

## **Admissions Policy**

## Contents

1) Overview .....	3
2) Admissions Principles.....	3
3) Published Information and Admissions Management .....	3
4) Admissions Requirements .....	4
5) Admissions to a course with credit or exemption .....	4
6) Applicants with Specific Learning Difficulties, Disabilities and Long-term Health Conditions .....	4
7) Unsuccessful Applications .....	5
8) Admissions Complaint .....	5
9) Data protection.....	5
Appendix 1: Applicant Complaints Procedure .....	6

## 1) Overview

- 1.1) Westminster International University in Tashkent (WIUT) is an accredited higher education institution (University of Westminster, London), which offers wide range of UK education in Central Asia and prioritizes equality for all applicants and transparency of its admissions process.
- 1.2) The Admissions Policy sets out the University's principles and processes used to select and admit new students to all courses; in-keeping with the wider commitment to diversity and internationalism.
- 1.3) The Admissions Policy is based on University of Westminster (London) admission principles and procedures and is reviewed annually by the Academic Registrar and approved by the University's Academic Council.

## 2) Admissions Principles

- 2.1) The University will admit students to its courses in line with the following principles:
  - i) That selection and admissions processes should be transparent, implemented fairly, courteously and consistently.
  - ii) That there is a reasonable expectation that the applicant will be able to fulfil the objectives of the course and achieve the standard required for the award.
  - iii) That all timely completed applications will be treated equally and where courses have reached capacity, qualified applicants may be offered an alternative course or be invited to defer to the next intake.
  - iv) That through course admissions the opportunities for progression, personal and professional development and lifelong learning are provided for all candidates who meet the relevant entry criteria.
  - v) That the University will seek at all times to ensure equality of opportunity for all applicants and students as part of our commitment to creating a stimulating and supportive learning and working environment based on mutual respect and trust.

## 3) Published Information and Admissions Management

- 3.1) Applicants can expect up to date, accurate course details to be available in all published information when making a decision to apply for a place to study at the University.
- 3.2) Deadlines for submission of applications for courses are published each year to facilitate pre-entry support and induction for candidates; although applications will be considered at any time up to the start of the course while places remain available.
- 3.3) Any member of staff who may be deemed to have an interest in the candidacy of an applicant or group of applicants, whether personal or professional, shall have no involvement in the recruitment, admissions, enrolment, and assessment processes in that case.

3.4) The University's Executive Team is responsible for setting numbers of students to be admitted across the University in accordance with the University's mission, strategic plan and annual planning cycle.

#### 4) Admissions Requirements

- 4.1) Each course and its named awards will have a specified set of admissions requirements, consistent with the University's admissions principles and Academic Regulations, and have regard to the legitimate interest of prospective students.
- 4.2) Applications are primarily considered against the published entry criteria for the course (or their international equivalent) to which an applicant has applied.
- 4.3) Staff responsible for admissions may also consider a range of criteria to assess an application, including: prior experience, abilities, aptitudes and skills.
- 4.4) Each approved course handbook will specify the requirements for admissions to that course.

#### 5) Admissions to a course with credit or exemption

- 5.1) If the University is satisfied that the applicant has fulfilled some of the progression and attainment requirements of the course or pathway by means other than attendance on the planned programme, that student may be admitted to an appropriate point in the course.
- 5.2) The University will consider admission to a course with credit or exemption on the basis of prior learning and/or prior experiential learning. Such learning may be certified or uncertified and will be assessed according to the provisions set out in Appendix 2 and subject to limits on maximum import of credit outlined.

#### 6) Applicants with Specific Learning Difficulties, Disabilities and Long-term Health Conditions

- 6.1) The University welcomes all disabled applicants, those with Specific Learning Difficulties (such as Dyslexia, dyspraxia and ADHD) and those with long-standing medical conditions
- 6.2) There is no requirement to disclose learning difficulties, disabilities, or long-term health conditions as part of an application. However, applicants are invited to inform the University of their Individual Requirements at the application stage to allow adequate time for reasonable adjustments to be made, and the required support in place at the point of commencing studies.

## 7) Unsuccessful Applications

- 7.1) Unsuccessful applicants will receive notification of the admissions decision via email. Full feedback of the decision can be requested from Admissions office, contact details for which are found in all correspondence.
- 7.2) Students who have been excluded on academic grounds may not normally be admitted to a related course or pathway.
- 7.3) If the University or any of its agents has reason to believe that an individual or any person acting on their behalf has provided false information, omitted relevant information, made any misrepresentation and/or provided forged or counterfeit documents, an investigation will be conducted and the application in question may be cancelled and any relating offer of a place on a course or funding award may be rescinded.

## 8) Admissions Complaint

- 8.1) Any applicant unsatisfied with their application experience is able to submit a formal complaint.
- 8.2) All complaints must be submitted in accordance with the grounds and procedure as shown in Appendix A.

## 9) Data protection

- 9.1) All personal data is managed in accordance with the University's published Privacy Policy ([link](#)).
- 9.2) All information about applicants and candidates offered places should be treated as personal and sensitive data, and stored in secure record systems to ensure that confidentiality can be maintained.

## Admissions Complaint Procedure

### 1) Overview

A formal Admissions Complaint is a request for review of the application process, it is not a request for the review of application decision made against entry requirements.

### 2) Grounds for Complaint

Complaints may only be submitted on grounds of:

- a) Procedural irregularity
- b) Evidence of any action or decision which is not consistent with the University's Admissions Policy.

### 3) Procedure

- 3.1) A complaint must be made on an individual basis by the applicant. Complaints made by a third party will not normally be considered.
- 3.2) Applicants should normally raise the matter within 10 working days of the action causing concern.
- 3.3) Complaints should be sent to [info@wiut.uz](mailto:info@wiut.uz), including your full name, course applied for, and details of your complaint. Upon receipt, the complaint will be acknowledged and forwarded to the appropriate manager for action.
- 3.4) The University will aim to respond to complaints within 5 working days although it may take up to 15 days.
- 3.5) If the complaint is not resolved to the satisfaction of the prospective student through the above means, the complainant may then request a review by the Academic Registrar.