ACADEMY OF GLASGOW FOR CULTURE & SCIENCES

Admission and Registration Policy

Document Status: Draft for Internal Review
Version: 1.0
Institution: Academy of Glasgow for Culture & Sciences
Scope: Applications and registration for programmes covered by this policy.

Chapter One: General Provisions

Article 1: Policy Title

This document shall be known as the *Admission and Registration Policy*. It establishes the procedures governing applications, application review, admission decisions, completion of registration, fee payment, and the maintenance of applicant and student records.

Article 2: Policy Objectives

This policy aims to:

1. Establish clear and organised admission and registration procedures.
2. Define admission requirements according to the level and nature of each programme.
3. Ensure that applications are assessed using objective and consistent criteria.
4. Specify the documents required and the procedures for verifying them.
5. Clarify the stages of admission and registration and the responsibilities associated with them.
6. Set out the obligations relating to fees, deferral, and withdrawal.
7. Maintain accurate and confidential applicant and student records.

Article 3: Scope of Application

This policy applies to applicants seeking admission to programmes offered by the Academy and to the departments and personnel responsible for receiving, reviewing, and processing applications.

It shall be read together with the General Postgraduate Regulations, the relevant programme description, and the applicable financial and administrative policies.

Article 4: Governing Admission Principles

In considering applications, the Academy shall observe the following principles:

1. Clear publication of admission requirements before an application is submitted.
2. Assessment of applications against the actual requirements of the relevant programme.
3. Consistent application of criteria to comparable cases.
4. Verification of submitted information and documents.
5. Protection of personal and academic information.
6. Proper documentation of admission decisions and explanations where required.
7. Recognition that submitting an application or making a payment does not, by itself, establish that academic admission and registration requirements have been completed.

Chapter Two: Programmes Eligible for Admission

Article 5: Programmes and Levels

Programmes open for admission shall be identified through the Academy's published programme list. Each programme should specify:

1. Its full official title.
2. Its educational level.
3. Its subject area and academic field.
4. Its objectives and learning outcomes.
5. Its admission requirements.
6. Its mode of study and indicative duration.
7. Its assessment and completion requirements.
8. Its fees and payment conditions.
9. Any additional documents required, where applicable.

The Academy may offer programmes at Diploma, Higher Diploma, Mini Master's, Master's, and Doctorate levels, subject to the requirements established for each programme.

A programme shall be opened for applications only after its details, requirements, and delivery procedures have been clearly defined.

Article 6: Suitability of Previous Qualifications

Applicants must have an educational background appropriate to the level and nature of the programme for which they are applying.

The assessment of a previous qualification may consider its level, subject area, awarding institution, and relevance to the proposed field of study.

A qualification shall not be presumed suitable solely because of its title. Its relevance shall be assessed in accordance with the programme requirements and the documents submitted.

Article 7: Previous Experience

Professional, research, or academic experience may be considered where it is directly relevant to the requirements of the programme.

Experience shall not automatically replace a required academic qualification unless the programme rules expressly permit an alternative entry route and define the conditions and assessment procedures applicable to that route.

Chapter Three: Application for Admission

Article 8: Application Channels

Applications shall be submitted through the Academy's online application form or another official channel designated by the Academy.

The application form shall identify the required information, supporting documents, and methods of communication with applicants regarding their applications.

Article 9: Essential Applicant Information

Applicants shall provide the information necessary to assess their applications and maintain their records. This may include:

1. Full name as shown on official documents.
2. Email address.
3. Telephone number, including the international country calling code.
4. Full residential address.
5. Details of the previous academic qualification, including qualification title, field of study, awarding institution, and year of award.
6. Relevant academic or professional experience, where required.
7. The Academy, programme level, subject area, and exact programme title selected.
8. Any additional information directly relevant to the programme's admission requirements.

Applicants must ensure that the information supplied is complete and accurate and must notify the Academy of any material error identified in their submissions.

Article 10: Required Documents

The documents required shall depend on the programme and may include:

1. A copy of the previous academic qualification.
2. A curriculum vitae (CV).
3. Experience certificates, where required.
4. A research proposal or statement of academic objectives, where required by the programme.
5. Additional documents relevant to the subject area or admission requirements.

Documents must be clear, legible, and submitted in the format specified by the application system.

The responsible department may request original documents, certified copies, or certified translations where necessary to verify the submitted information.

Article 11: Declaration of Accuracy

Applicants shall confirm that the information and documents they submit are accurate and complete to the best of their knowledge.

The Academy may request clarification or verify submitted documents. Where material inaccuracies or invalid documents are identified, the Academy may take appropriate action under its applicable procedures after reviewing the circumstances.

Chapter Four: Application Review and Decisions

Article 12: Acknowledgement of Receipt

Following submission through the online system or an approved channel, the application shall be recorded in the relevant system. An acknowledgement of receipt may be sent to the applicant.

An acknowledgement does not constitute an academic admission decision or confirmation that all registration requirements have been satisfied.

Article 13: Completeness Check

The responsible department shall review the application to determine whether:

1. Essential information has been provided.
2. Required documents have been attached.
3. Uploaded files are legible and accessible.
4. The requested programme and subject area have been identified.
5. Initial administrative requirements have been satisfied.

Where an application is incomplete, the Academy may request the missing information or documents within a specified period.

Article 14: Academic Assessment

Complete applications shall be referred to the appropriate academic authority for assessment against the programme's admission requirements.

The assessment may consider:

1. The suitability of the applicant's previous qualification.
2. The relevance of the applicant's academic background to the programme.
3. Relevant previous experience, where applicable.
4. The quality of a research proposal, where required.
5. Language requirements or an academic interview, where applicable.

The decision shall be recorded in accordance with the Academy's internal procedures.

Article 15: Admission Decisions

An application may result in one of the following decisions:

1. **Offer of Admission:** Where the applicant satisfies the specified programme requirements.
2. **Conditional Offer:** Where specified requirements remain to be fulfilled within an identified period.
3. **Request for Further Information:** Where additional information, documents, or clarification are required.
4. **Deferred Decision:** Where a final decision cannot be made until further review has been completed.
5. **Unsuccessful Application:** Where the applicant does not meet the programme requirements.

The applicant shall be informed of the decision and any required next steps.

Article 16: Conditional Admission

A conditional offer shall identify the outstanding requirements, the deadline for satisfying them, and the consequences of failing to complete them.

A conditional offer shall not be treated as final admission while essential conditions remain outstanding.

Article 17: Notification of Decisions

Applicants shall be notified of decisions by email or another official communication method designated by the Academy.

Where applicable, the notification should state the programme title, application outcome, next steps, relevant deadlines, and any financial obligations that must be met before registration is completed.

Chapter Five: Registration and Enrolment

Article 18: Registration Requirements

Following admission, the applicant shall complete the registration requirements specified by the Academy. These may include:

1. Confirming the intention to enrol.
2. Submitting any outstanding documents.
3. Confirming personal and academic information.
4. Reviewing the study and assessment requirements.
5. Reviewing the fees, payment schedule, and refund policy.
6. Completing the financial procedures required under the applicable registration terms.

Article 19: Confirmation of Registration

Registration shall be considered complete once the applicable academic, administrative, and financial requirements have been satisfied and official confirmation of registration has been issued.

The confirmation should include the essential programme details, the expected commencement date, and any relevant next steps.

Article 20: Establishment of the Academic Record

An organised academic record shall be created for each registered student. It shall contain the information required to administer and monitor the student's studies, including programme details, level, registration date, submitted documents, academic decisions, and results.

The record shall be updated whenever material changes occur in the student's information or academic status.

Article 21: Changes to Student Information

Students must notify the Academy of material changes to their contact details or other information affecting their academic records.

Supporting documents may be required before official information is amended in the relevant system.

Chapter Six: Fees and Financial Obligations

Article 22: Publication of Fees

The fees for each programme shall be specified and made available to applicants before registration is completed. The information should clarify whether the fees cover all basic academic services or whether separate charges apply to particular services.

Financial information must be clear and should identify the amounts payable, payment deadlines, and any programme-specific conditions.

Article 23: Payment Schedules

A programme may permit payment in full or by instalments in accordance with its published payment schedule.

The schedule shall specify the amount of each instalment, its percentage where applicable, the due date, the payment method, and the consequences of late payment.

A single payment schedule shall not be presumed to apply to all programmes unless the Academy has expressly adopted such a schedule.

Article 24: Late Payment

Where a student fails to pay an amount when due, the Academy may contact the student to explain the outstanding balance and provide an opportunity to resolve the matter in accordance with the applicable procedures.

Possible measures, including the suspension of certain administrative services or the postponement of particular procedures, shall be set out in the published financial terms, taking account of the circumstances and applicable obligations.

Article 25: Withdrawal and Refunds

The applicable fee and refund policy shall specify the circumstances in which refunds may be available, the amounts refundable or non-refundable, the procedure for submitting a request, and the time required to process it.

The policy must be made available to applicants before registration is completed. Refund decisions shall not be left to undocumented discretion after a dispute has arisen.

Article 26: Additional Charges

Where additional charges apply to particular services, such as reassessment, replacement documents, or exceptional administrative requests, they shall be specified and communicated under the applicable financial policy. Where practicable, such charges should be disclosed before the service is provided.

Chapter Seven: Deferral, Withdrawal, and Programme Changes

Article 27: Request for Deferral

A student may request to defer the commencement of studies or temporarily suspend their studies for justified reasons, subject to the conditions and deadlines established by the Academy.

The request shall be considered in light of the nature and duration of the programme and the academic and financial consequences involved.

The student shall be informed of the decision and any conditions applicable to resuming studies.

Article 28: Withdrawal from a Programme

A student wishing to withdraw shall submit a formal request identifying the programme and the requested withdrawal date.

The Academy shall explain the effect of withdrawal on the student's academic record and financial obligations in accordance with the applicable policies and the terms accepted at registration.

Article 29: Change of Programme or Subject Area

A student may request a change of programme or subject area, subject to academic and administrative review.

The review may consider eligibility for the new programme, the possibility of recognising previous study, and the effect of the change on fees and study duration.

A programme change shall take effect only after formal approval and completion of the required procedures.

Article 30: Readmission

A student who has discontinued their studies or withdrawn may apply for readmission in accordance with the programme requirements and policies in force at the time of the new application.

The Academy may review the student's previous record, the requirements previously completed, and whether those requirements remain valid before reaching a decision.

Chapter Eight: Equal Opportunity, Privacy, and Data Protection

Article 31: Equal Opportunity

The Academy shall apply admission requirements fairly and consistently and shall avoid unjustified discrimination between applicants whose academic circumstances and requirements are comparable.

Applications shall be assessed according to the actual requirements of the programme and shall not be determined by considerations unrelated to those requirements.

Article 32: Data Protection

Applicant and student information shall be used for legitimate academic, administrative, and financial purposes connected with application processing, registration, and the administration of studies, in accordance with the applicable policy.

Access to information shall be restricted to authorised personnel according to their responsibilities. Appropriate measures shall be taken to protect data against unauthorised access, use, or disclosure.

Article 33: Retention of Documents and Records

Applications, supporting documents, decisions, and related records shall be retained in accordance with the applicable records management system.

Retention periods and arrangements for archiving or secure disposal shall be determined in accordance with relevant legal and regulatory requirements and internal policies.

Chapter Nine: Complaints and Administrative Review

Article 34: Enquiries and Complaints

Applicants and students may submit enquiries or complaints concerning admission or registration procedures through the official channels designated by the Academy.

Complaints shall be reviewed objectively, and the person who submitted the complaint shall be informed of the outcome or action taken in accordance with the applicable procedures.

Article 35: Request for Review of an Admission Decision

An applicant may request a review of an admission decision where there is a clear basis for review, such as an error in the information or documents assessed, or the failure to consider material information relevant to the decision.

The review procedure, submission deadline, and responsible authority shall be determined in accordance with the applicable policy.

Article 36: Independence of Complaint Review

Where practicable, a complaint or review request should be considered by a person or authority that was not responsible for the original decision, in order to support objectivity and fairness.

Chapter Ten: Final Provisions

Article 37: Administrative Responsibilities

The relevant departments shall implement this policy within their respective areas of responsibility and maintain appropriate records of admission and registration procedures and decisions.

Article 38: Updating Procedures

The Academy may update the forms and operational procedures associated with admission and registration to improve efficiency and clarity, provided that such updates do not conflict with this policy or other applicable policies.

Article 39: Interpretation of the Policy

The appropriate authority shall interpret this policy within its area of responsibility, ensuring consistency with the General Postgraduate Regulations and related policies.

Article 40: Commencement of the Policy

The effective date of this policy shall be determined following internal review and approval. Before publication, the policy shall be checked for consistency with the online application form, the financial policy, and the Academy's other relevant documents.

End of Document

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