



Admission & Enrolment Policy & Procedures



JULY 1, 2021
THE ISLAMIC COLLEGE
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Introduction to the Islamic College and Middlesex University

The Islamic College was established in 1998, to promote a sound understanding of Islam, providing a suitable environment for those who wish to continue their studies in a reputable institution and an Islamic environment. Our mission is to provide the highest quality in learning, training and developing skills to meet individual educational needs and employment demands; all based on high Islamic moral values.

We aim to:

- Offer Islamic education of the highest quality
- Encourage research across a whole range of subjects about Islam
- Cover the five Islamic schools of thought
- Provide an integrated and interdisciplinary approach to those interested in acquiring a critical, constructive and comprehensive understanding of issues and topics about Islam
- Help students become more articulate, independent and flexible learners
- Enable students to pursue their Islamic Law at a higher level
- Prepare students for potential employment opportunities
- Provide an inclusive environment for both Muslims and non-Muslims from different cultures and backgrounds
- Take our responsibilities to our students seriously, and involve our students in our decision-making.

Although Students enroll at and attend The Islamic College, this programme is validated by Middlesex University and students are considered students of both of institutions. Within Middlesex University, the programme is part of the School of Law.

Being a Middlesex student on this validated collaborative programme means, in brief, the following:

- On completing the programme students will receive the Middlesex qualification
- On graduation, students may attend appropriate Middlesex University graduation ceremony.
- Students do not receive a Middlesex ID card
- Students are not a member of the Middlesex University Students' Union

- This programme abides by Middlesex University Regulations which are available online at; <http://www.mdx.ac.uk/regulations>

This list is not exhaustive and therefore students are required to contact the Head of Education at The Islamic College if they have any questions about entitlements as a Middlesex student.

The University Regulations

Although it is not necessary to read the Regulations in their entirety, students should know where they can find them and be aware of the following key details:

- Appeals: Students should be familiar in particular with the Appeal Regulations and Procedures (Section G) as The Islamic College and students have to act in accordance with these procedures if an appeal needs to be submitted:
<http://www.mdx.ac.uk/aboutus/Strategy/regulations/sectiong.aspx>.
- Academic Misconduct: Students should be familiar with the Infringement of Assessment Regulations/Academic Misconduct at The Islamic College and they have to act in accordance with these procedures in the case of any alleged academic misconduct:
<http://www.mdx.ac.uk/aboutus/Strategy/regulations/sectionf.aspx>

Introduction

Considering the fact that The Islamic College is providing a service, it intends to provide transparent information to students who want to study on any of the courses or programmes it offers. The college considers the Consumer Protection Laws as essential in making sure that students are aware from the outset how they can register at The Islamic College and what remedies they have if they have any issues throughout their association with the college.

Stages of Enrolment

The Islamic College provides students appropriate guidance and support throughout their contact with the college based on the following stages highlighted through the flow chart:

- 1- Research and Application Stage
- 2- Offer Stage
- 3- Enrolment Stage
- 4- Contact
- 5- Complaints

Stage 1: Research and Application Stage

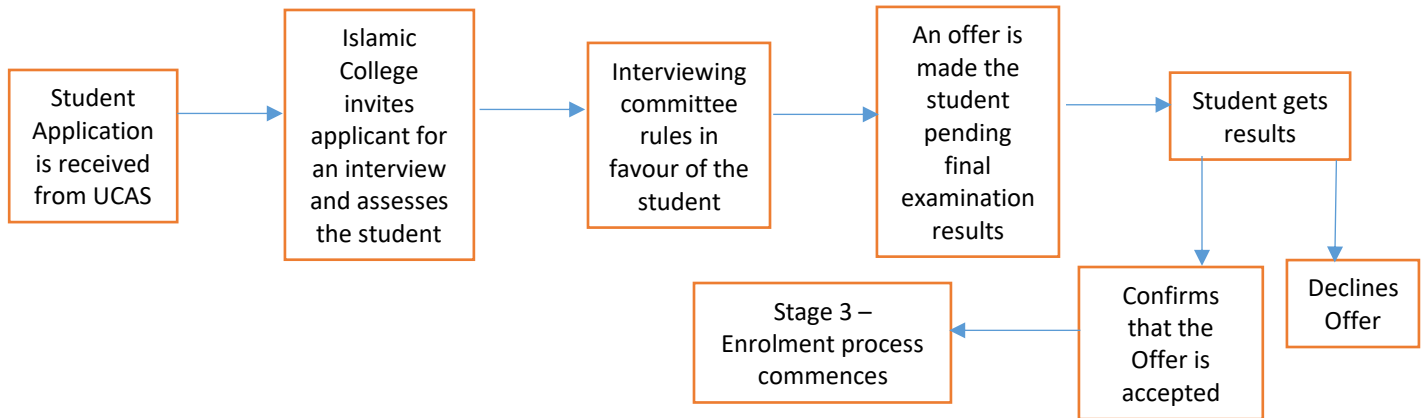


Islamic College website and appropriate prospectuses provide all the information students need to know about the courses and programs the Islamic College is offering. All information pertaining to the courses offered by the Islamic College through the validation agreements are prepared by the relevant departments in the College and submitted to Middlesex University's marketing department before it is put in the public domain.

Students are invited to apply to The Islamic College through UCAS, in the case of the undergraduate programs and directly to the college for the postgraduate programs. Application procedure make it clear how the students should apply and what minimum qualifications are required. The college also has

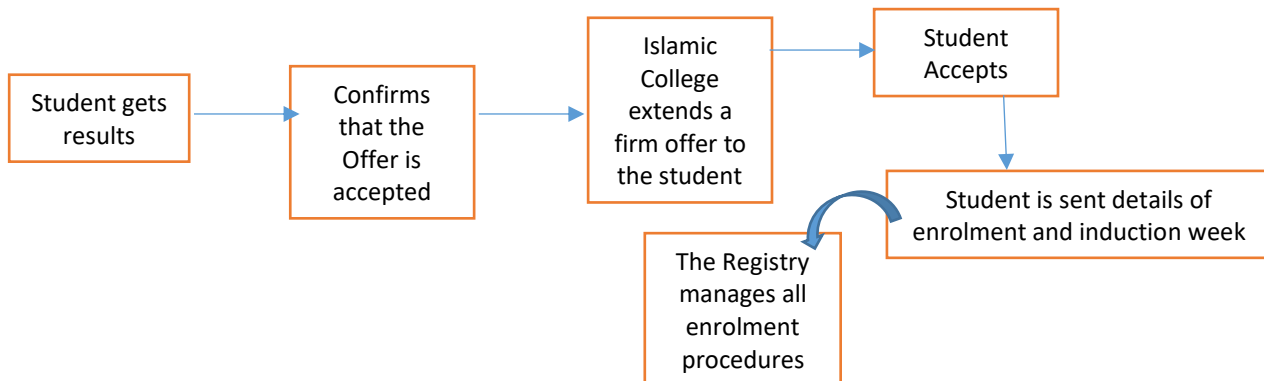
Procedure for pre-accreditation of previous studies for BA Courses and MA courses, which are, assess at the time of the application. Applications received through UCAS are processed and the Registry invites students who satisfy minimum requirements for an interview.

Stage 2: Offer Stage



Offers are given to students after the interviewers are satisfied that the applicant fulfills all entry requirements and criterion. The Registry extends the offer to the student by the Registry and processes the student through the enrolment process. Students are given the offer on the bases of the Students' Terms and Conditions document, which are available on The Islamic College's website.

Stage 3: Enrolment Stage



The Registry is responsible to administer this stage of students' entry to the college. Students are invited at the beginning of the year to attend an induction week where they are introduced to the college's facilities and their course heads.

Contract

The Islamic College recognises that there is a contract between The Islamic College and students and therefore the Students' Terms and Conditions document highlights clearly the remedies available to students throughout their time at the college.

Complaint Handling

The Islamic College's complaints procedures are on the Islamic College's website. The Islamic College is also linked to the Office for Independent Adjudication and students are able to approach their complaints to the Islamic College, Middlesex University and the OIA depending on their concern.

Fees

Tuition fees and registration

- College fees are published annually.
- Tuition fees may be paid in cash, by Sterling cheque, Postal Order or any recognised credit card.
- Students will only be registered when they have completed the Financial Agreement Form and paid their dues. If Students do not pay their instalment in time they may be removed from the course.
- Fees may be revised at the beginning of each academic year for new starters.
- Registration and payment of tuition fee does not bind the College to enter the student for any assessment.

Students may delay their entry onto the course after confirming their acceptance of the offer for a period of one year. After the expiry of this period, students will need to make a new application.

- Students are responsible for informing the College of any changes in personal details. The College will not be held responsible for any difficulties or problems arising out of failure to do this.
- A continuation fee is charged from students, for the extension of studies beyond the 1 year full time and 2 years part time duration.

Additional costs

There are no other additional cost attached to the programme other than the fees specified in the section on fees at the beginning of this report.

Course title

Course code	Programme title	Awarding body/ organisation	Award level	Location
QACHEFT TP11	CertHE Quranic Arabic Full-time	Middlesex University	4	In-House
QACHEFT TP11	CertHE Quranic Arabic Part-time	Middlesex University	4	In-House
V600	Hawza Studies (<i>full-time</i>)	Middlesex University	6	In-House
V600	Hawza Studies (<i>part-time</i>)	Middlesex University	6	In-House
V600	Hawza Studies including CERTHE Qur'anic Arabic (<i>full-time</i>)	Middlesex University	4	In-House
V600	Hawza Studies including CERTHE Qur'anic Arabic (<i>part-time</i>)	Middlesex University	4	In-House
V622	Islamic Studies (<i>full-time</i>)	Middlesex University	6	In-House
V622	Islamic Studies (<i>part-time</i>)	Middlesex University	6	In-House
005V622	MA ISLAMIC STUDIES	Middlesex University	7	In-House
005M191	MA ISLAMIC LAW	Middlesex University	7	In-House
005V622	MA ISLAMIC STUDIES	Middlesex University	7	D E
005M191	MA ISLAMIC LAW	Middlesex University	7	D E

D E = Distance Education

Entry requirements/Typical offers

Entry Requirement for BA Courses

Criteria for Admission to the programme

Candidates should have at least two but normally requested to have three A-Levels CCC of grades or above (or the equivalent). Mature students are also welcome to the course. Those candidates whose first language is not English are required to have a good command of English, up to the University standard, which is IELTS 6.0 (TOEFL 550), or equivalent level qualification for undergraduate degrees. Previous Knowledge of Arabic is a requirement for the BA (Hons) Hawza Studies. Students who do not have A-level Arabic or do not pass the Islamic College entry test in Arabic (modelled along the line of IELTS prior to the beginning of the programme at no extra costs) can opt to complete the Cert (HE) in Qur'anic Arabic offered at the Islamic College and validated by Middlesex University .

Procedure for pre-accreditation of previous studies for BA Courses

Students should note that accreditation of prior learning particularly of individuals Islamic College modules is possible subject to prior acceptance by Middlesex University. It remains Students' responsibility to prove to the Programme Leader(s) and Admissions Tutor they have the appropriate level of learning or skills. It is good to note that even though pre-accreditation assists in limiting the number of modules studied and the amount of attendance required, however, it can at times place the student at a disadvantage since The Islamic College will expect the same level of knowledge and understanding from student as from other students who have taken the module with the Islamic College.

- Applicants must specify what accreditation is required and details of the grounds on which pre-accreditation is requested.
- Students are required to submit evidence of their previous studies and examination results, including (if requested by the College) copies of the syllabus.
- All applications for pre-accreditation should be sent to the Head of Registry at The Islamic College well before the end of August each academic year.
- Pre-accreditation will only be applicable to the programme of study to which they relate.
- Pre-accreditation are made based on a made by the School of Law at Middlesex University and through discussion held with the MU link tutor, considering the application and evidence provided.
- Pre-accreditation is only valid for a limited time as indicated in the offer.

- Application for pre-accreditation cannot be considered after students have entered for the module assessment concerned.
- The Islamic College will abide by the rules and regulations of Middlesex University.

Furthermore, prior learning and knowledge of the Arabic language could provide an exemption from attendance BA Arabic modules. To prove that necessary skills and knowledge as required in Arabic is present, the Programme Leader/Modular Leader and the Admissions Tutor may interview the student and possibly ask an examination to be taken. This could allow the student to be exempted from attendance but require the student to complete the components of assessment. In other words, the student will need to sit the exam and complete all the assignments components as other students; the only difference is that students would be exempt from attending the lectures.

Entry Requirements for MA Courses

Criteria for Admission to the programme

Applicants should hold an Honours degree in Islamic Studies or related fields. Meanwhile, consideration is also given to other qualifications on an individual basis. Non-formal qualifications may also be considered. Applicants with no relevant background may be advised to take some foundation modules in Islamic Studies and especially in Arabic language.

All applicants are invited for interview. Where applicants cannot attend an interview, the application may be discussed over a telephone conversation. Applicants whose first language is not English should provide at least IETLS results of 6.5 or equivalent. Students should note that accreditation of prior learning is possible subject to prior acceptance by Middlesex University.

Procedure for pre-accreditation of previous studies for MA Course

Students should note that accreditation of prior learning particularly of individuals Islamic College modules is possible subject to prior acceptance by Middlesex University. It remains the students have the responsibility to prove to the Programme Leader(s) and Admissions Tutor that students have the appropriate level of learning or skills. It is good to note that even though pre-accreditation assists in limiting the number of modules studied and the amount of attendance required, however, it can at times place students at a disadvantage since we will expect the same level of knowledge and understanding from students as from other students who have taken the module with the Islamic College.

- Applicants must specify what accreditation is required and details of the grounds on which pre-accreditation is requested.

- Students are required to submit evidence of their previous studies and examination results, including (if requested by the College) copies of the syllabus.
- All applications for pre-accreditation should be sent to the Head of Registry at The Islamic College well before the end of August each academic year.
- Pre-accreditation will only be applicable to the programme of study to which they relate. Pre-accreditation can only be made based on a decision made by the School of Law at Middlesex University and through discussion held with the MU link tutor, considering the application and evidence provided.
- Pre-accreditation credits cannot exceed 60 credits for MA programmes.
- Pre-accreditation is only valid for a limited time as indicated in the offer.
- Application for pre-accreditation cannot be considered after students have entered for the module assessment concerned.

Award/Awarding body

All qualifications are awarded by Middlesex University.

Academic Levels for BA Programmes

Each module taken will have one of the academic levels below assigned to it:

Academic level	Description
4	Certificate level (e.g. Cert HE)
5	Intermediate level (e.g. FdA or Dip HE)
6	Honours level (e.g. BA, BSc)

Academic levels reflect how complex and demanding the learning will be as well as the depth of study and how independent students are expected to be as a learner. The University module level descriptors describe the characteristics of each academic level at Middlesex and can be found online at: <http://unihub.mdx.ac.uk/study/ldu/onlineresources/referencing-plagiarism/index.aspx>. It is suggested that this is read to get an idea of how each academic level is different.

Academic Levels for MA Programmes

Each module that taken will have one of the academic levels below assigned to it:

Academic level	Description
7	Masters level (e.g. MA, MSc)

Academic levels reflect how complex and demanding the learning will be as well as the depth of study and how independent students are expected to be as a learner. The University module level descriptors describe the characteristics of each academic level at Middlesex and can be found online at: <http://unihub.mdx.ac.uk/study/ldu/onlineresources/referencing-plagiarism/index.aspx>. It is suggested that this is read to get an idea of how each academic level is different.

Statistics and rankings

The student data which is collected by The Islamic College is passed onto the following bodies:

- 1) OFS (HEFEC)
- 2) HESA
- 3) DLHE (Destinations of Leavers from Higher Education)
- 4) Graduate Outcomes (from 2017/18)
- 5) NSS (National Student Survey)
- 6) Middlesex University

These bodies request the student data from us for the specific purposes of data collection and analysis.

Year/term abroad

No studies take place abroad.

Changes to information mid-recruitment cycle

Once students are enrolled students do not see any amendment to the content of the course. Any amendments to course arise at validation events between Islamic College and Middlesex University.

Once recruitment starts and websites are updated with information for recruitment, then information is not amended. However, if there was any change in the circulated information during the recruitment period then applicants are appropriately informed prior to any offers and website would be updated to accommodate any changes.

If The Islamic College closes a programme during the recruitment cycle, or makes changes to the programme, we inform applicants as early as possible in order to minimise the potential disruption to the application process. Where possible, we will offer an alternative programme in a similar subject area or offer the intended programme of study at another entry year. If an alternative programme is unavailable or unsuitable then for undergraduate applicants we will support their substitution of choice to another institution via UCAS.

If major changes are to be made to the programmes, or a decision is made to close a programme, students will be notified by the programme leader, and at the Student Voice Group meetings. Students will be provided with the information required to enable them to continue to study and to complete the programme. Students on validated programmes of study will have access to complaints and grievance procedures established by The Islamic College, these could be obtained through the Head of Registry (j.hussain@islamic-college.ac.uk). However, this can only materialize once the link tutors of the two institutions have saturated all means of resolving any situations leading to such an environment.

Appeals and Misconduct

Although it is not necessary to read the Regulations in their entirety, it would be useful that these are read to be aware of the following key details:

- Appeals: Students should be familiar in particular with the Appeal Regulations and Procedures as The Islamic College and the students have to act in accordance with these procedures if appeals need to be submitted:

<http://www.mdx.ac.uk/aboutus/Strategy/regulations/sectiong.aspx>.

- Academic Misconduct: Students should be familiar with the Infringement of Assessment Regulations/Academic Misconduct regulations (section F) as The Islamic College and the students have to act in accordance with these procedures if a case or any alleged academic misconduct arises:

<http://www.mdx.ac.uk/aboutus/Strategy/regulations/sectionf.aspx>

Assessment of Risks

Our risk is assessed within the framework, which enables the Islamic College to continue its progression of the last two decades, which includes:

- robust processes for approval of new programmes, amendment of programme content and discontinuation of programmes that follow expectations set out in the QAA Quality Code
- strong budget setting and management processes and regular reporting
- active student representation and requirements for student engagement in key programme matters
- a clear Complaints Procedure that complies with the OIA Good Practice Framework
- a governance structure that meets good practice standards and ensures decision-making is evidence-based and transparent

Our Student Protection Plan (SPP) is written within this context, and in-line with the Middlesex University's protection plan, based on assessment of our risk profile in relation to the continuation of study for our students in the academic year 2018-19. Students can find out more about our policies and procedures and the various issues and aspects of our learning and teaching environment online on the Desire2learn environment.

Our Student Protection Plan (SPP) is written within this context, and in-line with the Middlesex University's protection plan, based on assessment of our risk profile in relation to the continuation of study for our students in the academic year 2018-19. Students can find out more about our policies and procedures and the various issues and aspects of our learning and teaching environment online on the Desire2learn environment.

Risk profile

The Islamic College has no plans to close any of its validated programmes during this academic year, or in the near future. If the Islamic College closes a programme during the recruitment cycle, we will inform applicants as early as possible in order to minimise the potential disruption to the application process. Enrolled students will be consulted about our plans, and provided with the opportunity to complete their programme of study. Alternatively, they would be provided the opportunity transfer to an equivalent alternative as set out in this plan. Many programmes use modules shared with other programmes, this enables us to deliver modules and ensure that students have the opportunity to complete their programme. We design our programmes to be taught by integrated teams of academic staff and have access to specialist part-time staff, to secure access to specific subject experts as required to ensure that students can complete their programme. The risk that only one subject expert/lecturer can deliver a specific core module on a programme, or research supervisor supervise a research programme, is low.

The risk that students at a collaborative partner organisation to Middlesex University like the Islamic college are no longer able to study a Middlesex University programme because of closure or financial failure of the collaborative partner organisation is low. Middlesex University Collaborations sub-Committee has oversight of this process and if a partner were to close, Middlesex University would implement the contingency plan arrangements detailed below. As such, the risk that the Islamic College will no longer be able to deliver programmes is low and covered through our contingency plan with Middlesex University. This contingency plan is concerned with protecting the interests of students on collaborative programmes delivered by partners that, in the event of the closure of the programme, are unable to support students through to completion of their award. The intention of this contingency plan is to put in place arrangements that would allow such students to complete identical or similar University awards elsewhere. This plan specifies the information, resources and actions required to allow students enrolled on the above named programmes to transfer to equivalent or identical programme delivered through flying faculty and/or appointment of additional staff in local temporary premises. Middlesex University engages in business continuity planning which provides for continuity of delivery and access to resources in the event of a major incident at the University. Middlesex University SPP can be found at <https://www.mdx.ac.uk/about-us/policies/spp-for-students>.

The Contingency Plan

Middlesex University agreements with collaborative partner organisations include a contingency plan, which identifies the arrangements that will be used should the specific partner and/or programme close or fail as a result of financial or other means. The contingency plan represents the commitment by Middlesex University to ensure that all students at a collaborative partner have the opportunity to complete their award. Contingency plans fall into one of the following categories:

- Where the programme is franchised or jointly delivered and delivered at a partner in the vicinity of a Middlesex University campus, to transfer to an alternative existing programme and a Middlesex university campus;
- Middlesex University will make arrangements to teach students through flying faculty and/or appointment of additional staff in local temporary premises;
- Middlesex University will teach out the programme through distance education and through locally appointed staff;
- Students will transfer to an alternative Middlesex University programme at another collaborative partner, where another partner operates locally and offers similar provision.
- Middlesex University will make arrangements for another HEI to teach the programme or provide a replacement programme through a combination of the contingency scenarios above.

The memoranda of Co-operation between Middlesex University its collaborative partners such as The Islamic College set out the terms under which a collaborative partner can offer a programme. This is the formal agreement between the University and the Islamic College on the delivery of the Programme. The Memorandum, among other things, sets out the responsibilities of both The Islamic College and Middlesex University. In brief, the Memorandum of Co-operation records an agreement between Middlesex University and The Islamic College to validate the qualification of this programme to be wholly delivered by the Islamic College. The agreement operates within conditions under which intuitional approval was originally granted and as updated by the Learning and Quality enhancement handbook to which The Islamic College is required to adhere. It also refers the limits of access to Middlesex facilities, link tutor arrangements, Programme Voice group, Assessment board, arrangements for appeals and complaints, all of which are covered and explained in this handbook. If students wish to view this document then please contact Head of Registry at The Islamic College.

Communication of this Policy and Procedures.

- Plans are published on the Desire2learn online learning support area for candidates. This is placed together with other online materials about study support, events and facilities available to them and the regulations, which govern their study. The website link is include with other material the Students' programme handbooks
- Statement is published on the Islamic College's website <http://www.islamic-college.ac.uk> in order to make prospective students aware of it
- This information is shared with Middlesex University Collaboration partnership office and the link tutor
- Staff are made aware of the implication of this policy and procedures to ensure that they are aware of them when proposing programme changes or programme closure
- This document is annually reviewed at the Academic Board, to ensure that it remains current and up-to-date.