ACADEMY OF OXFORD INTERNATIONAL

POSTGRADUATE ADMISSION AND REGISTRATION POLICY

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CHAPTER ONE: GENERAL PROVISIONS

Article 1 — Purpose

This Policy establishes the principles, requirements and procedures governing admission to and registration on postgraduate programmes offered by the Academy of Oxford International.

Article 2 — Scope of Application

This Policy applies to applicants, admitted students and relevant academic and administrative personnel involved in postgraduate admission and registration.

Article 3 — Governing Principles

Admission and registration shall be conducted according to principles of fairness, transparency, consistency, equal treatment and documented decision-making.

Article 4 — Institutional Responsibility

The Academy shall designate appropriate personnel or committees to administer applications, assess eligibility, issue admission decisions and maintain registration records.

Article 5 — Definitions

For the purposes of this Policy:

1. **Applicant:** A person who submits an application for admission.
2. **Admitted Applicant:** An applicant who has received an admission decision.

3. **Registered Student:** An admitted applicant who has completed the applicable registration requirements.
4. **Programme:** A specific educational or research pathway offered by the Academy.
5. **Admission Requirements:** The academic, documentary and other conditions applicable to a particular programme.

CHAPTER TWO: PROGRAMMES AND ADMISSION LEVELS

Article 6 — Available Programmes

Applications may be accepted for programmes formally offered by the Academy and available for admission during the relevant intake.

Article 7 — Levels of Study

Subject to the Academy's approved programme portfolio, postgraduate provision may include:

1. Diploma.
2. Higher Diploma.
3. Mini Master's.
4. Master's.
5. Doctorate.

Not every level is necessarily available in every subject area or admission period.

Article 8 — Programme-Specific Requirements

Each programme shall have defined admission requirements appropriate to its academic level, subject matter, learning outcomes and mode of delivery.

Article 9 — Previous Qualifications

Applicants shall provide evidence of their previous academic qualifications. The relevance, level and acceptability of a qualification shall be assessed against the requirements of the selected programme.

Article 10 — Selection of Programme

Applicants must identify the specific programme for which they seek admission. Admission to one programme shall not automatically confer admission to another programme or level.

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CHAPTER THREE: APPLICATIONS AND DOCUMENTATION

Article 11 — Application Submission

Applications shall be submitted through the official application channel designated by the Academy.

Article 12 — Applicant Information

Applicants shall provide accurate personal and contact information, including:

1. Full name.
2. Email address.
3. International telephone number.
4. Full residential or correspondence address, as requested by the application system.

Article 13 — Academy Selection

Where the application system presents separate institutional pathways, the applicant must select the Academy of Oxford International pathway when applying to this institution. An application to another institution shall follow that institution's separate pathway.

Article 14 — Previous Academic Qualification Details

Applicants shall provide the required information concerning their previous university-level qualification, including:

1. Qualification or degree obtained.
2. Field of study.
3. Name of the awarding institution.
4. Year of award or completion.

Article 15 — Curriculum Vitae

Applicants shall submit a current curriculum vitae in PDF format where required by the application process. For the postgraduate application process covered by this Policy, the CV shall be a required document unless a formally approved programme-specific exception applies.

Article 16 — Academic Qualification Certificate

Applicants shall provide a copy of the relevant academic qualification certificate in PDF format. Additional academic records may be requested where necessary to establish eligibility.

Article 17 — Professional Experience Documents

Experience certificates or other evidence of professional experience may be submitted where relevant. Such documents shall be mandatory only when required by the selected programme or specialisation.

Article 18 — Research Proposal

A research proposal or preliminary research outline may be required for research-based programmes, doctoral admission or other programmes whose published requirements specify it.

Article 19 — Additional Documentation

The Academy may request further documents reasonably necessary to verify identity, qualifications, professional experience, research readiness or compliance with programme-specific requirements.

Article 20 — Accuracy and Authenticity

Applicants are responsible for ensuring that all submitted information and documents are accurate, complete and authentic. Suspected falsification or material misrepresentation may result in suspension or rejection of the application and, where applicable, further action under the Academy's relevant policies.

CHAPTER FOUR: APPLICATION REVIEW AND ADMISSION DECISIONS

Article 21 — Initial Completeness Check

Submitted applications shall be checked for completeness and the presence of the required documents.

Article 22 — Eligibility Assessment

The Academy shall assess whether the applicant meets the published academic and other entry requirements of the selected programme.

Article 23 — Academic and Professional Assessment

Where relevant, the assessment may consider previous academic achievement, subject relevance, professional experience, research preparation and any additional criteria specified for the programme.

Article 24 — Requests for Clarification

The Academy may contact applicants to request missing documents, corrections or clarification. An application may remain pending until the requested information is received and assessed.

Article 25 — Admission Decisions

An admission decision shall be made by the authorised person or body in accordance with the Academy’s applicable procedures. Decisions may include acceptance, conditional acceptance, rejection or a request for further information.

Article 26 — Conditional Admission

Conditional admission may be offered where the applicant meets the principal requirements but must satisfy specified outstanding conditions. The conditions and applicable deadline shall be communicated to the applicant.

Article 27 — Notification of Decision

Applicants shall be notified of the outcome through the official communication channel designated by the Academy. An admission decision shall not, by itself, constitute completed registration.

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CHAPTER FIVE: REGISTRATION AND COMMENCEMENT OF STUDY

Article 28 — Registration Requirements

An admitted applicant must complete the registration steps and provide any outstanding documents or information required for the selected programme.

Article 29 — Registration Confirmation

Registration shall be considered complete when the Academy has confirmed that the applicable registration requirements have been satisfied and the student's registration has been recorded.

Article 30 — Registration Deadlines

The Academy may establish registration deadlines for each intake. Failure to meet a deadline may result in deferral, withdrawal of an offer or another outcome permitted by the applicable procedures.

Article 31 — Student Records and Access

Following registration, the Academy shall maintain an appropriate student record and provide relevant information concerning programme access, academic communication and the commencement of study.

Article 32 — Commencement of Study

Students shall begin their studies according to the timetable, instructions and academic arrangements communicated for the relevant programme. Any induction or orientation requirements shall be communicated where applicable.

CHAPTER SIX: CHANGES IN ACADEMIC STATUS

Article 33 — Deferral of Admission

An applicant who cannot commence study within the designated intake may request deferral. Approval shall be subject to the Academy's procedures, programme availability and any applicable conditions.

Article 34 — Change of Programme or Specialisation

A request to change a programme or specialisation shall be assessed against the entry requirements, availability and academic arrangements of the proposed alternative. Approval shall not be automatic.

Article 35 — Interruption or Suspension of Study

A registered student may request an authorised interruption of study, or may be subject to suspension where permitted by the Academy's relevant regulations. Decisions shall be recorded and communicated.

Article 36 — Withdrawal

An applicant may withdraw an application before registration. A registered student who wishes to withdraw from a programme shall follow the applicable withdrawal procedure.

Article 37 — Re-admission and Return to Study

A former student or a student returning after an approved interruption may be required to apply for re-admission or complete specified administrative steps. The Academy may consider programme changes, current requirements and the circumstances of the previous registration.

CHAPTER SEVEN: APPLICANT AND STUDENT RESPONSIBILITIES

Article 38 — Duty to Provide Accurate Information

Applicants and students must promptly notify the Academy of material changes to information relevant to their application or registration.

Article 39 — Compliance with Institutional Requirements

Applicants and students shall comply with applicable admission procedures, academic regulations, document requirements and official instructions issued by the Academy.

Article 40 — Communication and Cooperation

Applicants and students are responsible for monitoring official communications and responding to reasonable requests within the stated time limits. The Academy shall provide clear instructions through its designated communication channels.

CHAPTER EIGHT: DATA RETENTION AND CONFIDENTIALITY

Article 41 — Processing of Personal Data

Personal data shall be processed for legitimate admission, registration, academic administration and related institutional purposes, in accordance with applicable data protection requirements.

Article 42 — Confidentiality and Access Control

Application documents and personal information shall be handled confidentially. Access shall be limited to authorised personnel and other parties where access is lawfully required or otherwise properly authorised.

Article 43 — Records Retention and Security

The Academy shall maintain appropriate procedures for the secure storage, retention and disposal of application and registration records, taking account of applicable legal obligations and legitimate institutional needs.

CHAPTER NINE: REVIEW AND APPEALS

Article 44 — Requests for Administrative Review

An applicant may request clarification or administrative review of an admission decision where there is a reasonable basis, such as an alleged procedural error or relevant information that was not considered.

Article 45 — Appeals Procedure

Appeals shall be submitted through the designated channel and within the period communicated by the Academy. The appeal should identify the decision being challenged, the grounds for appeal and any supporting evidence.

Article 46 — Consideration and Outcome of Appeals

Appeals shall be considered by an authorised person or body in accordance with the Academy’s applicable procedures. Where practicable, the review shall be conducted by someone not directly responsible for the original decision. The outcome shall be communicated to the appellant and recorded appropriately.

CHAPTER TEN: FINAL PROVISIONS

Article 47 — Interpretation

This Policy shall be interpreted together with the Academy's General Postgraduate Regulations and other applicable academic and administrative policies.

Article 48 — Amendments

The Academy may review and amend this Policy through its authorised governance procedures. Approved amendments shall be communicated and applied in accordance with the relevant implementation arrangements.

Article 49 — Effective Date and Transitional Arrangements

This Policy shall take effect from the date formally approved by the Academy. Any transitional arrangements shall be determined by the authorised institutional body and communicated to affected applicants and students.

Article 50 — Final Provision

Matters not expressly addressed in this Policy shall be referred to the Academy's authorised academic or administrative body for consideration in accordance with the General Postgraduate Regulations and other applicable institutional policies.

End of Document

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