



REGULATIONS REGARDING ADMISSIONS AND RECRUITMENT

1. Introduction

Leo Baeck College aims to provide programmes of study of high academic standard with a view to furthering Jewish religious and academic studies as well as fostering and advancing the study of Judaism and of Jewish education, history, art, literature, music and the Jewish way of life in all its aspects, both religious and secular.

With this view in mind it aims to recruit, select and accept students on the basis that:

- they appear to have the motivation, academic ability and attributes to flourish, fulfil their potential and achieve the level required to succeed in their programmes of study
- they accept and subscribe to the ethos of the College
- they are willing to be part of and contribute to the intellectual, religious and cultural life of the College

Where possible the College aims to widen access to its programmes by attracting candidates from the UK and abroad with the view to creating as vibrant and broad a student body as possible. Furthermore, committed to a policy of equal opportunities it seeks to ensure that there is no discrimination against any candidate based on their ethnic background, disability, gender, religion or belief, sexual orientation, sex, marital status or age provided the principles listed above and the criteria for admissions to the specific programme are met.

In order to further the aims listed above the College's procedures are designed to ensure that:

- all applications are assessed with care and with regard to fairness
- that the criteria for accepting students on programmes are clearly defined and transparent
- that information about admission requirements and procedures is accurate and made easily available
- that information about the different programmes is as accurate as possible
- that the College monitors and reviews its recruitment and admissions policy on a continual basis in response to the needs of its specific market, its sponsoring organizations, professional requirements, statutory bodies and regulations and the requirements of higher education.

- that the College monitors and reviews its recruitment and admissions in order to improve practice thereby assuring the quality of its degrees and awards
- that the College ensures that all those involved in admissions are properly trained
- that the College provides an individual, supportive, courteous and efficient service to all its applicants

2. Responsibilities

2.1. It is the responsibility of the Board of Governors to:

- 2.1.1. Approve and set the College's policy regarding recruitment
- 2.1.2. Ensure that the recruitment policy reflects the mission and purpose of the College

2.2. It is the responsibility of the Academic Board to:

- 2.2.1. Delegate responsibilities for admissions to the appropriate Course Teams and the Board of Rabbinic Admissions
- 2.2.2. Delegate the responsibility for setting specific admissions procedures, strategies and criteria of programmes to the Course Teams and Board of Rabbinic Admissions. Admission criteria to programmes requiring validation are listed in the definitive document agreed with the collaborative partner following the validation event.

2.3. It is the responsibility of the Academic Quality Assurance Team (AQAT) to review the implementation of the College's policy and procedures on recruitment and the admissions' policy and procedures of the College, Course Teams and Board of Rabbinic Admission

2.4. It is the responsibility of the Senior Management Team (SMT) to:

- 2.4.1. Increase the quantity and maintain quality of students applying to all the Colleges' programmes
- 2.4.2. Review the number of rabbis required for the Reform and Liberal Movements in the UK and ensure that appropriate resources are made available
- 2.4.3. Agree the strategy for rabbinic recruitment
- 2.4.4. Support and guide the Recruitment Officer in implementing strategy
- 2.4.5. Develop criteria to evaluate whether the College's recruitment policies are effective
- 2.4.6. Develop strategies to promote the College and its distinctive ethos
- 2.4.7. Analyse the College's specific market and understand the needs and motivations of the College's potential student base.

2.5. It is the responsibility of the Board of Rabbinic Admissions, the Jewish Studies and Jewish Education Course Teams to:

- 2.5.1. Implement the policies, procedures and regulations set out in this document
- 2.5.2. Admit students to the respective programmes

- 2.5.3. Inform students of the final status of their application.
 - 2.5.4. Ensure that the criteria and procedures for admissions at programme level are appropriate, fair, clear and explicit
 - 2.5.5. Ensure that the admissions and selection procedures are consistent and enable the applicants to provide evidence of their qualifications, relevant experience (personal, professional and educational) and personal suitability for admissions to the programmes.
 - 2.5.6. Establish the criteria for measuring the suitability of a candidate for studying on the programme.
 - 2.5.7. Establish criteria which are in accord with the College's admission policy.
 - 2.5.8. Develop criteria to evaluate whether admission and selection policies are effective.
 - 2.5.9. Ensure that the admissions procedures reflect best practice and are in accord with national guidelines
 - 2.5.10. Ensure that students are aware of the requirements of the programmes.
 - 2.5.11. Monitor and review the specific admittance procedures on the respective programmes.
 - 2.5.12. Report back to the Academic Board on any changes in the strategies, criteria and procedures for admissions and selection on the specific programmes.
- 2.6. It is the responsibility of the Research Degree Committee which is a Sub-Committee of the Jewish Study Course Team to consider whether arrangements can be made to accept a student for joint supervision on a Research Degree programme (M.Phil. and Ph.D.) at another institution of higher education.
- 2.7. It is the responsibility of the Dean, Director of Jewish Education, the Course Team Leaders and the Recruitment Officer to:
- 2.7.1 Provide pre-entry information and guidance to applicants in an efficient and supportive manner. This includes the timely dispatch of written materials as well as responding to enquiries both written and oral.
 - 2.7.2 Remain in contact with candidates throughout the whole application process.
 - 2.7.3 Inform them and invite them for the interview process if one is held
 - 2.7.4 Provide opportunities to visit the site either as part of the interview process or as part of the pre-entry information.
- 2.8 It is the responsibility of the Dean, Director of Jewish Education and the Head of Academic Services in their respective areas to:
- 2.8.1 Provide information about any changes in the programmes' content, costs, or location, discontinuation and or changes in the status of programmes.

- 2.8.2 To provide detailed information about procedures to be followed by successful candidates which include: accepting the place, registering at the College, payment of fees, enrolling in the courses, inductions, study skills and the calendar of events.
- 2.9 It is the responsibility of the Dean, the Director of Jewish Education and the Head of Academic Services to ensure that the following information is made available in the College's printed materials and/or is available on the website:
- 2.9.1 Information about the College's ethos and distinctive character
 - 2.9.2 Information about the College's policies and procedures for admissions and the specific criteria at programme level.
 - 2.9.3 Information about dates and timescales involved in the admissions and selection procedure.
 - 2.9.4 Information about the purpose and conduct of interviews
 - 2.9.5 Information about the responsibilities and procedures candidates need to follow to ensure that they take up or decline an offer, defer entry, fulfil registration and enrolment procedures.
 - 2.9.6 Information about the dates and times of induction sessions and arrangements for other learning support skills such as English acquisition for those students whose mother tongue is not English, levels of Hebrew acquisition, essay writing guidelines and preparation, library skills.
 - 2.9.7 General information about the aims of degrees and programmes, the range and contents of the studies, modes and methods of teaching and learning, length of studies, flexibility and choice in degrees, accreditation of programmes, credit transfers, accreditation of prior learning assessment, requirements of the programmes, the institutional context in which programmes are offered, fees, additional costs, accommodation, information about welfare, financial and other facilities and support for students with disabilities and international students so that they can make an informed decision about applying to the College.
 - 2.9.8 Any significant changes to the programme, its status, the teaching staff, assessment, teaching and learning should be made known to candidates as soon as possible.
- 2.10 The Senior Management Team (SMT) will ensure that all academic and administrative staff are trained about the College's Regulations regarding admissions at College and Programme level, are familiar with the Quality Code on Recruitment, Selection and Admission to Higher Education, legislation on equal opportunity and disabilities and good practice with regards to admissions. Furthermore, the SMT will ensure that staff are made aware of their individual responsibilities and are skilled in their respective roles as members of admission teams, boards and committees, interviewers on admission teams and boards, administrators, providers of services, etc.
- 2.11. It is the responsibility of all individuals involved in admissions to familiarize themselves with and abide by the regulations concerning the College's Admissions Regulations.

3 Principles Guiding Recruitment

- 3.1. To identify the needs and target groups which make up the College's constituency.
- 3.2. To inform decisions about the type of courses which provide the skills and knowledge required in the workplace relevant to the College's constituency.
- 3.3. To inform decisions about the type of academic, cultural and lifelong learning courses and programmes which are of interest to different target groups.
- 3.4. To make informed decisions about student numbers
- 3.5. To consult with the Liberal and Reform Movements on recruitment needs for rabbis, educators and teachers in the congregations and movements.
- 3.6. To ensure that the vocational courses are relevant to the needs of the congregations and movements.
- 3.7. To involve the representatives of the Liberal and Reform Movements on the College's Boards and Committees.
- 3.8. To develop strategies to promote the College and its programmes in the UK and abroad through a variety of means such as attending events, fairs, conferences, etc. the use of promotional materials and the internet, the use of open days, advertising, news and media, initiating functions, conferences, etc.
- 3.9. To develop strategies that encourage past students to return for further training at the College in its In-Training and its research programmes.
- 3.10. Due to the small nature of the College, to develop a professional and personalized service to students from the first moment of contact to the point at which they become alumni.
- 3.11. Promote the distinctive ethos of the College and develop its image.

4. Entry Requirements

- 4.1 *Admissions to the Graduate Diploma in Hebrew and Jewish Studies – Part 1 (accredited by Middlesex University)*
 - 4.1.1 (a) First/Second class honours degree
 - (b) Students whose mother tongue is not English are expected to meet a minimum level B2 on the Common European Framework of Reference for Languages (CEFR) or 6 IELTS.
 - (c) Students must provide evidence of having achieved *Ulpan* (Hebrew Language School) level *Gimmel* (level 3) by the time they enrol for the Graduate Diploma in Hebrew and Jewish Studies.
 - (d) Students may be invited for an interview to determine the range and depth of their previous reading in an area of Jewish Studies in which they have explored their own interests.
- 4.2 *Admissions to the Graduate Diploma in Hebrew and Jewish Studies – part 2 (accredited by the University of Winchester)*
 - 4.2.1 For Rabbinic students who are continuing to Ordination:

Completion of the Diploma in Hebrew and Jewish Studies 1 with an average grade of 50%

4.2.2 For new students registering for the award:

- (a) This award may be taken by those who already have acquired the appropriate standard of Hebrew and Jewish Learning
- (b) First/Second class honours degree (in exceptional cases, mature students who can demonstrate equivalent experience may be considered).
- (c) Students whose mother tongue is not English are expected to meet a minimum level B2 on the Common European Framework of Reference for Languages (CEFR)
- (d) Students must provide evidence of a level of proficiency in Biblical Hebrew equivalent to a year's study at university as well as level *Gimmel* (level 3) in Modern Hebrew
- (e) Students may be invited for an interview to determine the range and depth of their previous reading in an area of Jewish Studies which they have explored.

4.3 *Admissions to the Postgraduate Diploma in Hebrew and Jewish Studies (accredited by the Middlesex University)*

4.3.1 For Rabbinic students who are continuing to Ordination:

- (a) Completion of the Graduate Diploma in Hebrew and Judaic studies part 2

or

- (b) Two years of higher learning at a commensurate level at another institute. This is at the discretion of the Admissions Board.

4.3.2 For new students registering for the award:

- (a) First/Second Class honours degree BA in Hebrew and Jewish Studies, 1st or 2nd class,

or

- (b) First/Second class honours degree in Theology or Religious Studies or related subject,

and

- (c) a demonstrable facility with Modern and Biblical Hebrew and Aramaic
- (d) Students whose mother tongue is not English are expected to meet a minimum level B2 on the Common European Framework of Reference for Languages (CEFR)
- (e) Students may be invited for an interview to determine the range and depth of their previous reading in an area of Jewish Studies which they have explored.

4.4 *Admissions to the Masters in Applied Rabbinic Theology (accredited by the Middlesex University)*

- (a) This course is **only** open to students on the rabbinic programme who have already completed the previous 3 awards (Graduate Diploma in Hebrew and Jewish studies 1 & 2 and the Postgraduate Diploma in Hebrew and Jewish Studies), or to those students who have completed

three years of equivalent study at another, recognised institution of higher education or seminary and at the discretion of the Admissions Board.

(b) Students whose first language is not English are expected to meet a minimum level B2 on the Common European Framework of Reference for Languages (CEFR).

4.5 Admissions to the Rabbinic Programme: (LBC)

4.5.1 General Criteria for admissions;

- (a) Appropriate motivation for undertaking the rabbinic programme
- (b) Academic ability to complete the programme
- (c) Willingness and potential to grow and develop through the programme
- (d) Religious commitment and personal integrity
- (e) Dedication to the principles of Progressive Judaism
- (f) Intellectual maturity

4.5.2. Specific Criteria for Admissions:

(a) Candidates' Hebrew proficiency is expected to be at a level of reading and comprehension equivalent to *Kitah Gimmeil* following completion of a summer *ulpan* directly prior to commencing studies at LBC

(b) Award of a BA degree of a good standard (2.1 or better) or the academic equivalent

(c) Students must be willing to spend time in an accredited academic programme in Israel.

(d) Candidates must have Jewish status, as recognised by a *Beit Din* of the Liberal, Masorti or Reform rabbinate or an Orthodox *Beit Din*, and to have held that status for a minimum of five years prior to entry.

(e) Candidate must obtain two references, one of which must be from their community rabbi. Rabbis serving LBC as faculty members may fulfil this role in exceptional circumstances.

(f) Candidates must be a minimum of 21 years of age at the time of application.

(g) Candidates are expected to have been active in Jewish community life prior to application. They must demonstrably live a committed and active Jewish life, personal and either synagogal or some other Jewish grouping, according to the following criteria:

- Membership of a local Liberal, Reform or Masorti Synagogue, or if from the USA, Reform, Reconstructionist or Conservative Synagogue, or European equivalent,
- Regular attendance at Shabbat, Festival and High Holy Day services
- Regular home observance of the major festivals and occasions in the Jewish year
- Engagement with educational programmes organised within a local synagogue or in the wider Jewish community

- Involvement in at least one communal Social Action project or similar activity within the ambit of the Jewish community
- (h) Candidates for whom English is not a first language must obtain at a minimum level B2 on the Common European Framework of Reference for Languages (CERF) 6 IELTS

Candidates will be subject to a Criminal Records Bureau check, either centrally or by the first congregation they work for, following admission as they will be working with children and vulnerable adults in congregations.

4.6 *Admittance as a research degree candidate:*

- 4.6.1 The candidate has to be assessed and accepted by the Research Degree Committee (RDC) and registered for a research degree at another Institute of Higher Education. The choice of the other institute of higher education must be approved by the RDC.
- 4.6.2 College welcomes candidates for M.Phil. and Ph.D. studies particularly in areas in which it has a unique strength. Candidates are accepted only if the RDC believes the College has the resources and expertise to support the candidate. Given the limited size of the College staff, consideration is given to the extent to which supervisors in collaboration with appropriately qualified staff of other institutions are able to ensure adequate support for the candidate throughout the duration of their research.
- 4.6.3 Candidates are accepted only if the RDC believes the candidate is capable to completing the degree successfully and if the proposed topic is one that can be researched in the degree's timeframe.
- 4.6.4 Candidates are accepted only if the supervisors can ensure that the candidate has or can acquire an appropriate level of research training and has the necessary language skills.
- 4.6.5 In addition, candidates must comply with the criteria set by the research school of the Institute of Higher Education to which they are applying.

The minimum entrance requirements, for the RDC to consider a candidate are:

- (a) an upper second class honours degree from a UK university or the former CNAAB, or the equivalent, in a relevant subject area, or
- (b) a postgraduate master's degree from a UK University or the former CNAAB, or the equivalent, in a relevant subject area.

An applicant who does not meet this minimum requirement may, exceptionally, be considered if it can be shown that her/his qualifications, professional experience and/or previous research publications have provided suitable preparation for postgraduate research in her/his chosen field. In such a case the student should provide the names of two referees who can comment on the applicant's ability to undertake the proposed research. A case in support of the student's registration should also be provided... This case should show:

- (b) how the applicant has demonstrated her/his suitability to undertake postgraduate research.
- (c) Reference to any publications or other objective evidence of the student's suitability
- (d) Confirmation that the student's degree result was not a true reflection of her/his suitability to undertake the proposed research.

The registration of an applicant without either a first degree or a postgraduate master's qualification will be approved only in exceptional circumstances. The RDC normally expects unqualified applicants to complete suitable undergraduate/postgraduate master's study successfully before re-applying for registration. Non graduate applicants for registration are expected to be able to:

- i) demonstrate that they have an adequate general academic background in their subject area and the ability to acquire the skills and techniques necessary for the proposed research projects (professional qualifications or experience along will not necessarily provide this).
- ii) provide evidence of research ability in the form of published papers in referred journals or through a significant academic contribution to university level research. The nature of the contribution to any published work should be made clear together with an indication of the standing of the journals concerned.

An applicant with qualifications from outside the UK can be considered if her/his qualifications are of equivalent standing to those awarded by UK institutions of higher education.

All candidates must include a research proposal with their application which should indicate:

- i) the topic or area to be investigated.
- ii) the problem or hypothesis to be tested
- iii) the methods and techniques to be used in the investigation
- iv) the relationship of the proposed research to be published literature and to current research in the applicant's field and an indication of the contribution to knowledge the thesis would make (particularly important for students who wish ultimately to undertake a Ph.D.).
- v) details of the applicant's previous work in the proposed field.

4.7 *Admissions to the Certificate of Higher Education in Jewish Education (accredited by Middlesex University)*

- 4.7.1 Students are admitted to the BA (Hons) with:
 - (a) 160-200 UCAS tariff points (3 A Levels, equivalent or APL)
 - (b) Be employed or undertake voluntary work in a Jewish educational setting
 - (c) Students whose mother tongue is not English are expected to meet a minimum Level B2 on the Common European Framework of Reference for Languages (CERF), IELTS 6.0.
 - (d) Be able to decode Hebrew

4.8 *Admissions to the MA in Jewish Educational Leadership (validated by the Middlesex University)*

- 4.8.1 Students are admitted to the MA with:
- (a) First/Second class honours degree, or the Advanced Diploma in Jewish Education (passed at a good standard).
 - (b) Extensive relevant professional experience in an educational context.
 - (c) Students whose mother tongue is not English are expected to meet a minimum level B2 on the Common European Framework of Reference for Languages (CERF) or 6.5 IELTS.

5. Composition of Admission Teams and Boards

- 5.1. The Admission Team for the Jewish Studies Programmes consists of the Dean and the Course Team Leader for the award as appropriate.
- 5.2. The Rabbinic Admission's Board consists of the Principal, Dean, Executive Directors of the Movements or their representatives (Movement for Reform Judaism (MRJ) or Liberal Judaism (LJ)), Chair of Reform and Rabbis, UK Assembly (MRJ) and Chair of the Rabbinic Conference (LJ), A psychotherapist*, One Academic Lecturer, One Vocational team member (normally the Vander Zyl Head of Vocational Studies), One lay leader from either a MRJ or LJ synagogue. (* Non-voting).
- 5.3. The Admission Team for accepting a research degree candidate consists of the Dean and/or Director of Jewish Education, a representative member of the faculty and an expert from the proposed research field.
- 5.4. The Admissions Team for the Jewish Education programmes consists of the Director of Jewish Education, Head of Academic Services and the Course Team Leaders for the programmes.

6. Admissions Process

- 6.1. *Jewish Studies and Jewish Education Awards:*
- 6.1.1 Admissions to the Jewish Studies awards often start with an informal process in which the applicant gets in touch either by email, telephone or writing.
 - 6.1.2 Applicants can request an informal conversation with the Dean or Director of Jewish Education
 - 6.1.3 The formal part of the application process begins with the applicant sending in the application form which can be downloaded from the College website or requested from the Academic Co-ordinator.

- 6.1.4 Application forms are sent to the Academic Co-ordinator.
- 6.1.5 Candidates may be invited to an interview with the Admissions Team if that is deemed necessary but is not a requisite.
- 6.1.7 The Admissions Team prepares a recommendation as to the suitability of the candidate based on the interview and application form.
- 6.1.8 Candidates who wish to receive accreditation of prior certified learning (APCL) are asked to fill in the appropriate form as part of the application process. This enables the Admissions Team to determine which modules the candidate can be exempted from before beginning the programme.
- 6.1.9 Letters of acceptance or rejection as well as decisions regarding credit transfers and APCL are sent out by the Academic Co-ordinator to all candidates as soon as possible following the interviews.
- 6.1.10 Students receive a letter of offer detailing the terms of study, and financial obligations which they are obliged to sign. It is the responsibility of the student to sign the form indicating whether they wish to take up or decline the offer.
- 6.1.11 Feedback is provided by the Dean or Director of Jewish Education.

6.2. *The Rabbinic Programme*

- 6.2.1 Admissions to the Rabbinic Programme often start with an informal process in which candidates get in touch either by email, telephone or writing. They are encouraged to visit the College, sit in on classes, talk to faculty and students and attend open days. This stage of the process is often undertaken in conjunction with the Recruitment Team.
- 6.2.2 Candidates are invited to have an informal conversation with the Principal of the College regarding their suitability.
- 6.2.3 The formal part of the application process begins with candidates sending in the application form which can be downloaded from the College website or requested from the Head of Student Services. All application forms must be received by 30 November of the year preceding admissions.
- 6.2.4 All applications are considered by the Admissions Board which creates a short list against the criteria set – see item 4.6
- 6.2.5 Candidates are invited for a three day interview which takes place usually in February.
- 6.2.6 Letters of offer or rejection are sent out by the Academic Co-ordinator as soon as possible following the interviews. Letters to all candidates are sent at the same time.
- 6.2.7 All candidates who have been successful and their referees receive forms detailing the terms of study, fees etc. which they are obliged to sign by the date specified in their letter of acceptance.. It is the responsibility of the candidate to sign the form indicating whether they wish to take up or decline the offer.
- 6.2.8 Candidates must declare in their application form whether they have any prior criminal convictions.

- 6.2.9 All candidates take part in a debriefing which is part of the admissions process in which students are invited to reflect on the application process and interview and the feedback they have received.
- 6.2.10 Requests for deferrals are considered at the time of admissions by the Admissions Board.

6.3 *Post Graduate Research Candidates*

- 6.3.1 Admission of post graduate research candidates often begins with an informal process in which the applicant gets in touch either by email, telephone or writing.
- 6.3.2 Applicants are urged to have an informal conversation with the Dean or Director of Jewish Education.
- 6.3.3 The formal part of the application process begins with the applicants sending in the application form and the other requirements as detailed in 7.3.1.
- 6.3.4 Candidates are invited to an interview with the Admissions Team
- 6.3.5 The Admissions Team in consultation with the Principal liaise with the Institution of Higher Education of choice in which the students will be registered to ensure that co-supervision is possible and that both institutions can support the student appropriately.
- 6.3.6 The Head of Academic Services is responsible for coordinating and liaising with the other Institution of Higher Education.
- 6.3.7 The Admissions Team makes a decision as to the suitability of the candidate based on the interview and application form. This is reported to the Academic Board.
- 6.3.8 Letters of acceptance or rejection are sent out by the Head of Academic Services.

7. Selection Criteria

7.1 *Hebrew and Jewish Studies awards:*

- 7.1.1 Evidence is sought that the candidate has the necessary knowledge, skills and aptitude relating to the length, content, aims and learning outcomes of the programme. This includes academic qualifications and achievements; personal, cultural, social, professional and educational experiences that give an indication of the candidates' abilities to succeed in the programme; attitudes and motivation, and evidence that they understand the requirements of the programme and the ethos of the College.
- 7.1.2 Evidence of the above is collected through registration forms and an interview. Candidates may be invited to an interview conducted by a panel of at least two members of the Admissions team. The information upon which the decision is made includes:
- Academic qualifications which are assessed by the Course Teams. (This includes domestic and international as well as non standard qualifications of mature students.)
 - Relevant occupation and or life experience

- Jewish knowledge as an indicator about motivation, interest and preparedness
 - Language skills (both English and Hebrew)
 - Exceptional circumstances that may have influenced recent academic achievements such as health, bereavement, conditions in the country of origin.
 - If there is insufficient evidence with regards to the candidate's academic potential the Admissions Team can require that the candidate to submit a written piece of work.
- 7.1.3 The Admissions Team uses its judgement to assess the overall suitability of the candidate based on the above taking into consideration the admission principles of the College and the admissions' criteria for the programme.
- 7.1.4 A record outlining the nature of the decision taken for each application is appended or written on the application form.

7.2 *The Rabbinic Programme:*

- 7.2.1 All rabbinic candidates take part in a three day series of interviews which includes an academic interview. The object of the interviews is to:
- Assess the candidate's motivation for undertaking rabbinic studies, their religious commitment and personal integrity, their dedication to the principles of Progressive Judaism, their personality and interpersonal and intrapersonal abilities as well as their professional and managerial capabilities and the level of their Jewish knowledge.
 - Determine whether they have the ability to grow and flourish in terms of their academic, professional and spiritual development on the programme.
- 7.2.2 The interviews include structured and unstructured group interviews. Furthermore, the candidate undergoes psychological assessment and an interview with the Principal of the College and or the Director of Rabbinic Studies.
- 7.2.3 The final decision as to whether to accept a candidate is taken by the Rabbinic Board of Admissions based upon the following:
- Academic qualifications. (The Rabbinic Board of Admissions assesses the qualifications and suitability of the candidate. This includes domestic and international as well as non standard qualifications of mature students.)
 - The outcomes of the various interviews and the psychological assessment

7.3 *Post-Graduate Research Candidates*

- 7.3.1. Acceptance as a research candidate is decided by the Research Degree Committee based on the Admission Team's

recommendation following the submission of: a written application, a research proposal, CV, record of studies, two referees, record of relevant experience and an interview. The requirements are detailed in the Admissions Policy of the College quoted above and ensure that only appropriately qualified students are admitted. The Admissions process is undertaken by at least two members of the academic staff and where relevant in consultation with potential external supervisors.

7.3.2. Admission as a research candidate is also subject to the College admission requirements outlined in this regulation as well as the requirements of the other Institution of Higher Education to which the candidate is/will be registered.

7.4. Certificate of HE in Jewish Education & MA in Jewish Education

7.4.1 Evidence is sought that the candidate has the necessary knowledge, skills and aptitude relating to the length, content, aims and learning outcomes of the programme. This includes academic qualifications and achievements; personal, cultural, social, professional and educational experiences that give an indication of the candidates' abilities to succeed in the programme; attitudes and motivation, and evidence that they understand the requirements of the programme and the ethos of the College.

7.4.2 Evidence of the above is collected through registration forms and where necessary by an interview. Candidates may be invited to an interview conducted by a panel of at least two members of the Admissions team. The information upon which the decision is made includes:

- Academic qualifications which are assessed by the Course Teams. (This includes domestic and international as well as non standard qualifications of mature students.)
- Relevant occupation and or life experience
- Jewish knowledge as an indicator about motivation, interest and preparedness
- English language skills
- Exceptional circumstances that may have influenced recent academic achievements such as health, bereavement, conditions in the country of origin.

7.4.3 If there is insufficient evidence with regards to the candidate's academic potential the Admissions Team can require that the candidate to submit a written piece of work. The Admissions Team uses its judgement to assess the overall suitability of the candidate based on the above taking into consideration the admission principles of the College and the admissions' criteria for the programme.

7.4.4 A record outlining the nature of the decision taken for each application is appended or written on the application form.

8. Procedures for Students with Disabilities

- 8.1 The College welcomes applications from students who have a disability or medical condition and is committed to promoting recruitment from the communities we serve.
- 8.2 The College is committed to ensuring that all its policies, procedures and activities give full consideration to the means of enabling students with disabilities to apply and be admitted to the College and participate in all aspects of the academic and social life of the College.
- 8.3 The Process of considering how the College can meet the needs of students with disabilities is separate from the assessment of the student's academic suitability.
- 8.4 It is the policy of the College to encourage students to disclose their disability with the purpose of assisting them. The College provides opportunities to help students disclose their disability during the admission and registration procedures.
- 8.5 There may be cases in which the College will be unable to accept a student despite all attempts to make reasonable adjustments, because of issues relating to physical access, special facilities, accommodation or due to health and safety issues or because of barriers resulting from professional requirements.
- 8.6 The College has a separate Code of Practice Regarding Students with Disabilities.

9. Confidentiality

- 9.1 All information gathered as part of the application, selection and interview process remains strictly confidential.
- 9.2 Information about the outcome of the application process is sent only to the candidate and to their sponsor(s).
- 9.3 Minutes of the Admissions Teams and The Rabbinic Admission's Board are kept separate from student file and are confidential.
- 9.4 Information gathered as part of the application process is used primarily for processing the application and then becomes part of the student's record.
- 9.5 Information is held in accordance with the requirements of the Data Protection Act 1998

10. Withdrawal of offer / termination of Registration

- 10.1 The College reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on one of the programmes or to the College as a whole.
- 10.2 The College reserves the right to withdraw an offer or terminate the registration of a student in the event that the student has provided fraudulent, incomplete and/or false information during their application.

- 10.3 Candidates demonstrating aggressive or inappropriate behaviour towards the College's staff and/or faculty may prejudice the further consideration of their application, appeal or complaint.

11. Procedures for dealing with applicants with criminal convictions

- 11.1 The application process requires candidates on its part time and full time programmes to disclose relevant unspent criminal convictions.
- 11.2 Applications which disclose a criminal conviction which is spent under the provisions of the Rehabilitation of Offenders Act 1974 are treated as though they have not committed or been charged with, prosecuted for or convicted of the offence unless the applicant is applying for courses in Education and Rabbinic Studies.
- 11.3 Students applying for courses in Education or Rabbinic Studies which involve working with children and/or vulnerable adults must declare whether they have any criminal convictions, cautions (including verbal cautions), reprimands, final warnings and bind-over orders. This includes convictions which are spent (as defined by the Rehabilitation of Offenders Act 1974).
- 11.4 Any student who is convicted of a criminal offence after they have been accepted to the College must inform the College that they have been convicted.
- 11.5 Any issues which may arise from dealing with a candidate with criminal convictions are considered by the Course Team Leader of the Programme in question and the Dean or Director of Jewish Education as appropriate. If there are any doubts the matter should be brought for decision to the Principal.

12. Accreditation of Prior Learning

- 12.1 Requests for the Accreditation of Prior Certified Learning are evaluated separately from the assessment of the applicant's academic suitability for being accepted on a programme.
- 12.2 Students who did not request APL during the admissions process may apply at the beginning of the academic year by approaching the Head of Academic Services. Students must continue to attend classes while waiting to hear the outcome of their request.
- 12.3 All requests for accreditation will be considered by the Collaborative Programme Accreditation Board. The Board will consider and were appropriate award credit in respect of claims for accreditation put forward by the student.
- 12.4 All applications for the accreditation of prior certificated learning must be made in writing.
- 12.5. In order to assess prior certificated learning against the learning outcomes of the award they wish to study, students will be asked to provide the certificate, the transcript with the grade achieved and a copy of the curriculum/ syllabus/specification of the prior

programme. In some cases the student may be asked to provide additional information.

- 12.6 Students wishing to have experiential learning certified will have to prepare a portfolio of evidence. The contents of the portfolio will depend on the learning they can demonstrate. This will be derived from the context and type of experience and/ or work they have been engaged in. The student will have to show how the learning derived from the experience and/or work is related to and equivalent to the specific learning outcomes of the modules they wish to claim credit for.
- 12.7 The decisions of the Collaborative Programme Accreditation Board are reported to the Examination Board and are subject to scrutiny by external examiners appointed to the programme.

13. Tuition Fees

- 13.1. Students are expected to have sufficient funds to pay for their tuition fees and living expenses throughout their studies at the College.
- 13.2 Information about the way students intend to fund themselves during their studies is ascertained from the application form as well as during the interview.
- 13.3 The letter of offer made to the applicant includes information about the level of fees the student is to pay as well as bursaries granted to them.

14. Appeals and Complaints

- 14.1 There is no right of appeal against the outcome of an admissions decision.
- 14.2 The College reminds those who would wish to make a complaint that disagreement with the academic judgement of the admission panel in assessing their application does not form the grounds for a complaint.
- 14.3 A candidate has the right to make a formal complaint to the Academic Board against the decisions of the admission panels of the Course Teams and the Rabbinic Admissions Board. In such an event the Appeals and Complaints Board (ACB) will be set up by the Academic Board as an ad hoc Board to address the complaint when it has not been satisfactorily resolved at the level of the Board, Team or Committee. Where necessary and appropriate the ACB may review a decision of the above mentioned Board, Team or Committee to consider the complaint at hand.
- 14.4 Grounds for a complaint:
The Academic Board has determined that only the following requests to review a decision shall be considered:

- Matters relating to a material administrative error, or that the admissions process was not conducted in accordance with the prescribed regulations/procedures of the College or the programme, or that some other material irregularity relevant to the admissions procedure has occurred.

- Matters relating to additional information which may have affected the decision of the admissions team but which the candidate was unable to present. The candidate must explain the reasons why it was not made available at the time of the application.

- Matters that relate to the selection process for student admission which was not carried out in a manner consistent with the College's Equal Opportunities Policy.

14.5 Candidates wishing to make a complaint must do so within 20 working days of the decision on their application being notified to them.

14.6 For full details about the appeals and complaints process see the College's Complaints Procedures.