



ADMISSIONS AND ENROLMENTS POLICY & PROCEDURES



September 2024

To be reviewed in September 2025

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1 Admission & Enrolment Policy & Procedures

1.01 Welcome note by the Islamic College

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 Knowledge 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.

1.02 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.

1.03 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- Application Process and Procedure Stage
- 2- Interview and Offer Stage
- 3- Enrolment Stage
- 4- Contact
- 5- Complaints

1.03.01 Stage 1: Application Process and Procedure 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 are prepared by the relevant departments in the College.

Students are invited to apply to The Islamic College through UCAS, in the case of the BA Equivalent and directly to the college for the MA Equivalent programmes. Application procedure make it clear how the students should apply and what minimum qualifications are required.

Applications received through UCAS are processed and the Registry invites students who satisfy minimum requirements for an interview. Applications received either Registry at the Islamic College or Processed in the similar manner.

1.03.02 Stage 2: Interview and Offer Stage

Offers are given to students after the interviewers are satisfied that the applicant fulfills all entry requirements and criteria. 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.

1.03.03 Stage 3: Enrolment Stage

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.

Information regarding the programmes offered by The Islamic College are extensively provided and clarification regarding issues of concern are made at this stage.

1.04 Contract

The Islamic College recognizes 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.

1.05 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 and the OIA depending on their concern.

1.06 Fees

1.06.01 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.

1.06.02 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.

1.07 Entry requirements/Typical offers

1.07.01 Entry Requirement for BA Equivalent Courses

1.07.02 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 BA Equivalent Programmes. Previous Knowledge of Arabic is a requirement for the BA Equivalent 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 Qur'anic Arabic programme offered at the Islamic College.

1.07.03 Procedure for pre-accreditation of previous studies for BA Equivalent Courses

Students should note that accreditation of prior learning particularly of individuals Islamic College modules is possible subject to prior acceptance by The Islamic College. 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 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.

Furthermore, prior learning and knowledge of the Arabic language could provide an exemption from attendance of Arabic modules. To prove that necessary skills and knowledge as required in Arabic is present, the Programme Leader/Modular Leader 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.

1.08 Entry Requirements for MA Equivalent Courses

1.08.01 Criteria for Admission to the programme

Applicants should hold an BA degree or Equivalent 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 interview may be conducted online. Applicants whose first language is not English

should provide at least IETLS results of 6.5 or equivalent (Duolingo).

1.08.02 Procedure for pre-accreditation of previous studies for MA Equivalent Course

Students should note that accreditation of prior learning particularly of individuals Islamic College modules is possible subject to prior acceptance by The Islamic College. It remains the students have the responsibility to prove to the Programme Leader(s) 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 the application and evidence provided.
- Pre-accreditation credits cannot exceed 60 credits for MA Equivalent 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.

1.09 Award/Awarding body

All students are enrolled and attend The Islamic College for their programmes of study. Islamic College is registered with the OfS but is not an awarding body, nor accredited or validated by another awarding body. Our programmes are designed and delivered at The Islamic College. Graduates will be provided the certificate of completion from the Islamic College for their equivalent academic level of study. An Equivalent academic level means a qualification will be assessed as being comparable in terms of its content, standard, and the knowledge and skills it demonstrates to the other formal qualification.

1.09.01 Academic Levels for BA Equivalent Programmes

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

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

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

- 1) OFS (JISC)
- 2) HESA
- 3) DLHE (Destinations of Leavers from Higher Education)
- 4) Graduate Outcomes
- 5) NSS (National Student Survey)

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

1.10 Year/term abroad

No studies take place abroad.

1.11 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 could arise by The Islamic College at annual reviewing stage.

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 BA Equivalent programme applicants we will support their application 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 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).

1.12 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.
- Academic Misconduct: Students should be familiar with the Infringement of Assessment Regulations/Academic Misconduct regulations at The Islamic College.
- Non Academic Misconduct: Students should be familiar with the Infringement of Assessment Regulations/Non Academic Misconduct regulations at The Islamic College.

For access to Islamic College policies please refer to our website.

1.13 Student Protection Plan

Our risk is assessed within the framework of Student Protection plan which enables the Islamic College to continue its progression of the last two decades and provide protection to students on their programme of study.

Students can find out more about our policies and procedures and the various issues and aspects of our learning and teaching environment on our website or our intranet learning system platform.

1.14 Communication of this Policy and Procedures.

- Plans are published on the online learning management system support platform 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
- 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.