

## Admissions Policy

We recognise that the first vitally important step is ensuring that students can make an informed decision and enrol on the course which best meets their needs, ambitions and abilities. This policy sets out our commitment to this.

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## General Principles

ICOM aims to recruit with integrity and provide a high-quality educational experience for students. This policy is consistent with the ICOM’s Equality & Diversity Policy<sup>1</sup>.

COM will apply the principles embedded in this policy statement to all learners, including full and part time.

Prospective students will receive:

- Accurate, up-to-date and detailed information about course provision and additional services and facilities
- Appropriate information, advice and guidance where necessary or requested, which will enable applicants to make informed decisions about their options
- Initial assessment, where appropriate, to assist in ensuring that students are enrolled on the correct level of course
- Access to clear entry criteria
- Induction to the course ICOM services and facilities upon enrolment
- Communications which are courteous, prompt and clear

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<sup>1</sup> Appendix 46. Equality and Diversity Policy and 47. Equality Objectives.

All decisions relating to admissions will be based on:

- Best interests of the applicant
- Impartiality
- Equality of opportunity
- Confidentiality & disclosure protocols
- Transparency
- Accessibility

All applicants will be invited to disclose additional support needs at application when having their one to one tutorial on enrolment. All such disclosures will be treated as confidential, and permission will be sought to pass relevant information to other appropriate members of staff.

ICOM will make every effort to provide reasonable adjustments to both services and curriculum delivery to meet the needs of students. Information disclosed will be used to enable access to our courses, not to discriminate. Our ability to make reasonable adjustments may be limited if permission is not granted to share information about any personal need.

Due to the practical nature of the course students are encouraged to disclose any disability at enrolment.

Applicants are required to select from a list of options as follows:

No disability.

A social/communication impairment such as

Asperger's syndrome/other autistic spectrum disorder.

Blindness or serious visual impairment uncorrected by glasses.

Deafness or serious hearing impairment.

A long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.

A mental health condition, such as depression, schizophrenia or anxiety disorder.

A specific learning difficulty, such as dyslexia, dyspraxia or AD(H)D.

A physical impairment or mobility issue, such as difficulty using arms, or using a wheelchair or crutches.

A disability, impairment or medical condition that is not listed above.

Two or more impairments and/or disabling medical conditions.

In the first instance, this information will help to establish whether any special arrangements might be needed to facilitate the selection process, and subsequently to open a dialogue with the applicant about needs and adjustments. These questions are based on the UK fitness to practice standards as there is no direct guidance yet set out by the Forum for Osteopathic Regulation in Europe (FORE)

## Information, Advice & Guidance

Prospective students will receive accurate, current and detailed information about courses which will be given impartially and without prejudice.

Course information will include:

- Course contents
- Entry requirements
- Mode of attendance
- Assessment procedures
- Qualification outcome
- Costs (of both course and any additional items, e.g. Specialist clothing, equipment or materials)
- Opportunities for work placement
- Progression routes
- Other information e.g. Residential visits

ICOM information will include:

- ICOM facilities, including Learning Resources
- Financial and welfare support
- Grants, benefits or allowances to which learners may be entitled
- Additional learning support
- Accommodation
- Methods of payment

Information will be provided to the public through:

- ICOM Publications
- ICOM Website
- Open days/evenings, Taster Days
- Marketing and community activities.

## Application and Interview

- Applications are administered by the Student Recruitment Director and the Student Recruitment and Progression Committee.

- All applicants who have applied by 31st January will be offered an interview for a place to study at ICOM. Applicants who apply after this date will be offered an interview if places on suitable courses are still available.
- To avoid discrimination there is a clear structure for each interview.
- Interviewers are expected to be prepared for their interviews and to be able to accommodate individual needs. Where necessary, and by arrangement, ICOM will provide; language interpretation, a communicator or other form of support which may be required.
- The interviewer will consider any available record of achievement, prior accreditation, credit transfer or reference.
- Applicants who require further advice or guidance following the interview or who are unlikely to meet the entry requirements, will be offered further advice with a view to finding an alternative course.
- When the course is full, and/or a waiting list is held or when the course has significantly changed, applicants will be informed immediately and given appropriate advice.
- Clear details of arrangements for enrolment and induction of new students will be communicated to successful applicants in a timely manner. This will include information on action to be taken if applicants do not achieve the results specified in the offer of a place.
- All information collated during the admissions procedures is regarded as confidential and will not be disclosed to other parties without the prior agreement of the applicant.
- All records will be stored securely in accordance with ICOM's Data Protection Policy.

## Waiting List Criteria

- A waiting list is established when sufficient acceptances have been received such that if last year's conversion figure is applied, this year's target enrolment figure would be met.
- A conversion to waiting list letter is sent to those who have not yet accepted their offer of a place.

- Where a waiting list already exists, applicants invited to interview are informed that this is the case, either by phone or letter.
- When an offer on a waiting list has been made, a specific 'Waiting List' decision letter and acceptance form is sent to the applicant.
- Applicants are allocated a number on the waiting list dependent on the date of receipt of their written acceptance.
- The waiting list is capped at 20.

## Decision

All decisions relating to admissions will be based on:

- Best interests of the applicant
- Impartiality
- Equality of opportunity
- Confidentiality & disclosure protocols
- Transparency
- Accessibility
  
- Decisions on applications are made based on potential to succeed, based on the abilities, aptitudes, skills, qualifications and experiences of applicants. There should be no discrimination against any applicant.
  
- Clear, unambiguous decisions will be communicated to the applicant as soon as possible.
  
- Clear, detailed notes of the interview will be recorded on the Record of Interview .

## Securing an Offer

Once an offer has been made applicants must return their Acceptance Form within 3 weeks of the date of the letter to secure their place.

Applicants who do not return their form may still be able to enrol at ICOM but a place on the programme is not guaranteed.

Assessment and Accreditation of Prior Learning

Prior Learning assessment is the responsibility of the Student Recruitment and Progression Committee. The applicant must provide a full transcript of any prior learning so that detailed mapping can be made by the committee.

Students will be considered on merit, knowledge and skill. Entry will be considered into year 2 or 3 only.

## Admissions Appeals

An applicant may request a review if they wish for the decision on their application to be reconsidered. The use of this process should not adversely affect any later dealings with the applicant.

- An applicant who is considering making an appeal should:
- In the first instance, if it has not already been supplied, request feedback from the Admissions Office, within 7 days of the publication of the unsuccessful decision.
- If, after considering this feedback, the applicant still wishes for the decision to be reviewed, they should submit, in writing, to the Dean, the reasons why they believe the decision should be reconsidered. This request should be made within 10 days of receipt of the feedback, or in cases where the applicant has not requested feedback, within 10 days of the publication of the unsuccessful decision. A representative nominated by the Dean will consider the request and inform the applicant of the outcome, in writing, within 10 days of its receipt.
- If the situation is not resolved, then the applicant, within 7 days of notification of the decision from ICOM's representative, may submit an appeal on an Admissions Appeal Application Form with evidence to support their case.
- The appeal can be made on one or more of the following grounds:
  - o That there was a material and/or procedural irregularity in the decision making process.
  - o That there is evidence of unjustified discrimination or bias against the applicant.
  - o That additional evidence has come to light since the decision of the School's representative, which could not reasonably have been expected to have been produced at the time of case.
- The Admissions Appeal Application Form is available on the ICOM website, and should be submitted via email to:
- Jorge Esteves - [jorge.esteves@icomedicine.com](mailto:jorge.esteves@icomedicine.com) for post graduate entry
- Chiara Ferrari - [chiara.ferrari@icomedicine.com](mailto:chiara.ferrari@icomedicine.com) for undergraduate entry

- It is strongly advised that the applicant keeps a copy of their Application Form and any supporting documentation submitted to ICOM, as documents will not normally be returned and may be destroyed unless the return of documentation is requested at the point of submission.
- Appeals will not be accepted by a third party unless written consent is received from the applicant allowing an individual to act on their behalf. Any information provided as part of the appeals process will be handled in confidence, and only released to those members of staff who need it.
- Please note that incomplete Admissions Appeal Application Forms, applications that do not meet the criteria, late submissions, frivolous or vexatious applications, or applications not supported by evidence will normally be rejected.
- Where an appeal is accepted for consideration, it will be sent to the relevant Dean who will be asked to supply all information relevant to the case. The case will then be passed to a Academic Director who will consider the appeal by way of a review of the relevant evidence and, the applicant or Dean may be asked to provide further information on, or clarification of, any points in their submission. After consideration of the case, the Academic Director may take action as follows:
  - o Reject the appeal.
  - o Uphold the appeal, and impose an alternative outcome.
- ICOM will inform the applicant of their decision within 15 days of receiving the appeal. The decision is final, and no further appeal is permitted.
- All outcomes of appeal are recorded and monitored .

## Enrolment

- Clear details and instructions will be available and communicated effectively to prospective students.
- Explicit information on fees/costs and methods of payment will be given to prospective students before enrolment.
- The enrolment process is planned and implemented in an effective and efficient manner to minimise inconvenience to the applicant.
- Sufficient and appropriate members of staff will be present during the main enrolment period to ensure prospective students receive full and accurate information and advice.
- There is a planned programme of inductions for late enrollers.

## Monitoring and Review

To monitor and improve the advice and guidance process, ICOM will:

- Conduct regular surveys to gain feedback from enquirers, applicants and students.
- Monitor and action plan any complaints received.
- Carry out self-assessment.
- Consider the effect of the Admissions Policy and entry criteria, when reviewing student success rates.
- Monitor changing patterns in the application market, availability of and demand for different modes of study and qualifications offered by applicants.
- As part of Equality & Diversity monitoring, compare the recruitment levels and success rates of applicants/students from minority and disadvantaged groups with those of the majority.
- Summarise and review data regarding applications, offers made and enrolments on a course-by-course basis to inform future recruitment strategy and curriculum development.

## Roles & Responsibilities

- The Student Recruitment and Progression Team will be responsible for processing enquiries, full-time and part-time, applications and enrolments.
- Academic staff will assist the Student Recruitment and Progression Team where necessary/appropriate.
- Academic staff will provide accurate, updated information about their course, the numbers of offers to be made and the entry qualifications.
- All staff involved in the admissions process will offer places to applicants who they are confident will benefit from the course and achieve the standards required for success.
- ICOM will ensure, through training and staff development, that those staff involved in advice and recruitment are competent to carry out their roles and responsibilities.



- ICOM accepts that it is not possible to plan for every situation which might arise in the admissions process but strives to ensure that it provides a fair and equitable service to all prospective students.
- ICOM has policies and procedures<sup>2</sup> in place for responding to applicant complaints about the admissions process and will ensure that all members of staff involved in advice and guidance are familiar with these procedures.

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<sup>2</sup> Appendix 57. Student complaints and grievance procedures and 49. Complaints procedure