



MLA
COLLEGE

Admissions Statement

Admissions Statement
Sponsor: Director of Professional Services
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MLA College is committed to helping achieve the United Nations Sustainable Development Goals. Whilst consideration has been given to the design of this document to reduce the use of printer ink and paper, please consider the environment before printing and only do so if absolutely necessary.

1. Overview

1.1 MLA College's programmes and modules are currently validated by the University of Plymouth. This Statement confirms our commitment to be guided by the University's policy and procedures (including Principles) for Admissions as well as the admissions requirements specifically detailed against each of our programmes.

1.2 These will include typical academic entry requirements, relevant experience and/or other qualities. The minimum entry requirements are intended to:

- Ensure that applicants are appropriately prepared for study in higher education,
- Draw attention to the diversity of qualifications that can prepare applicants for higher education.
- Support Admissions' staff in recruiting suitably prepared students.

1.3 Details of the admissions requirements for individual programmes can be found on our website.

2. Admissions Procedure

2.1 MLA College conducts its Admissions procedures according to the principles set out below (and in alignment with the University of Plymouth's Admissions Policy):

- Recognising the academic and other relevant achievements and experiences of each applicant,
- Welcoming applications from individuals irrespective of their background,
- Promoting equal opportunities for all applicants and students from the UK and overseas,
- Considering all applications fairly, consistently and in a timely manner,
- Ensuring the entry requirements for each programme are clear and accurate,
- Considering all applications on the basis of academic, professional, experiential and personal experience,
- Ensuring compliance with appropriate legislation and relevant University of Plymouth policies.

2.2 MLA College will make available entry requirements for all its academic programmes. All admissions decisions will be made against the detailed criteria which will specify:

- Offers of a place are conditional upon the information supplied to MLA College,
- False statements or omissions of relevant information may lead to the withdrawal of an offer or a place.

2.3 MLA College will consider entry based on any previous experience under Accreditation of Prior Learning (APL) or Accreditation of Experiential Learning (APEL policy) in line with the University of Plymouth's APL and APEL policy.

3. English Language Requirements

3.1 Applicants whose first language is not English will also be required to demonstrate English language proficiency, in accordance with the qualifications listed on the University of Plymouth's guidance table:

<https://www.plymouth.ac.uk/international/how-to-apply/english-language-requirements>

4. Complaints and Appeals (Admissions and Applications)

4.1 **Complaints** - Each application is considered and processed in a fair and transparent way. If an applicant believes that, in the processing of its application, the actions of MLA are not in line with expected standards then an applicant may make a complaint. A complaint relates to the operation of the College's admission and application process and/or its outcome, or the actions or behaviour of a member of staff involved in the admissions process. Should an applicant wish to make a complaint/grievance, they are advised to put their complaint in writing to the Academic Registrar who will acknowledge the complaint, investigate and respond on behalf of the College.

4.2 Applicants should expect to have a response within 10 working days of receipt of the letter. On receipt of a response if the applicant is still dissatisfied, then the query will be reviewed again by MLA College's Vice-Rector.

4.3 **Appeals** - An application is considered in accordance with our principles and offers are made based on the information provided on the application form and the relevant entry requirements. If an applicant believes that, in its consideration of their application, the actions of MLA College are not of the standard expected then an applicant may make an appeal. An appeal should relate to the process of decision making rather than the decision itself which is a question of academic judgment. There is no automatic right of appeal against a decision on whether or not to offer a place. Should an applicant wish to appeal, they are advised to put their concerns in writing to:

The Rector, MLA College, The Merchant, St Andrew Street, Plymouth, PL1 2AX
(or via email to info@mla.ac.uk)

4.4 On receipt, the Rector will acknowledge the appeal, investigate and respond on behalf of MLA College. Under normal circumstances, applicants should expect to have a response within 10 working days of receipt of the letter.

4.5 MLA College reserves the right to exclude an applicant who is considered, on justifiable grounds, to be unsuitable for a place on a particular programme according to individual circumstances.