



ADMISSION POLICIES & PROCEDURES

1. Aim

The International Faculty aims to ensure that all entrants to the degree programmes of the University of Sheffield have demonstrated their potential to benefit from those programmes. The University's recruitment and admissions support the goals and aims of the University as laid out in its Mission, Vision and Identity and Strategic Plan. Our goal is to produce Sheffield Graduates who demonstrate impact, excellence and distinctiveness in their chosen field. We aim to recruit students:

- of the highest academic and intellectual ability
- with the potential and motivation to succeed on our courses
- who will fully engage with, and benefit from, studying at the University

We recruit students by:

- providing clear and transparent admissions information to prospective applicants
- operating a fair and effective admissions process
- ensuring the consistent application of policy across the International Faculty Departments
- encouraging applications from the widest range of educational, social and cultural backgrounds

We are committed to providing a fair, effective and professional admissions service which is consistent with good practice as defined in the Quality Assurance Agency's Code of Practice on Admissions to Higher Education.

2. Responsibility

The policies and procedures described in this document are monitored and reviewed by the Quality Assurance and Enhancement Committee and the Learning and Teaching Committee of the International Faculty in order to align to the University Student Admissions Policy.

The Head of Administration is responsible to apply the policies and procedures described in this document. Academic departments and the College's Head administration work in partnership to provide effective admissions services.

The Head of Administration has responsibility for monitoring and applying the policies and procedures. The Head of Administration office:

- provides advice and support to academic departments, enquirers and applicants;
- assesses applications in collaboration with academic department and makes offers on behalf of academic departments;
- develops and manages effective systems for admissions;
- provides training for all staff involved in admissions activities.

The Programme Directors of the Academic Departments:

- are responsible for assessing entry qualifications and applications and making offers;
- provide detailed and up-to-date course information for enquirers and applicants;
- facilitate induction of newly registered students before the commencement of the year.

3. Information for enquirers and applicants

The International Faculty is committed to providing accurate admissions and course information which is clear, comprehensive and easily accessible for enquirers and applicants. Admissions and course information including detailed information about entry requirements and how we assess applicants is published in our undergraduate and postgraduate print prospectus and on our website at: www.citycollege.sheffield.eu

The International Faculty offers all the essential information required for prospective students at personal meetings held at the College. In these meetings, staff who is trained and involved in admissions (e.g. the Principal, the Vice-Principals and the Heads of Administration, the Heads of the Departments etc.) provide promotional material, accessible and timely information, advice and guidance related to both entry requirements and the nature of the programmes. All prospective students are interviewed before admitted to a programme.

4. Admissions Criteria

The University welcomes applications from students who can demonstrate that they are able to benefit from the course they have chosen to study and from the learning, research and social environment which the University provides.

Applications are reviewed bearing in mind the candidate's High School grade (for undergraduate programmes) or the Bachelor classification (for postgraduate programmes), personality, English language skills, willingness and capability. The University requires all students to show that their English language is at a level which allows them to successfully complete their chosen course of study. Information on acceptable English language qualifications can be found at:

Undergraduate: www.sheffield.ac.uk/undergraduate/policies/englang

Postgraduate: www.sheffield.ac.uk/postgraduate/info/englang

To ensure that all applicants are prepared for their studies, the International Faculty has established standard criteria for all programmes. The admissions criteria are described in detail in the International Faculty Rules and Regulations approved by the University and be accessed at www.citycollege.sheffield.eu/docs/ifgenspec.pdf.

Undergraduate programmes

In the undergraduate programmes, there are two streams comprising:

- The 3 years stream consists of students who satisfy the admission criteria (see below).
- The 4 years stream in which Level 1 is delivered over two years.

Both the above programmes are the same in curriculum, syllabuses, examinations and assessment at Level 1. Only in Thessaloniki, and only for the first 2 years of the 4 year stream is Greek-taught. All undergraduate students are registered for a University of Sheffield degree and on successful completion of their studies are awarded a Bachelor's Degree from the University of Sheffield.

Applicants for an undergraduate programme in the International Faculty are normally accepted under the following conditions:

- they hold a good Secondary Education Certificate (Apolysterion, European or International Baccalaureate or equivalent);

- they hold the Cambridge Advanced Certificate or IELTS (no less than 6) or TOEFL (no less than 550, computerised 213, Internet based 79).

Applicants holding none of these English language certificates are judged on their own merits. In exceptional cases Candidates may be accepted for the English taught stream on the recommendation of Head of the Department, following a formal personal interview.

Postgraduate Programmes

All postgraduate courses admit students registered for a University of Sheffield degree and on successful completion of their studies are awarded a Master's Degree from the University of Sheffield.

Applicants for an International Faculty postgraduate programme are normally accepted under the following conditions:

- they hold a good Second Class Bachelor Degree from a University or similar Institution.
- they hold the Cambridge Advanced Certificate or IELTS (no less than 6.5) or TOEFL (no less than 575 or computerised 232, Internet based 90).

Applicants holding none of these English language certificates are judged on their own merits. Applicants for the Executive MBA are normally required to have considerable working experience.

5. Assessing applicants

The University looks for motivated students with the necessary academic preparation, as detailed in the entry requirements for each course, who will benefit from the University's learning and research environment.

We are keen to ensure that all applicants are provided with an equal opportunity to demonstrate their skills, potential and achievements. The University's methods of assessment are fair and valid, applied consistently for each course and regularly reviewed. The fairness and consistency of offer making for each course is managed by the Head of Administration in close collaboration with Academic Departments. Each applicant is assessed on an individual basis, with academic discretion used in assessing the range of evidence presented by applicants.

In assessing the academic suitability and potential of applicants, we consider the following information:

- achievement in awarded qualifications
- predicted achievement in qualifications which are being studied
- personal or supporting statement, for evidence of motivation and commitment to the subject area(s) and the reasons for wanting to study for a Sheffield degree
- references, for confirmation of academic potential and personal qualities

We may also draw on a variety of additional methods to assess the suitability of applicants including:

- interview
- portfolio of work
- research proposals (where appropriate)

6. Applications Procedure

Prospective students are requested to fill in an application form (either hard copy or on-line) and attach their formal qualifications translated in English. All required documentation is described in detail in the following documents:

Undergraduate programmes:

<http://citycollege.sheffield.eu/files4users/files/Undergraduate-admission-and-application-requirements.pdf>

Postgraduate programmes:

<http://citycollege.sheffield.eu/files4users/files/Postgraduate-admission-and-application-requirements.pdf>

MBA:

<http://citycollege.sheffield.eu/files4users/files/MBA-admission-and-application-requirements.pdf>

The International Faculty recognises the importance of keeping applicants informed and aims to provide effective updates at key points during the admissions process. The International Faculty normally communicates by email with applicants.

We send a range of communications to applicants which include the following:

- Acknowledgment of the receipt of an application
- Confirmation that a decision has been made on the application
- Confirmation of the offer of entry and the terms and conditions for offer holders
- Confirmation of meeting the terms of any offer of entry
- Registration information

The applications are considered by the Head of Administration in collaboration with the Department involved. If the applications meet their approval, successful applicants are notified of their acceptance to the programme in a formal letter issued directly by the University of Sheffield. The offer of entry will either be conditional on the basis of qualifications or requirements yet to be completed or unconditional.

It is important that unsuccessful applicants have the opportunity to receive feedback on their application. Unsuccessful candidates receive a rejection letter with justification and feedback about the decision.

Data of all accepted candidates are forwarded to the University Student Services for registration in the University system.

International students will receive an offer letter and a letter issued by the international office giving further guidelines:

<http://citycollege.sheffield.eu/files4users/files/International-Students-Guide.pdf>

The International Faculty welcomes applications from students with disabilities. It follows the University policy on disability and dyslexia support as the University, which can be found at:

www.sheffield.ac.uk/ssid/disability

7. Financial Information

The administration in cooperation with the financial office publishes the tuition fees annually. A detailed description of the payment methods is included in the tuition fees list. Fees quoted are only "tuition fees" and do not include residence or any other living expenses. For acquiring the latest registration and tuition fees list, students should contact the admissions office at: acadreg@citycollege.sheffield.eu

8. Applicant data

The data submitted as part of each application is used to assess the suitability of each applicant for study at the University. Anonymised data is also be used by the University for statistical and reporting purposes.

The University complies with the Data Protection Act 1998 in its use of applicant data. Further information about data protection policies at the University can be found at:
www.sheffield.ac.uk/cics/dataprotection

9. Further Information:

Further information about University of Sheffield International Faculty, can be found at:
www.citycollege.sheffield.eu or by emailing admissions@citycollege.sheffield.eu.

References: The University of Sheffield Student Admissions Policy

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