

ADMISSION AND PROCEDURES POLICY

1 Introduction

- 1.1 This document is intended to provide an overarching framework for Institutes admissions policies.
- 1.2 This policy applies to the admission of all categories of students to accredited programmes at the Institute of Psychosynthesis.
- 1.3 Policies on Admissions comply with requirements by The Quality Assurance Agency for Higher Education, outlined in the 'Chapter B2 – Recruitment, selection and admission to higher education' (2013).

2 Recruitment and Admission Procedures and Policies

- 2.1 The Institute is committed to providing an admissions process that ensures fairness, transparency and equal opportunities within the legal framework of the United Kingdom.
- 2.2 The Institute's Training Director and the Training Coordinator decide annually on the number of students it can recruit.
- 2.3 The Institute recognises that making an application for higher education is an important decision and it is committed to providing potential applicants with accurate and clear information from the outset.
- 2.4 The Institute's admission processes comply with the provisions of the United Kingdom's Data Protection Act, 2018.
- 2.5 The institute will not consider application made by minors or those under the age of 18.
- 2.6 In the interests of fairness and transparency, the Institute aims to eliminate making changes to its admissions policy and procedures mid-cycle.

3 Submission of Applications

- 3.1 Applications are submitted directly to Institute, via the Institutes' online application form.
- 3.2 The entry requirements are described on the Institute's website.
- 3.3 Admissions decisions will be communicated to applicants in an appropriate and timely manner. Any conditions attached to an offer of a place will be clear and specific.

4 Responsibilities for Admissions

- 4.1 The Academic Board are responsible for setting entry requirements for their programmes. Admissions decisions are made by the Training Director and Training Co-ordinator.
- 4.2 The Governing Body are responsible for approving admissions practices and policies.

5 Disclosure of Criminal Convictions

- 5.1 The Institute has a duty to ensure the safety of its student and staff community. The application process therefore requires applicants to disclosure relevant unspent convictions.
- 5.2 Due to the specialist clinical and psychotherapeutic nature of the institutes' courses and the possible interaction with vulnerable adults, applicants will likely be asked to disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions.
- 5.3 Having a criminal record does not prevent an individual from applying to study at the Institute. However, applications from applicants with declared criminal convictions will be assessed on an individual basis. If it is recommended that an offer be made, further investigation of the relevance of the criminal conviction(s) will be carried-out before a final decision is made.

6 Disabled Applicants

- 6.1 Applicants with disabilities will be considered against the same criteria as all other candidates.
- 6.2 Applicants are encouraged to disclose information on any disability or other additional support needs in order to help the Institute identify and provide help with support needs early and throughout a student's studies.

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7 Interaction between the Institute and the Applicant

- 7.1 The Institute will conduct any interaction with students in a professional, courteous and respectful manner. The institute expects any applicant to also act in this manner. If an applicant's behaviour is found to be inappropriate during the application process they will usually be issued with a warning, however, if an applicant's behaviour is found to be particularly inappropriate, no warning need be given before action is taken.
- 7.2 Action can include withdrawal of an offer, the rejection of an application or when conduct constitutes a criminal offence applicants will be referred to the relevant authorities.

8 Feedback

- 8.1 Unsuccessful applicants may ask for feedback on their applications. The institute will endeavour to provide informative feedback, however, applicants should recognise it may not always be possible to provide highly specific or tailored advice.
- 8.2 Any feedback will be issued to the named applicant directly. If a third party or guardian requests feedback, they must be issued with written and signed permission from the applicant.

9 Fraudulent and Misleading Information

- 9.1 The Institute expects that applicants will have provided full, honest, and accurate information on their application form and in all subsequent communications with the Institute.
- 9.2 If the Institute has reason to suspect that a student has provided fraudulent or misleading information at any point in a student's application, the Institute reserves the right to investigate. This could result in the withdrawal of the application. The Institute may also, where appropriate, inform any other relevant professional bodies about the withdrawal.

10 Complaints and Appeals

- 10.1 Any applicant who experiences a problem with the application decision should raise the matter with the Training Coordinator.
- 10.2 Complaints and appeals will not be considered if the applicant simply disagrees with the institutes' established Admission Criteria. Whilst the institute will make efforts to explain how selection criteria work, and why they are appropriate for a particular programme they will not enter into discussions regarding their academic judgement.
- 10.3 If a satisfactory solution can not be reached, an applicant should then follow the Formal Admissions Complaints and Appeals Procedure, detailed in this document.
- 10.4 Appeals and complaints must be made directly by the applicant to the Institute. Appeals and complaints which are submitted by third parties without the written consent of the applicant will not be considered. Complaints which are submitted anonymously will not be investigated.
- 10.5 The Institute will endeavour to address any appeal or complaint with discretion and privacy. However, it may be necessary to disclose information to others in order to deal with the complaint.
- 10.6 Complaints and appeals should be made in a timely manner. Usually, within 28 days of any alleged incident or action.
- 10.7 The institute will not consider new information about an applicant's qualifications or circumstances during the complaints or appeals procedure, if this information should have been made available as part of the original application. New information may be reviewed in exceptional circumstances such as in where a third party has made an error affecting the Institute's judgement of the applicant's suitability, where there has been a misinterpretation of the information/data contained within the original application or where medical or other mitigating circumstances that can be shown to have affected the quality of the original application.
- 10.8 Any information pertaining to a complaint or appeal will be stored and processed in accordance with the Data Protection Act (1998) and GDPR privacy policy.

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11 Formal Admissions Complaints and Appeals Procedure

11.1 Stage One – Informal Feedback:

- If an applicant is unhappy with any part of the admissions procedure, they should initially raise the matter informally with the Admissions Officer
- Staff will make every reasonable effort to explain procedures, allay concerns or otherwise respond to the issue raised

11.2 Stage Two – Launching a Formal Complaint or Appeal:

- If a satisfactory conclusion can not be reached in Stage One, then an applicant can raise a formal complaint or appeal via email to institute@psychosynthesis.org

11.3 In the case of a complaint details should include:

- Your name
- Your address
- Details of the programme you have applied for
- The nature of the complaint, giving as much detail as possible
- The reason why they are dissatisfied with the outcome of preceding informal stages of attempted resolution
- An indication of the outcome you are seeking

11.4 In the case of an appeal details should include:

- Your name
- Your address
- Details of the programme you have applied for
- Grounds of appeal
- Any further evidence
- The reason why you are dissatisfied with the outcome of preceding informal stages of attempted resolution
- An indication of the outcome you are seeking

11.5 The Institute first acknowledge the receipt of a complaint an appeal. Thereafter, the Institute will aim to respond to your complaint or appeal in writing within 30 working days of receipt of all information. The response will include details of the investigation which has taken place, and will outline the response to the investigation.

11.6 Cases will be referred to the Complaints Committee who will investigate the complaint or appeal, this will usually consist of three people one of whom will be the Chairperson. The composition of the panel will have regard for the expertise available concerning the substance of the complaint or appeal. The Complaints Committee's decisions will be final, and there is no further right to appeal.

11.7 If further evidence is required or a delay is anticipated a in responding in the complaint and appeal procedure, the Institute will write to advise.

12 Monitoring and Review

12.1 This policy is reviewed by the Governing Body on a regular basis and updated when necessary.