



Cambridge Management and Leadership School

Admissions Policy and Procedure

Admissions Criteria

1. The Academic Officer at Cambridge Management and Leadership School is responsible for the admission of students.
2. Admission is determined by the relative structure of the course in question and is accommodated subject to the availability of places.
3. Applicants should have the required background experience and qualifications to start a course as set by the awarding organisations and Cambridge Management and Leadership School (CMLS). We also consider both APL and APEL in this respect.
4. Applicants should be able to meet the language criteria of minimum B1, B2 CEFR levels of English (in listening, reading, speaking and writing) set by the Home Office to follow a course of study.
5. Applicants are not selected by entry tests but CMLS does sometimes use diagnostic tests to ascertain what level of understanding a student may have in a subject, to determine language proficiency and to identify any special educational needs
6. Each applicant will be interviewed by an Admissions officer, Principal, Student Welfare and Administrators OR any senior and experienced member of staff.
7. Cambridge Management and Leadership School will execute its admissions procedures in due reference to the equal opportunities statement within the Equality and Diversity policy. CMLS is not, however, obliged to state its reasons for rejection of an applicant.
8. Students will confirm that information held by the School in their student files is accurate and up-to-date, and inform the School of any changes to those details. For certification issue, the School will use these records to verify the accuracy of documents provided.

Procedure

Following an enquiry about admission, the following procedure will apply:

1. On receipt of a request, Cambridge Management and Leadership School will provide a copy of its Qualification Handbook which contains up to date information about course and the School, accompanied by information about fees or any other course specific information as determined by the applicant's qualifications and interests.
2. If applicants wish to proceed with entry, they will be asked to complete an Admission Application Form and pay Registration Fee. Cambridge Management and Leadership School will then confirm that the name of the student is on the Entry List but this confirmation does not constitute the offer of a place at the School.
3. The School will verify eligibility for entry in accordance with the respective awarding body's and the school's entry requirements. Our qualification handbook specified entry requirements clearly. In case if students are unsure, they can write to info@cmls.org.uk for more information
4. The Acceptance letter is attached to a copy of the School's *Terms and Conditions* which will form the basis of the contract with CMLS and which applicants are asked to retain for their records.

Admissions Relating to Visa Students in Compliance with Home Office rules

Once an application form is received by the School:

1. Prospective students are asked to provide an attested copy of their passport, previous diploma and degree transcripts and any secure English language certificate they may have, such as IELTS.
2. The information contained in the application form is cross-checked with the documentation given and if there is any field that is incomplete or needs clarification, the student will be asked for clarification before any offer is made.
3. Students will be asked to take part in an interview (face to face if students are in the UK or via *Skype*) to confirm the applicant's language proficiency and/or suitability for the course. At the interview, we will ask different questions relating to
 - a. Financial Viability e.g. who will finance your studies and accommodation etc.
 - b. Initial Research undertaken by a student before applying to study in UK and in Cambridge Management and Leadership School
 - c. Course of Study
 - d. Knowledge of students' responsibility to comply with Short-term Study Visa
4. The Admission Officer or Senior Officer at CMLS makes an assessment according to (3) above as to whether the student is considered capable of successfully completing the course and makes the final decision as to whether the student is given a conditional/unconditional offer. The assessment of capability is based on previous attainment, qualifications and reports and evidence of appropriate prior learning.

5. Cambridge Management and Leadership School has to be assured of the student's intent i.e. that the motive for coming to the UK is to study and to improve career prospects. Intent is assessed by a mixture of correspondence, evidence on the application form and interview. If the student is coming through a trusted Agent, then CMLS will expect the Agent to assess capability and intent by direct interview and the submission of evidence. This will be verified by CMLS.
6. An unconditional offer will be made only if:
 - a) The applicant has provided a valid copy of their passport details i.e. key pages,
 - b) The applicant has met English language requirements e.g. minimum IELTS in all disciplines of 5.5 if there are any concerns, verification checks can be made through IELTS,
 - c) The applicant provided attested evidence (bank statement or an equal document) to cover living expense in the UK,
 - d) The applicant has completed entry requirements of the course,
 - e) The applicant is successful in the interview, and
 - f) The application has paid the full course fee.
7. A conditional offer will be made if:
 - a) There are any outstanding documents or fees as per qualification handbook entry requirements.
8. Applicants who fail to receive an offer will be notified.
9. Applicants receiving offers will be sent a letter stating their Conditional or Unconditional status. This includes information on Home Office requirements for short-term visa document required e.g. bank statements and other financial evidence necessary when submitting the visa application in accordance with the Home Office website. For more information, please consult the <https://www.gov.uk/study-visit-visa>