



Polo Didattico Ecampus

Admissions Policy

Student Administration and Management Information Service

NB. This policy is available on the polo didattico ecampus website and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

POLICY SCHEDULE	
Policy title	Admissions Policy
Policy owner	Head of Student Administration and Management Information Service
Policy lead contact	Stefania Pagani – Admissions Manager

Approving body	Academic Board
Date of approval	April 2018
Date of implementation	April 2018
Version no.	2
Related Guidelines, Procedures, Codes of Practice etc.	Italian Law
Review interval	Bi-ennial October 2020

**POLO DIDATTICO
ECAMPUS
ADMISSIONS POLICY**

This policy should be read in conjunction with the accompanying Admissions Procedure document.

The University mission is to provide and promote excellent and accessible higher education which enhances the lives of individuals and fosters the development of the communities to which we belong. In so doing, the university will embrace four guiding themes: sustainability; creativity; employability and enterprise.

The admissions policy is designed to support the mission of the University as follows:

1. Rationale

This policy exists:

- To protect the interests of the applicants.
- To ensure fairness, consistency and transparency during the recruitment and admissions process.
- To enable staff to effectively manage student recruitment and admissions.
- To provide clear information to applicants on the selection process.
- To support our strategic plan by welcoming and supporting the recruitment and admission of under-represented groups into the University and to meet our funding contracts.

2. Scope

This policy applies to all enquirers and applicants for all credit bearing taught courses, offered by the Polo Didattico Ecampus (PDE) or partner institutions, and governs overseas provision and the admission of international students, regardless of their location or place of study. The policy and accompanying procedures are relevant to enquirers and applicants and to the staff administering them.

3. Purpose

The purpose of recruitment activity is to provide every opportunity for enquirers and prospective students to gather accurate information about the University in order to make an informed decision about their choice of Higher Education (HE) study.

The purpose of admissions activity is to effectively, courteously and fairly

select and recruit students from the pool of applications received in order to meet contracted places.

In this respect the Polo Didattico Ecampus operates a fair and transparent recruitment and admissions process, free from bias. This Admissions Policy and accompanying Admissions Procedures, are founded on the following principles, to ensure its effective operation:

- 3.1 The University encourages and welcomes students from all backgrounds and aims to maintain a socially and culturally diverse student population and to give fair consideration to all applicants, treating them solely on the basis of their merits, abilities and potential (taking into consideration reasonable adjustments for disability, where applicable and appropriate). The University is committed to its duties and obligations under Italian Law and to ensuring that no candidates/students are discriminated against on the basis of any protected characteristic.
- 3.2 The University is committed to widening participation and seeks to actively encourage applications from those groups who are currently under-represented in Higher Education. It aims to provide a supportive environment in which all individuals can flourish.
- 3.3 To ensure fairness, consistency and equality of opportunity the University's admission procedures include a range of checks and balances in the consideration of applications. The checks and balances ensure the identification of any possible anomalies and include measures for any further necessary action.
- 3.4 The University monitors enquiries, application and admissions data:
 - To ensure it meets the core principles indicated above.
 - To improve and inform planning.
 - To identify possible inequalities and to investigate underlying causes.
- 3.5 The University is compliant with the professional, statutory, and academic requirements of the agencies with which it works, and accords with the requirements of the University and with national legislation in the areas required including for example; human rights and data protection etc as detailed in section 4.
- 3.6 Staff involved in the administration of recruitment and admissions, and those involved in selecting and interviewing applicants undertake regular training (generally on a bi-ennial basis) to ensure their continued professional competence is maintained.

3.7 The University welcomes applicants who hold equivalent/alternative entry qualifications or experience. University Course Enquiry Centre will be able to offer information, advice and guidance on this process.