



Admissions Policy and Procedures

Introduction

Metanoia Institute values the wealth of experience, skills and knowledge that students from a wide and diverse range of backgrounds bring to the Institute and to the learning experiences of others. We welcome a rich diversity of learners and aim to foster a culture of inclusion, respectfulness and celebration of difference. Metanoia Institute operates a fair admissions policy with clear entry criteria for its courses. Prior qualifications are not in themselves the basis for acceptance onto a programme of study and we welcome applications from those in under-represented groups. Please see our Access and Participation Plan

1.1 Principles

- 1.1.1 Metanoia Institute's Admissions Policy is underpinned by our vision and strategies that inform our approach.
- 1.1.2 This policy outlines Metanoia's approach to the admission of students onto our programmes of study.
- 1.1.3 The Admissions Policy gives guidance to staff in the process of recruiting, selecting and admitting prospective students.
- 1.1.4 Metanoia Institute aims to admit students who have the academic potential and the personal motivation to succeed on our courses.
- 1.1.5 The institute encourages applications from all backgrounds, and it evaluates the potential of each applicant individually and on their own merits.
- 1.1.6 Metanoia Institute is proud to be an inclusive community; committed to providing a fair admissions system. The Institute will provide an equal opportunity for all individuals, regardless of background, to gain admission to a course suited to their motivation and potential.
- 1.1.7 The Institute will ensure all staff in admissions roles are well informed, applicant-focused and regularly trained to understand the needs of our applicants and to be compliant with relevant procedures and processes.
- 1.1.8 Metanoia Institute will ensure that the entry requirements are appropriate academically for each programme.
- 1.1.9 The Metanoia Institute will maintain sustainability by maintaining a strong student body through an efficient and effective admissions processes.
- 1.1.10 The policy is managed by the Academic Registrar and approved by the Institute's Academic Board, Chaired by the CEO and reviewed on an annual basis.

1.2 Scope of policy

- 1.2.1 This Policy complies with the QAA's UK Quality Code for Higher Education - 'Admissions, Recruitment and Widening Access' (November 2018) and the good practice guides published by Supporting Professionalism in Admissions (SPA).
- 1.2.2 The Policy ensures that Metanoia Institute works within the guidance for Higher Education providers published by the Competition and Markets Authority (CMA) to ensure that applicants are provided with all the information they need to make an informed decision about their programme of study, under extant consumer rights regulations.
- 1.2.3 The Institute will endeavour to operate an admissions procedure that is fair, transparent and consistent, whilst being compliant with all relevant legislation and regulations.
- 1.2.4 This Policy does not stand alone and should be read in conjunction with:
 - Criminal Records Policy
 - Data Protection Policy
 - Privacy Notice
 - Recognition of Prior Learning Policy
 - Recognition of Prior Learning Procedure

2 Admissions Responsibilities and Structure

Responsibility for admissions at Metanoia Institute is led by the Admissions team, under the direction of the Academic Registrar, and overseen by the Chief Executive Officer. Decisions on applications are made by a fully trained, experienced staff using clear parameters set by each programme in consultation with the relevant Associate Director for Education.

2.1 Admissions Team

Responsibilities:

- 2.1.1 Processing applications for all courses at the Institute;
- 2.1.2 Supporting applicants through the Institute's admissions process;
- 2.1.3 Liaise with staff about key dates in the annual admissions cycle;
- 2.1.4 Timely transfer of applications to academics for their admission decisions;
- 2.1.3 Receive offer from academic staffs to update the admission system;
- 2.1.5 Communicate terms of offer to the applicant;
- 2.1.6 Receive confirmation of offer outcome from student and update the system;
- 2.1.7 Provide statistical data for the Executive Team, Admissions Delivery Group, Associate Directors Education and Heads of Programme;
- 2.1.8 Communicate any substantive changes to programmes that may occur prior to applicants registration;
- 2.1.9 Manages the Institute's admissions system- Quercus. In liaison with other sections of the Institute to ensures the application system captures all relevant information necessary to progress an application and complete Statutory Returns.
- 2.1.10 Pass successful applicant records to Registry to enable enrolment onto the programme for which they have been accepted.

2.2 Registry

Responsibilities:

- 2.2.1 Ensure that the Student Loan Company has all required information in order that those applicants for a relevant programme and interested in applying for a student loan can apply for this a timely manner;

- 2.2.2 Communicating the enrolment process to successful applicants and providing support to enable their enrolment.
- 2.2.3 Auditing, correcting and reporting student registration data and liaising with Academic Coordinators and validating partners to ensure that student registration and academic records information is synchronised, accurate and up to date.

2.3 Heads of Programme

Responsibilities:

- 2.3.1 For the appointing and inducting of admissions tutors.
- 2.3.2 Provide the Admissions team with the schedule of interviews for each recruitment period, where an interview forms part of the admissions process.
- 2.3.3 Monitor and manage application, offer and acceptance rates to ensure the Institute's decision-making process are fair and equitable and being made in line with the published processes and criteria;
- 2.3.4 For ensuring all admission processes and decisions are in line with relevant legislation and do not disadvantaged individuals or groups for overseeing admissions decisions.

2.4 Head of Quality

Responsibilities:

- 2.4.1 Is responsible for ensuring that Metanoia Institute's Admissions Policy is reviewed and published in accordance with the principles and guidelines established by QAA, OfS, CMA and SAR;
- 2.4.2 Ensure all programme information, including programme titles, programme and module descriptors, entry requirements, selection criteria, are compliant with validated documentation.

2.5 Admission Tutors

Responsibilities:

- 2.5.1 Consider all applications received for their programme of study;
- 2.5.2 To ensure that Metanoia Institute's admissions decisions are made by assessing applicants consistently and equitably against the published generic and programme specific criteria;
- 2.5.3 To ensure that no one receives less favourable treatment on grounds of any protected characteristic;
- 2.5.4 Forward all decision documentation including conditions of offer to the Admissions team or reasons for rejection;
- 2.5.5 Ensure applicants are given encouragement, time and opportunity to ask questions.

3.0 Entry Requirements

- 3.1 Metanoia Institute's entry requirements are stated in terms of:
 - 1. nationally recognised qualifications which are formal minimum attainment levels;
 - 2. appropriate equivalent skills and experience.
- 3.2 'Equivalent' skills and experience means skills which Metanoia Institute has tested or experience it has judged to demonstrate the same level of merit, ability and potential as the nationally recognised qualifications required for entry to the programme. Metanoia Institute retains the right to use its own tests to determine whether applicants have achieved the minimum attainment levels associated with recognised qualifications which they do not hold.
- 3.3 In some cases, Metanoia may set out specific criteria for individual programmes where this is considered necessary. Specific criteria may be stated in terms of:
 - 1. appropriate experience.
 - 2. relevant personal qualifications, such as appropriate motivation to study or values compatible with a profession. These may be determined from a personal statement, by psychometric testing, through references or at interview.
 - 3. Specific criteria may specify an interview and/or assessment which all candidates are required to take regardless of their existing qualifications.
 - 4. Specific criteria may include occupational health requirements.
 - 5. Specific criteria may specify employment in particular roles or organizations.

- 3.4 Metanoia Institute may take contextual data relating to a candidate's background into consideration when using a candidate's existing qualifications as evidence of their future potential.
- 3.5 Those applicants applying from programmes of study that have a progression agreement or articulation arrangement with us may be guaranteed an interview or a conditional offer.

3.7 Normal minimum qualifications required for entry to undergraduate programmes

- 3.7.1 The minimum qualifications required for entry to Level 4 are normally:
- At least one level 3 qualification such as an A level, AS level, Advanced Apprenticeship, International Baccalaureate Diploma, Level 3 NVQ, T level, or Level 3 National Certificate or Diploma and;
 - English language requirement: ELTS score 6.5.
- 3.7.2 Applicants may be admitted without these qualifications, provided they can demonstrate that they have achieved the required level of knowledge and skills in other ways (e.g. experiential learning) that meet the entry requirements of programmes, including those validated by a professional body.
- Applicants who meet or exceed the entry criteria for Level 4 may also apply to have prior learning recognised through the Recognition of Prior Learning processes. For more information, applicants are advised to read our [Recognition of Prior Learning Policy and Recognition of Prior Learning Procedures.](#)"

3.8 Normal minimum qualifications required for entry to postgraduate programmes

- 3.8.1 The minimum normal qualifications required for entry to Level 7 are:
- Successful study at UK level 6 ; or
 - a professional qualification recognised as equivalent to a UK level 6 degree; or
 - a postgraduate diploma; or
 - appropriate equivalent skills and experience.
- 3.8.2 Applicants who meet or exceed the entry criteria for Level 7 may also apply to have prior learning recognised through the Recognition of Prior Learning process. For more information, applicants are advised to read our [Recognition of Prior Learning Policy and Recognition of Prior Learning Procedures.](#)"
- Please be aware several Metanoia Institute programmes have professional body standards governing the award of transfer credits,
- 3.8.3 The minimum normal qualifications required for entry to level 8 are:
- a Master's degree in a relevant subject; or
 - a professional qualification recognised as equivalent to a Master's degree; or
 - appropriate equivalent skills and experience.

3.9 Non-UK applicants

- 3.9.1 Applicants from European Union countries and from countries outside the European Union will be considered for entry to Metanoia Institute's programmes.
- 3.9.2 Applicants must have qualifications equivalent to those specified above for entry to the appropriate level of study.
- 3.9.3 The Metanoia Institute **DOES NOT** hold a Sponsorship License for students requiring a student visa therefore we cannot support international students requiring a student visa to study in the UK.
- 3.9.4 Metanoia Institute participates in the European Credit Transfer Scheme (ECTS). In accordance with the Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications adopted by the Lisbon Recognition Convention Committee, recognition of foreign qualifications will be granted unless a substantial difference can be demonstrated between the qualification for which recognition is requested and the relevant UK qualification. In applying this principle, Metanoia Institute will seek to establish whether the differences in learning outcomes between the foreign qualification and the relevant UK qualification are too substantial to allow the recognition of the foreign qualification as requested by the applicant.

3.10 English Language Proficiency

- 3.10.1 All applicants must have an adequate proficiency in English to be admitted onto a programme.
- 3.10.2 For those applicants who do not have GCSE English Metanoia Institute normally accepts the English Language qualifications set out in the table below, but some programmes may require higher standards of English language proficiency:
- IELTS level 7.0, with a minimum of 6.5 in each band.
 - CEFR level C1.

Full table of equivalence is available from

<https://www.mdx.ac.uk/study-with-us/international/entry-requirements-for-international-students/english-language-requirements-for-international-students>

4 Applicant Behaviour

- 4.1 Metanoia Institute students are at the heart of the Institution's commitment to academic excellence and are supported to successfully achieving positive academic and professional goals. The Student Charter/Student Code of Conduct has been developed with staff and student input and outlines our mutual responsibilities and aspirations.
- 4.2 Applicants are expected to act in a manner consistent with the requirements of Metanoia's students, which includes providing full and accurate information on applications and acting in a respectful manner towards others. Applicants whose conduct falls below the standard expected of students may not be made an offer and/or may have an offer of a place withdrawn.

5 Applicants with Disabilities

5.1 Disclosure of information

- 5.1.1 Offers of places on programmes of study at Metanoia Institute are subject to entry requirements related to learning outcomes and/or competence standards. Therefore, students accepted onto programmes of study should be capable of meeting these learning outcomes and/or competency standards. There may also be occupational health requirements which apply to specific courses.
- 5.1.2 Applicants are able to obtain information about the support and reasonable adjustments available at Metanoia and discuss their individual needs by contacting the Wellbeing and Disability Team, disability@metanoia.ac.uk
- 5.1.3 Metanoia Institute will not normally consider whether an applicant's disability would hinder or prevent them from following a career subsequent to graduation.
- 5.1.4 In line with Metanoia Institute's commitment to widening participation, and to meet the institution's duty to promote disability equality, Metanoia Institute will make reasonable adjustments to the admission process where it is practical to do so., except where there are specific requirements by a professional, statutory or regulatory body. Where the applicant is unable to meet the fitness to practise requirement, Metanoia Institute may suggest an alternative programme of study, where one is available.
- 5.1.5 Where Metanoia Institute is unable to make a reasonable adjustment, the applicant will be informed, and alternative programmes of study may be suggested.
- 5.1.6 Metanoia Institute is proactive in encouraging early disclosure by offering opportunities for applicants to inform us of any disability. Applicants can disclose on their direct application to Metanoia Institute or at any point in the admissions process by contacting the Admissions Team.
- 5.1.7 Where applicable, invitations to assessment interviews and offer letters will include information about obtaining reasonable adjustments.

5.2 Late disclosure

- 5.2.1 Metanoia Institute does make anticipatory adjustments to its provision. This ensures that if Metanoia Institute is informed about an applicant's disability shortly before registration, we would normally be able to discuss and agree provision and support arrangements as appropriate. The exception to this is where the fitness to study requirement has not been met.
- 5.2.2 In exceptional circumstances, where Metanoia Institute is unable to meet the reasonable adjustment in a timely manner, the applicant may be offered a deferred place for the

following semester or academic year.

6 Applicants with Criminal Convictions

- 6.1 The Institute is committed to the fair treatment of all applicants and having a criminal record will not necessarily bar an applicant from gaining admission to a programme at the Metanoia Institute. However, the Institute recognises its duty to protect its students, staff and others within its community as well as future clients and reserves the right to exclude an individual from a course of study, or from the Institute, where their attendance is considered to potentially pose a threat to the safety or property of staff, students, visitors, those coming into contact with the applicant during their studies; or would be contrary to the law or the requirements of any relevant professional, statutory or regulatory body.
- 6.2 When considering admission for professional courses where an Enhanced Disclosure and Barring (DBS) check is required, all convictions are relevant including those that are spent. Where the course of study is likely to bring the individual into “regulated Activity” with children or vulnerable adults, a check will be completed through the Disclosure and Barring Service.
- 6.3 Applications will only ever be assessed on their academic suitability. However, applicants to Metanoia Institute need to be aware that successful applicants to certain programmes will need to undergo a DBS check prior to enrolment. Further information can be found on the Institutes Programme pages on the web.
- 6.4 A criminal conviction not yet spent shall not normally be a bar to entry to a programme unless:
- the programme provides entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975;
 - in the view of Metanoia Institute, the applicant may pose a credible threat to staff and other students.
- 6.5 Applicants must declare all unspent and “Relevant Criminal Convictions” at point of application, please refer to the Criminal Records Policy
- 6.6 Metanoia Institute may refuse admission to any applicant or withdraw an enrolled student who fails to declare a criminal conviction or caution that is subsequently disclosed by the DBS.

7.0 Fitness to Study

- 7.1 Applicants must be physically and mentally fit to undertake a programme of study at Metanoia Institute. Where Metanoia Institute determines that an occupational health check is necessary, applicants must complete a confidential medical questionnaire which shall be sent to the designated (or approved) Occupational Health Service, who will make a recommendation on the applicant’s fitness to study or (in appropriate cases) practice.
- 7.2 Applicants who do not complete the occupational health process when required to do so will not normally be permitted to enrol. Where the report recommends that adjustments need to be made to ensure the safety of the applicant or others, Metanoia Institute will work with the applicant to put these in place and may make compliance with such adjustments a condition of enrolment. Metanoia Institute will not normally refuse admission to an applicant who complies with the occupational health process but may do so in cases where there is a risk to the safety of the applicant or others that cannot be mitigated by other means. An unsuccessful applicant will have the right to appeal to the Chief Executive Officer whose decision will be final.

8. Applicants applying for readmission to the Institute

- 8.1 For applicants applying for re-admission to the Institute who have left or withdrawn part way through an institution process or procedure, we reserve the right to review your previous academic record and may set non-academic conditions to re-admission.
- 8.2 Applicants may also be asked to engage with the Institute’s ‘Fitness to Study policy’ as a subsequent condition of offer.
- 8.3 In normal circumstances, the Institute would not accept applications from former students who have been withdrawn from their earlier studies due to academic failure for a period of two whole academic years after the withdrawal was actioned on a programme which was closely related to the original programme of study, i.e. where 50% of the modules/learning outcomes are identical
- 8.4 Applicants who had timed-out from their previous studies at Metanoia cannot be

- readmitted
- 8.5 Applicants who reapply to return to the same/similar programme of study will not normally be awarded advance entry/credit transfer.

10. The UK General Data Protection Regulation (UK GDPR)

- 10.1. Metanoia Institute will handle your personal data in accordance with relevant data protection legislation including the Data Protection Act 2018 and UK GDPR.
- 10.2 Metanoias Privacy Notice for past, present and prospective students is available at <https://www.metanoia.ac.uk/about/data-protection/> This Privacy Notice explains how Metanoia collects, uses and shares the personal data of prospective students, and of their rights in relation to the personal data Metanoia holds..
- 10.3 Further details on how Metanoia manages Data Protection matters can be accessed in the Institute's Data Protection Policy.

11. Accuracy of information

- 11.1 Metanoia Institute will provide information to prospective students through different sources: website, through printed publications, face-to-face, and email. The Institute will aim to ensure all the relevant channels we use are providing information is accurate. In some instances, like marking leaflets, inevitably some of the information published may be subsequently updated.
- 11.2 Metanoia Institute would encourage all applicants to use our website for the most up-to- date information.
- 11.3 The Institutes website is the definitive source of information for prospective students. The Institute will ensure that the information available to prospective students on the website is accurate, timely and helpful
- 11.3 Should you encounter incorrect information please contact us at admissions@metanoia.ac.uk, in order that we can rectify our error

12 Communication of changes

- 12.1 In line with CMA regulations, the Institute has a duty to inform all prospective students of any material changes to the information they may have viewed throughout their research process.
- 12.2 The Institute will use all reasonable endeavours to ensure that changes are kept to a minimum, but if the Institute is required to make any material changes to the terms of the Contract or programme (as described in the offer and/or prospectus) before the applicant registers at Metanoia Institute, the Institute shall bring these to the attention of the applicant as soon as possible.

13 Contact details

- 13.1 The Institute is committed to providing the highest quality information, advice and guidance possible. Across all programme pages and relevant sections of the website, the institute aims to give applicants clear details on how they can contact us for further information. On all programme pages the contact details of the relevant staff can be found.

14. Complaints

- 14.1 The Institute will consider all applications fairly and effectively in line with the procedures outlined in this document.
- 14.2 Applicants who wish to challenge a decision to reject their application should remain, the Admissions team admissions@metanoia.ac.uk, detailing the nature of their complaint. The complaint must typically be made within 15 working days of the decision being communicated to the applicant.
- 14.3 On receipt of a complaint, the Associate Director for Education (or nominee not involved in the admissions process) will review the decision to reject the applicant.
- 14.4 The Associate Director or nominee will not review academic or professional judgements that have been made but will review matters relating to process. The Associate Director will aim to provide a response – a reasoned judgement – within 10 working days of receiving a

complaint. This judgement will represent the Institute's final decision on the matter

Admissions Procedure for All Study Modes

1. Applications

1.1 Direct applications

All Applications are made directly to Metanoia through Quercus following the programme application link on the Metanoia Website.

1.2 Application deadlines

The deadlines for applications are published on the Metanoia website and may differ between programmes.

Applications made before the closing date are considered equally against the stated selection criteria and in the context of the number of available places.

If places are still available some Programmes may consider extending the application period beyond the originally published deadline. Applications are processed on a first-come-first-served basis.

2. Communication with applicants

Formal responsibility for acknowledgement of applications and communication of the outcome rests with Admissions. The Metanoia Institute will automatically send an acknowledgment when an application is submitted via Quercus.

3. Offers

3.1 Conditional offer

A conditional offer means that the Metanoia Institute will offer an applicant a place providing certain conditions are met. Usually, conditions are based on the completion of outstanding qualifications, meeting minimum English language requirements, relevant experience within the field or satisfactory reference's being received. Conditional offers will set out specifically what conditions must be met prior to enrolment.

In exceptional cases, if a condition cannot be met prior to registration due to circumstances beyond the applicant's control, students may be granted an extension for a date after registration in which to meet the condition. The Academic Registrar will agree such extensions, which may not extend beyond 10 weeks beyond the final deadline for registration. If a student fails to meet the conditions by the extended deadline, registration will normally be withdrawn for their programme.

3.2 Unconditional offer

An unconditional offer means that an applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme of study at the Metanoia Institute. Non-academic requirements, such as DBS or health checks may not be completed prior to registration, however proof that these will be met can be used with academic discretion to make an unconditional offer.

4. Unsuccessful application

Applicants will receive an response indicating that they have been unsuccessful if the Institute has decided not to offer them a place on the programme. Applicants who are unsuccessful in gaining a place on their chosen programme and wish to find out the reason for this should, in the first instance, refer to the academic and non-academic entry requirements stated in the relevant faculty/school's admissions policy which can be found on the programme website.

5. Withdrawn application

An application may be withdrawn either by the applicant, or by Metanoia Institute. In all cases if Metanoia Institute withdraws an application the reason will be communicated in writing to the applicant.

Metanoia Institute reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant.

In cases where candidates are required to attend an interview as part of the application process, applications may be withdrawn if a candidate fails to attend without making contact with Metanoia Institute, or if an applicant is unable to attend and an alternative date cannot reasonably be found.

An offer may also be withdrawn at any point if it is found that an applicant has provided false information on the application.

The above does not prejudice Metanoia Institute's right to rely upon published disclaimers relating to delivery of programmes and services.

6. Interviews

Interviewing of applicants varies across the institute with the shape and content of interviews reflecting the criteria for each programme.

Some applicants (for example, disabled applicants, applicants who are pregnant, etc.) will require adjustments at interview (for example, a sign-language interpreter or an adjustment to a process) to provide them with full and equal access to the process. The admissions team will work with admissions tutors to put in place reasonable adjustments where possible. Metanoia Institute Wellbeing and Disability team should be consulted for further advice or information regarding disability related adjustments (email disability@metanoia.ac.uk)

7. Applicants visit days/ open days/evenings

Metanoia provides a variety of open events, both general and programme specific to allow applicants the opportunity to visit Metanoia Institute, view facilities, meet members of the teaching team and current students. The programme of open events are published on the Metanoia website.

8. Acceptance of Offer

Applicants must accept their offer within 3 weeks of receiving their notification of a place, failure to do so may lead to Metanoia Institute withdrawing the offer..

9. Deferred applicants

If for unforeseen reasons the applicant is unable to commit to studying during the upcoming academic year, Metanoia Institute may be unable to hold a place for the subsequent year. Metanoia Institute will consider each application for the deferring of studies on an individual basis and the outcome will be communicated in writing to the applicant

10. Course start date and arrival

The course start date is indicated clearly in the offer letter alongside the period of study and applicants must ensure that they are able to complete registration for their programme by the date indicated. Metanoia Institute reserves the right to refuse admission to those offer holders who do not complete registration by the deadline.

Author	Owned By	Date Approved	Date of Review
	Admissions	2021	July 2022
Academic Registrar	Academic	2025	July 2027