



## **STUDENT RECRUITMENT POLICY**

The UK Quality Code for Higher Education sets out the following Expectations and Practices for assessment that higher education providers are required to meet.

### **EXPECTATION FOR STANDARDS**

The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.

### **EXPECTATION FOR QUALITY**

From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

### **CORE PRACTICE FOR STANDARDS**

The provider ensures that students who are awarded qualifications have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers.

### **CORE PRACTICES FOR QUALITY**

The provider has a reliable, fair and inclusive admissions system.

The provider actively engages students, individually and collectively, in the quality of their education experience

The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students.

## **Entry requirements**

Students are recruited from the UK and the European Union. The entry requires are detailed in the respective prospectuses relevant to the courses that we offer at European College of Law and Business (ECLB). The certificates, unit transcripts of their past qualifications are examined and judged for their academic fitness.

## **English Language requirements**

Students who have studied at least two years in the UK educational institution however is exempted from this requirement.

If you have studied in a non-English speaking country, you will typically be asked to complete an English language test (speaking, listening, reading and writing). The expected level is IELTS 5.0 or equivalent, with no element below 4.5.

You will also need to write a personal statement explaining your intention to study this course and attend an interview where the panel will ask questions to establish your commitment, intention, the intended career progression and study expectations for your desired qualification.

## **Certificates**

Students must supply documentary evidence of their grades and school/College reports.

## **Admission Procedures**

### **APPLYING**

Applicant must complete an application form as the first step of the Application process. If applicant wishes to avail the free advice and guidance support from LSCI or to have more information on choosing a course to match their aspirations please contact us personally or through telephone / Emails or Skype.

We help students in the best possible manner to make an informed decision in selecting course of their choice. Once an applicant has decided on a course that he/she wish to study, he/she can apply online using the application form which is located in the college website. The applicant needs to send two passport-sized photographs, copies of educational qualifications, Proof of Identity, Proof of Address, NI documents for the assessment of eligibility.

Please check that you meet the Entry Requirements of the course you are applying for.

## **RECEIVING AN OFFER**

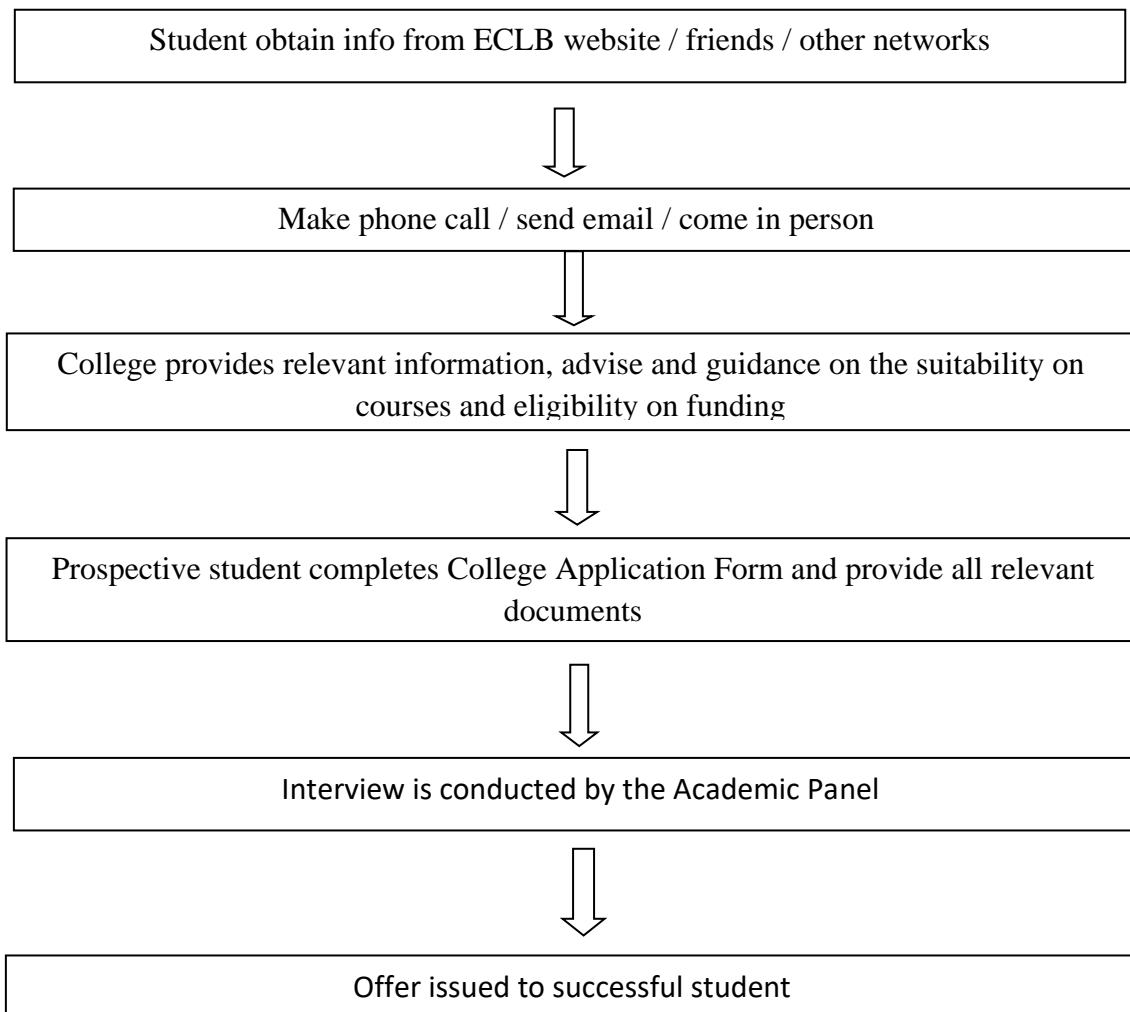
Once we have received your application and supporting documents, the College will review your application. The college will invite you for interview if you are eligible for the course. During the interview the college will assess your submitted documents. The Academic Panel will conduct your interview, and where necessary you will be asked for oral and written interview. Once the Academic Panel is satisfied with your interview, you will receive a decision on your application within seven working days.

## **ACCEPTING THE OFFER**

UK/EU students availing finance from the Students Loans Company or Students Funding Authority need to apply for finance at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) and provide the College with Reference Number. Once the finance is approved, student needs to provide a copy of the finance approval letter to the College to confirm admissions.

A student recruitment flow diagram is shown below for easy understanding

### **Student Recruitment flow chart at ECLB**



### **What happens if I do not get a place?**

If you fail to get a place you can appeal. There is a set procedure for this which you can access via the College website. You should consult as soon as you know you have failed to get a place.

If any aspect of this causes you a problem, contact the College and tell them you wish to appeal.