ADMISSIONS AND ENROLMENTS POLICY & PROCEDURES

September 2025

To be reviewed in September 2026

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1.01   Welcome note by the Islamic College

The Islamic College was established in 1998 with the aim of promoting a sound and holistic understanding of Islam. We provide a welcoming and academically rigorous environment for those wishing to pursue their studies within a reputable institution grounded in Islamic values.

Our mission is to deliver high-quality education, skills training, and personal development opportunities that meet both individual learning goals and broader employment needs, all rooted in strong Islamic moral and ethical principles.

We aim to:

- Offer Islamic education of the highest academic quality

- Promote and support research across a broad range of Islamic subjects

- Cover all five major Islamic schools of thought in Islamic Jurisprudence (Fiqh)

- Provide an integrated and interdisciplinary approach for students seeking a critical, constructive, and comprehensive understanding of issues and topics about Islam

- Help students become articulate, independent, and flexible learners

- Equip students to pursue advanced Islamic studies at higher levels

- Prepare students for potential employment opportunities within relevant sectors

- Foster an inclusive environment that welcomes both Muslims and non-Muslims from diverse cultural and educational backgrounds

We take our responsibilities to our students seriously, and involve our students in our decision- making.

1.02   Introduction

In recognition of its role as an academic and educational institution, The Islamic College is committed to providing clear and transparent information to all prospective students regarding its courses and programmes.

The College views compliance with UK Consumer Protection Laws as essential in ensuring that students are fully informed, from the outset, about the registration process, their rights and responsibilities, and the support available to them throughout their time at the College. This includes clear guidance on available remedies should any issues arise during their studies or wider engagement with the institution.

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:

1- Application Process and Procedure
2- Interview and Offer
3- Enrolment
4- Contract
5- Complaints

1.03.01   Stage 1: Application Process and Procedure

The Islamic College website and official prospectuses provide comprehensive information about the courses and programmes offered by the College.

All applications for BA-Equivalent and MA-Equivalent programmes should be submitted directly through the College's website.

Once applications are received and processed, the Student Administration Office will invite applicants who meet the minimum entry requirements to attend an interview as part of the admissions process.

1.03.02   Stage 2: Interview and Offer

Offers are given to students who have successfully passed the interview stage. Students are given the offer on the basis of the Students' Terms and Conditions document, which are available on The Islamic College's website.

1.03.03   Stage 3: Enrolment

The Student Administration Office is responsible for administering this stage of the student entry process. At the start of the academic year, students are invited to attend Induction Week, where they are introduced to the College's facilities, key policies, and their respective programme leaders.

Comprehensive information about the Programmes offered by The Islamic College is provided during this period, and any questions or concerns students may have are addressed and clarified at this stage.

1.04 Contract

The Islamic College recognises that a contractual relationship exists between the College and its students. Accordingly, the Students' Terms and Conditions document clearly outlines the rights, responsibilities, and remedies available to students throughout their time at the College.

1.05 Complaint Handling

The Islamic College's Complaints Procedures are available on the College's official website.

The College is also a member of the Office of the Independent Adjudicator (OIA), providing students with access to an external, independent complaints review process. Depending on the nature of their concern, students may raise complaints internally through the College's procedures or escalate them to the OIA where appropriate.

1.06 Fees
1.06.01 Tuition fees and registration

- College fees are reviewed and published annually.

- Tuition fees may be paid in cash, by Sterling cheque, Postal Order, or by any recognised credit or debit card.

- Students will only be formally registered once they have completed the Enrolment Form and paid all required fees. Failure to pay instalments on time may result in removal from the course.

- Fees may be subject to revision at the beginning of each academic year for new students.

- Registration and payment of tuition fees do not guarantee automatic entry into assessments; eligibility for assessments is subject to fulfilling all academic and administrative requirements.

1.06.02 Deferral and Continuation:

- Students may defer their entry onto a course for up to one academic year after accepting an offer. After this period, a new application must be submitted.

- A continuation fee will be charged to students who extend their studies beyond the standard duration of one year (full-time) or two years (part-time).

1.06.03 Student Responsibility:

- Students are responsible for keeping the College informed of any changes to their personal details.

- The College will not be held liable for any issues or delays arising from a student's failure to update their information.

1.06.04 Additional costs

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

1.07   Entry Requirements/Typical Offers

1.07.01 Entry Requirement for BA-Equivalent Courses

1.07.02 Criteria for Admission to the Programme

Applicants are normally expected to have at least three A-Levels at grades CCC or above (or an equivalent qualification). However, applications with two A-Levels may also be considered on a case-by-case basis.

Mature students are warmly welcomed and encouraged to apply.

Applicants whose first language is not English must demonstrate a good command of English, equivalent to IELTS 6.0 or TOEFL 550, in order to meet the standard required for BA-Equivalent programmes.

For the BA-Equivalent in Hawza Studies, prior knowledge of Arabic is required. Applicants who do not have an A-Level in Arabic, or who do not pass the Islamic College Arabic entry test (modelled on the IELTS format and provided free of charge before the start of the programme), may choose to complete the Qur'anic Arabic programme offered by The Islamic College as a preparatory option.

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

Accreditation of Prior Learning (APL), including recognition of individual modules previously completed, may be granted at the discretion of The Islamic College, subject to prior approval. It

is the student's responsibility to provide sufficient evidence to the Programme Leader(s) and Admissions Tutor that they have acquired the appropriate level of knowledge, skills, or learning outcomes equivalent to the module(s) in question.

While APL may reduce the number of modules a student needs to complete, and potentially the amount of class attendance required, it may also place the student at a disadvantage. This is because The Islamic College will expect the same level of academic performance and understanding as from students who have completed the module(s) through formal study at the College.

APL Application Requirements:

- Applicants must clearly specify which modules they are seeking accreditation for, and provide detailed rationale for their request.

- Students are required to submit evidence of prior learning, including transcripts, examination results, and (if requested) relevant syllabi or module descriptions.

- All APL applications must be submitted to the Student Administration Office well before the end of August for the relevant academic year.

- Accreditation will only apply to the specific Programme for which the application is made.

- Decisions on APL are based strictly on the application content and supporting evidence.

- APL awards are valid only for a limited period, as outlined in the official offer.

- Applications for APL will not be accepted after a student has entered for assessment in the relevant module.

Arabic Language Modules:

Students with prior learning or demonstrable knowledge of the Arabic language may be eligible for an exemption from attendance for Arabic modules.

To qualify, students must:

- Demonstrate their knowledge and skills in Arabic, either through interview or by taking a proficiency test set by the Programme or Module Leader.

- If exempted from attending lectures, students are still required to complete all assessments, including assignments and final examinations, in line with other students enrolled in the module.

This option ensures academic standards are maintained while offering flexibility for students with appropriate prior learning.

1.08   Entry Requirements for MA-Equivalent Courses

1.08.01   Criteria for Admission to the programme
Applicants are normally expected to hold a BA degree or equivalent qualification in Islamic Studies or a closely related field. However, other qualifications may be considered on an individual basis, including non-formal or experiential learning, where appropriate.

Applicants without a relevant academic background may be advised to complete foundation modules in Islamic Studies, with a particular focus on the Arabic language, before commencing the full Programme.

All applicants will be invited for an interview as part of the admissions process. Where in-person attendance is not possible, interviews may be conducted online.

Applicants whose first language is not English must demonstrate proficiency in English, typically by providing a valid IELTS score of 6.5 (or an equivalent qualification, such as Duolingo or TOEFL).

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

Students should note that Accreditation of Prior Learning (APL), particularly for individual Islamic College modules, is possible, subject to prior approval by The Islamic College.

It is the student's responsibility to demonstrate to the relevant Programme Leader(s) that they possess the appropriate level of knowledge, learning, or skills equivalent to the module(s) for which accreditation is sought.

While pre-accreditation may reduce the number of modules a student needs to complete and the amount of required attendance, students should be aware that it may also place them at a disadvantage, as the College will expect them to demonstrate the same level of knowledge and understanding as students who have studied the module directly at The Islamic College.

Pre-Accreditation Guidelines:

- Applicants must clearly specify the modules or credits for which accreditation is requested, along with the justification and grounds for the request.

- Students must provide evidence of previous studies and examination results. If requested, detailed syllabi or course descriptions must also be submitted.

- All applications must be submitted to the Student Administration Office well before the end of August in the relevant academic year.

- Pre-accreditation is granted only for the specific programme of study to which the application relates.

- Decisions are made solely on the basis of the application content and supporting documentation.

- For MA-Equivalent programmes, the total number of credits awarded through pre-accreditation may not exceed 60 credits.

- Pre-accreditation, if granted, is valid only for a limited period, as stated in the offer.

- Applications cannot be considered after a student has entered the assessment for the relevant module.

1.09   Awarding body

All students are enrolled at and attend The Islamic College for the delivery of their chosen Programmes of study.

While The Islamic College is registered with the Office for Students (OfS), it is not an awarding body and is not accredited or validated by another awarding institution. All Programmes are designed and delivered internally by The Islamic College.

Upon successful completion of their studies, graduates will receive a Certificate of Completion issued by The Islamic College, recognising achievement at an equivalent academic level.

An equivalent academic level refers to a qualification that is assessed as being comparable in content, standard, and the knowledge and skills it reflects to those of formal academic qualifications, although it is not formally recognised as a UK degree awarded by a recognised body.

1.10   Year/term abroad

No studies take place abroad.

1.11   Changes to information mid-recruitment cycle

Once students are enrolled, no changes will be made to the content of their course during their period of study, except where absolutely necessary. Any amendments to a Programme are typically introduced during the annual review cycle conducted by The Islamic College.

After recruitment has begun and the College's website and promotional materials have been updated, this information is not altered unless absolutely required. In the event of any changes to published course information during the recruitment period, applicants will be informed in a timely and transparent manner before any offers are made. The website and associated materials will be updated to reflect any such changes.

If The Islamic College decides to close a Programme during the recruitment cycle or makes significant changes to its content or structure, all affected applicants will be notified as early as possible to minimise disruption. Where appropriate, the College will offer:

- A place on an alternative Programme in a similar subject area, or
- A place on the same Programme at a later entry date.

If no suitable alternative is available, applicants to BA-Equivalent Programmes will be supported in applying to an alternative institution.

In cases where major changes are made to an existing Programme, or if a Programme is to be discontinued, enrolled students will be formally notified by the Programme Leader and through Student Voice Group meetings.

The Islamic College will provide all necessary support to help students complete their Programme, including tailored advice and alternative arrangements if needed. Students will also have access to students Complaints Procedures.

1.12   Appeals and Misconduct

While it is not necessary to read all of the College's regulations in full, students are strongly encouraged to familiarise themselves with the key areas outlined below:

- Appeals: Students should review the Appeals Regulations and Procedures, which outline the process for appealing academic decisions at The Islamic College.

- Academic Misconduct: Students must be aware of the Academic Misconduct Regulations, which cover breaches such as plagiarism, cheating, and other forms of academic dishonesty.

- Non-Academic Misconduct: Students should also be familiar with the Non-Academic Misconduct Regulations, which address inappropriate behaviour outside the academic context.

All relevant policies and procedures can be accessed via The Islamic College's website.

1.13   Student Protection Plan

Our risk management is guided by the framework outlined in the Student Protection Plan, which supports The Islamic College in continuing its progress over the past two and half decades while ensuring that students are protected throughout their programme of study.

Students can access detailed information about our policies and procedures, as well as various aspects of our learning and teaching environment, through our official website or the College's intranet learning platform.

1.14   Communication of this Policy and Procedures.

- The Student Protection Plan (SPP) is published on the College's website (https://islamic-college.ac.uk/student/student-protection-plan/).

- Staff are informed of the implications of this policy (SPP) and its associated procedures to ensure compliance and awareness when proposing programme changes or closures.

- This document is reviewed annually by the Quality Assurance Department to ensure that it remains current, accurate, and aligned with both internal strategy and external regulatory requirements.