications to the UK.

Refunds requested past six months from the time of rejection will not be considered

Refund Request Form

- In order to process a refund request you should complete refund request form and submit it to admissions@bite.ac.uk with the original documents issued and rejection letter if applicable.
- Fill in Refund Request Form with the following details as a minimum. The Refund Request Form can be obtained from student helpdesk or alternatively, can be downloaded from the Institutes website.
 1. Account holder's full name (as appears in his bank record)
 2. Account holder's full address (as appears in beneficiaries' bank record)
 3. Bank name and full address
 4. Account number

5. SWIFT code (this is must for international transfer)
6. IBAN (If applicable)

This policy does not cover the following:

- Non-refundable tuition fee deposits.
- Administrative Costs

Accommodation Deposits All refunds will be paid back using the original payment method where possible, as below:

Original payment method	Paid back by
Debit card	Debit card used for original payment
Credit Card	Credit card used for original payment
Cheque from student	Cheque to student
Cheque from other sponsor	Cheque to original sponsor
Bank transfer	Cheque to original sponsor
Direct debit	Cheque to account holder of direct debit used for original payment
Bank draft	Cheque to student or sponsor
Cash (cash payments are not accepted for tuition fee payments).	Where cash is accepted for other types of payment refunds will be made by cheque to the original payee.

Refunds Policy for Oversea Applications

For EU Students who do not require a CAS the refund policy remains the same as for the General section of refunds.

When a student changes Institute

Overseas students who transfer to another educational establishment within the UK or EU are not eligible for a refund of any payments already made in respect of tuition or accommodation fees

Temporary withdrawal of student

Students who temporarily withdraw from the Institute are, by definition, expected to return. If a student intends to continue his/her studies from the point of withdrawal then s/he may request that his/her fees are carried forward. However, where fees are increased or where the student rejoins the course at an earlier point (ie at the beginning of term one, instead of the beginning of term two) the student shall be expected to pay the difference. Otherwise, completely withdrawn students shall receive a refund in line with the mechanism set out in paragraph 2 above. Students who temporarily withdraw/interrupt their studies remain liable to pay any outstanding fees due to the Institute.

Once a fee refund has been calculated, the fee obligation shall remain and shall

be pursued by the Institute or its collection agents.

Appeals and complaints procedure

Appeals

Applicants may raise a complaint about the application process and/or its outcome, but do not have an automatic right of appeal against a decision on whether or not they should be offered a place at the Institute. However, the Institute will normally review admissions decisions where a complaint has been received about the application process and/or its outcome.

Complaints

The Institute makes sure that the admission process should be fair, effective, timely and comprehensible. An applicant can lodge a complaint about any of the following related to the admission process:

- i. the way an application has been handled
- ii. that an action or decision was not consistent with the Institute's Equal Opportunities Statement;
- iii. concerning the behaviour of a member of staff during the application process (e.g. during an interview).

Applicants who experience a problem with any service provided by the Institute or one of its agents or anything else within the control of the Institute, should normally first raise the matter with the person responsible for the service. If

informal discussion does not resolve the situation satisfactorily, then the complainant should be taken with the Complaints Coordinator at Institute. The **Complaints Panel** is required to resolve the complaint and reach any outcome within two weeks of time since the complaint is reported to the panel. The outcome of the complaint is communicated to the applicant.

The details of the complaints coordinator can be obtained from the student helpdesk or by emailing admissions@bite.ac.uk

Financial support

Students are offered advice and support on financial matters. The Institute clearly explains to all the applicants the tuition fee payment plan and the mode of payment. A timescale for the fee payment is made available to the applicants. If a change is anticipated in the payment plan by the Institute, the students are made aware of that change well in advance to give him/her sufficient time to adjust to the new plan.

The cost of studying in the UK is detailed in the pre-arrival information pack. The students are offered advice to manage their money to learn to budget and live within their means.

Training of admissions staff

The Institute is committed to ensuring that all admissions staff are fully trained in procedures and are kept aware of any changes in policy made nationally or at an

institutional level. Every member of staff involved with admissions process will be assigned a definite role after their appraisal.

Training in admissions is the responsibility of the head of the admissions and human resource manager. Annual training session for all new admissions tutors are held prior to them starting their role. This training offers guidance in key areas and highlights the role of admissions staff. The Institute also holds an Annual Meeting and Update Session for all admissions staff. This meeting is intended to inform staff of any changes in admissions practice and to share good practice in admissions.

Specific training sessions for admissions staff include training on how to use UCAS web-link and the Institute's internal student database, and the NARIC web link.

Other training or briefing sessions are organised to spread the awareness of different policies of the Institute related to the processes of admission.

Applicant data

The data collected from students is treated with confidentiality and is shared only with staff directly involved with the processing of the application as per the provisions of data protection and FOI legislation. The data is confidentially shared with the validating universities towards the completion of the registration of the Institute students with the validating universities. The applications are

recorded in electronic form as well and same level of privacy and confidentiality is applied as provided in data protection act 1998 and FOI legislation. In the event the Institute needs to share the applicant's data with the third party (e.g. CRB check), the applicants permission is sought beforehand.

The applicant is required to sign a declaration at the time when application is made giving consent to the storage and processing of the data provided with the application to be used by Institute under the provision of the Data Protection Act 1998.

For undergraduate applications, UCAS requires all applicants to sign a declaration consenting to the processing of personal and sensitive data by the Institute to which they have applied.

Applicants disclosing a criminal conviction

The purpose of the criminal conviction is to ensure that any application from an applicant who has a criminal record is fairly assessed It is Institute's policy to ask all applicants who disclose a relevant criminal conviction to provide further information as part of its duty of care. This information will be assessed for the potential risk of harm to others prior to the Institute making an offer of admission. The application for the admission of applicants with criminal conviction will be

scrutinised by a panel nominated by the head of the admissions department to ensure that the security, safety and the reputation of the Institute is not jeopardised should the applicant be offered a place of study on the basis of his/her merit.

After the assessment the Institute will keep criminal conviction information sealed and confidential with the applicant's personal file.

Applicants to some programmes may be required to obtain a satisfactory disclosure from the Criminal Records Bureau (CRB). The Department to which the applicant has applied will send these applicants details of the CRB process.

The applicant must tick the box in criminal conviction section on the application form, if either of the following statements applies to him/her:

- has a relevant criminal conviction that is not spent
- is serving a prison sentence for a relevant criminal conviction.

Applicants with disabilities

The Institute has an explicit policy of providing support for students with **disabilities** and believes that these students should have access to the full range of academic, cultural and social activities the Institute offers. Therefore, Institute will take all reasonable steps to meet both the general need for access and the specific needs of individuals with additional support needs.

Disabled students, as all other students, are accepted by the Institute on the basis of academic attainment and potential to benefit from the programme to which they have applied.

Applicants who have additional support needs or learning difficulties are advised to make these known to the Institute as soon as possible, so that any special arrangements can be planned in advance.

Equal opportunity

Institute is committed to the policy of equal opportunity in order to prevent any discriminatory practices against a student already studying in the Institute or prospective student intending to apply for admission.

The Institute makes sure that the courses and services offered at Institute are disseminated in ways which ensure that it is brought to the attention of all the sectors of society. The policy applies to all home students, EEA students and non-EEA students.

During the process of admission the selection criteria will not be influenced / affected by any of the following information related to the applicant:

Age

Disability

Gender reassignment

Marriage and civil partnership

Pregnancy and maternity;

Race (*Colour, nationality, or ethnic or nationality*)

Religion or belief

Sex

Sexual orientation

socio-economic status

The equal opportunity statement is included in every student handbook handed out to the students on the induction day. During the induction the policy is made clear by the Institute's student support service.

Attendance and withdrawal

Institute is committed to promote and enhance the student engagement and participation across all the programmes taught at its three campuses.

The Students' participation includes, inter alia, attendance at the following contact sessions

- Attendance at any lesson, lecture, tutorial or seminar (as relevant to the level of study); test, examination, submission of assessed or un-assessed coursework, attendance at any meeting with a supervisor or personal tutor; attendance at a viva, research method sessions, attendance at any assessment board and programme committee meetings.

The student whose attendance falls short(**see Institute's attendance policy**) or fails to attend ten consecutive contact sessions at any time in the programme

during an academic year and are not able to obtain authorisation for this absence from the course programme leader, the Institute has the right to withdraw the student.

Students who, even after receiving advices and support, consistently demonstrate low motivation, low academic orientation and poor progress on academics may be withdrawn from the course.

Review of the policy and procedures

The admission policies and procedures are under continuous review keeping in view the changing policies of the validating universities of Institute.

Additional information

Relevant websites

- Further information can be found on the Institute's website at www.bite.ac.uk.
- The Institute also provides detailed programme information on the UCAS website at www.ucas.ac.uk.

Relevant publications

The Institute annually publishes a prospectus which is available from the website or by calling +44 (0)208 552 3071. The Institute also publishes an essential guide for prospective students. This document is sent out to all applicants who are made an offer. It includes information about student life, finance, accommodation and visiting the Institute.

Contact details

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