

**ISTITUTO MARANGONI LONDON
STUDENT RECRUITMENT AND ADMISSIONS POLICY
SEPTEMBER 2023**

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1. INTRODUCTION

The Student Recruitment and Admissions policy sets out the principles and procedures applied by Istituto Marangoni London for the selection and admission of students to all foundation, undergraduate, graduate certificate (pre-Masters) and postgraduate taught programmes at the London School.

IM London is committed to facilitating access for a wide and diversified number of high-quality applicants who will engage with IM London, and contribute to the institution. The School seeks to undertake this by identifying merit and potential in prospective students whilst ensuring that its admissions process is fair, consistent, reliable and transparent.

The Student Recruitment and Admissions policy complies with the requirements of the following relevant legislation:

- Equality Act (2010);
- Freedom of Information Act 2000;
- Human Rights Act 1998;
- Data Protection Act 1998.

The policy that the School has in place is also consistent with the expectations of the [UK Quality Code Advice and Guidance: Admissions, Recruitment and Widening Access](#), the Schwartz principles of fair admissions, SPA good practice statement, [UCAS best practice \(for undergraduate students\)](#) and the requirements of the School's validating University, Regent's University London.

Selection and admission to Istituto Marangoni London courses is transparent and accessible. Assessment is fair and aims to admit students with the potential to complete the course successfully. Unnecessary barriers for prospective students are removed accordingly. All staff, representatives and partners engaged in the delivery of admissions, student recruitment and widening access supports students in making informed decisions and are appropriately trained and resourced. Widening access strategies are developed in line with local and national guidance.

2. RELATED POLICIES AND REGULATIONS

IM London's student recruitment and admissions practices act in accordance with the following policies and regulations:

- UCAS best practice (for undergraduate students);
- IM London Policy Statement and Guidance on supporting students with disability and well-being;
- IM London's Access and Participation Statement;
- Admissions Operational Manual;
- Operational procedures for criminal convictions;
- Under 18s policy;
- Admissions Complaints and Appeals Policy;
- General Terms and Conditions for Student 2022/23
- UK Quality Code, Advice and Guidance: Admissions, Recruitment;
- Other relevant Regent's University London policies and regulations.

3. RESPONSIBILITY POLICY APPROVAL AND UPDATING

All staff with designated student recruitment, selection and admissions responsibilities must be familiar with this policy, the relevant process, and procedures to their areas of responsibility.

The Head of Sales is responsible for ensuring that policies and procedures regarding recruitment and admissions are operated fairly and consistently in line with the Istituto Marangoni London strategic plan. The Head of Sales is in charge of the Student Recruitment and Admissions department, specifically responsible for:

- Delivering a quality service to prospective students from first enquiry to enrolment;
- Informing and advising applicants and stakeholders via telephone, email, face to face or web;
- Leading the development of a variety of procedures to support the strategic student recruitment targets;
- Managing the application process, including arranging interviews and taking admissions decisions;

- Providing training for all staff and representatives involved with the recruitment and admissions process;
- Monitoring and reporting on all applications to the School and all acceptances of places at the School;
- Overseeing the production of material linked to the recruitment and admissions to ensure its compliance with any external body requirements, including good practice.

The Student Recruitment and Admissions team collaborates with different external groups of professionals acting as educational advisors involved in the information, access and student recruitment process. Those include:

- Information Centre: the Information Centre team is located in Milan in Istituto Marangoni HQ offices. It may be the first touch point for prospective students deciding to contact Istituto Marangoni European Schools. It is focused on providing basic information via different channels (phone, e-mail, WhatsApp, webforms) and connecting applicants to the different student recruitment and admissions teams of each School in order to receive further guidance.
- IMRO: Istituto Marangoni Representative Offices are branches of Istituto Marangoni, located in the 3 offices of Shanghai (Mainland China), Mumbai (India) and Mexico City (Mexico). The mission is to represent the IM Schools in their region, to guarantee correct information and the proper disclosure of the brand and image of Istituto Marangoni. The representative offices offer information services, counselling, and assistance in the submission of documents for the enrolments.
- IMIC: Istituto Marangoni Information Centres are independent entities that have chosen to exclusively promote Istituto Marangoni in the fashion industry and within a determinate country of residence or region. There are 6 Information Centres, which currently represent Istituto Marangoni in the following cities: Lausanne (Germany, Austria and Switzerland), Madrid (Spain and Portugal), Tel Aviv (Israel), Jakarta (Indonesia), Bucharest (Romania), Cairo (Egypt). The mission is to represent IM Schools in their country or region, to guarantee correct information and the proper disclosure of the brand and image of Istituto Marangoni. The information offices offer information services, counselling, and assistance in the submission of documents for the enrolments.

Furthermore, Istituto Marangoni London is represented by agents around the world who can assist international applicants throughout the application process and with any questions. The Area Manager guides those agents and collaborates with the Head of Sales of Istituto Marangoni London to achieve the target in line with the strategic plan.

The Director of Education is responsible for making sure the Academic Team involved in the selection process provides feedback to admissions staff and applicants in a timely manner. The Director of Education may be involved in the assessment of the eligibility of applicants where discretion may be required. The Academic Team is specifically responsible for:

- Providing key information about programmes to ensure the enquiry service is accurate and professional;
- Conducting interviews, making assessment decisions and providing feedback as appropriate;
- Providing advice on non-standard enquiries and applications where required;
- Supporting the Student Recruitment and Admissions office in Open Days and Educational Fairs.

The School Director is responsible for ensuring that all internal and external members involved in the student recruitment and admissions process are appropriately qualified and experienced and that the process and procedures are clear and transparent.

This policy will be reviewed annually by the IM London Academic Board from a legal and operational perspective and will be revised to reflect any changes in legislation, School regulations or policies and recognised sector good practice.

4. INFORMATION FOR ENQUIRIES

IM London is committed to providing comprehensive, accurate and timely information about programmes and entry requirements in printed prospectuses and at www.istitutomarangoni.com/en/

The School aims to provide up-to-date information in all our publications, but as printed prospectuses are published in advance of the start of all courses, applicants are advised to refer to the IM London website for the most up-to-date information regarding entry requirements and programme information before applying. Alternatively, applicants can refer to the website or they can contact the School's Student Recruitment and Admissions team by phone or email.

The School also publishes up to date details of its relevant courses on:

- The University and Colleges Admissions System website (UCAS);
- The School prospectus;
- The admission pack including the application form.

Information about courses is also made available to applicants and their advisers through a range of open days, individual orientations and college visits. Communications with applicants throughout the student recruitment and application process may typically include advice and guidance on:

- The content, assessment/teaching methods, indicative timings and location of courses provided;
- Fees and other costs associated with the course, available financial support and scholarships;
- Detailed entry criteria, including relevant processes used at each stage of the admissions process;
- Opportunities to visit the School e.g., open days, visit days, orientations;
- The availability of different application support services (e.g., UCAS);
- Special arrangements for any specific category of applicant (e.g., international students);
- Any opportunities for credit transfer and recognition of prior learning (see RPL below);
- Information on graduates, student experience and employability.

5. APPLICATION PROCESS

Amongst the main requirements for candidates applying to Istituto Marangoni London are academic qualifications and other academic references. In addition, it is advisable to schedule an orientation meeting during which candidates will be interviewed about their previous experiences, aspirations, language skills and real potential for growth.

Applicants requiring a Student visa to study in the UK or whose first language is not English will be required to present an acceptable proof of their English language proficiency in accordance with the entry requirements.

Students applying for Foundation, BA (Hons) and MA courses in the UK should refer to the process required to obtain a CAS letter for their Student visa application.

All applicants will normally be informed within 07 working days whether their application has been accepted. Any unsuccessful applicants will also receive feedback within the same timeframe.

All applications for full-time undergraduate programmes from UK applicants should be submitted via UCAS and the School will observe UCAS procedures and deadlines. International students applying from countries outside the UK may wish to apply through IM agents, online, submitting a paper form or directly on the IM London website. Agents can contact the School via retail.london@istitutomarangoni.com or via the Istituto Marangoni Online Admissions portal.

Applications to postgraduate programmes should be made directly to the School or through approved IM agents.

5.1. HOW TO APPLY

The School's student recruitment activities are geared towards generating applications for places to study courses at the School. The Student Recruitment and Admissions team deals with applications coming from a variety of different channels:

- UCAS when we receive an application through the Universities & Colleges Admissions Service (BA only)
- Direct when we receive an application through our admission online service
- Agent when we receive an application through external student recruitment agency or partnership

Applications will reach the School directly through UCAS, directly from applicants, from educational agents or through cross-school collaboration. Once an application is received, it is processed with consideration to whether a formal offer can be made for a place of study on a course at the School.

5.2. SELECTION

The Student Recruitment and Admissions Team is responsible for reviewing each application to determine whether the applicant fulfils the relevant entry criteria and for forwarding each application to the relevant Programme Leader for final decision making.

The Programme Leader will determine the suitability of each applicant against the academic entry requirements and performance in the relevant entry test and/or portfolio to determine whether to make a conditional or unconditional offer to each individual applicant. The Programme Leader will also use their expert judgement to consider all non-standard applications to determine whether to make a conditional or unconditional offer to such applicants on an individual basis. As part of the admissions process, the Programme Leader may decide to invite specific applicants for an interview either on an individual or group basis to support the decision-making process.

The Programme Leader may refer any applicant for final adjudication by the Director of Education where discretion for a “special entry” may be required in terms of determining their overall suitability or where the applicant may demonstrate significant potential but where they are marginally below the minimum entry requirements. In such cases, the decision of the Director of Education will be final.

The Programme Leader will notify the Student Recruitment and Admissions Team of the outcome of each application. The Student Recruitment and Admissions Team will notify all applicants of the outcome of their application.

5.3. ENTRY REQUIREMENTS

Istituto Marangoni London publishes annually the typical academic admissions criteria for all of its courses of study. This information can be found here: <https://www.istitutomarangoni.com/en/schools/london-school-of-fashion-and-design/london-school-regulatory-documentation>

The entry requirements are set by School and reviewed periodically. The criteria published on the Istituto Marangoni website are the most up-to-date and will always take precedent over the printed material.

Applicants may have access to these programmes without the right academic background if they have proven relevant work experience in the Fashion or Design field.

Individual programmes may stipulate additional requirements and specific academic entry requirements for admission. Such requirements will be set out in the relevant Programme Specification and approved at initial validation or subsequent periodic review.

The Admissions Team may accept international qualification as are deemed to be acceptable in lieu of the already mentioned above, we may use UK ENIC and UCAS [calculator](#) for the evaluation.

Programme Leaders may request an interview (in person or online) in order to assess passion, motivation, commitment and aspiration of the prospective student

6. INTERNATIONAL STUDENTS

Applicants who are British nationals or any other national permanently settled/resident in the UK are considered “home students”. Applicants who are not UK citizens including EEA and Swiss nationals and are not permanently resident or settled in the UK are considered “international students”.

To study at Istituto Marangoni London international students must be able to show a good level of English and provide educational qualifications equivalent to UK standards. English tests should not be older than two years.

Applicants may be exempted from providing evidence regarding their command of spoken and written English: <https://www.gov.uk/student-visa/knowledge-of-english>.

International applicants wishing to gain admission to IM London must gain the appropriate leave to remain in the

UK and satisfy current immigration requirements to enrol onto a course with IM London. Applicants who already have an existing Tier 4 or Student visa will need to obtain a new visa, sponsored by the School before commencing their studies with us.

Students seeking a student visa through UK Visas and Immigration sponsorship will be required to meet the requirements as set out by the Home Office in addition to the School's requirements. Students who are not UK citizens and who have not been granted a Student Visa or are already sponsored under a Tier 4/Student visa will be required to demonstrate that they have appropriate leave to remain in the UK which allows them to study on the intended course.

Applicant's visa eligibility is required. Assessments include consideration of any previous study in the UK whilst the applicant held a Student visa (ensuring that the applicant's new course falls within the time limits on study with a Student visa), ensuring that where an applicant has previously studied with a Student visa in the UK, their new course is at the same level or a higher academic level than their previous study (academic progression).

The School uses the information provided in the application form to determine the VISA status. If an assessment cannot be made the Student Recruitment and Admissions Team will get in touch to request further evidence. Responses should be made as soon as possible to minimise any delay in processing an application.

Further information on the legislation regarding Visa status can be found at: <https://www.gov.uk/student-visa>

7. SCHOOL FEES

Applicants can be assessed to pay fees at either the 'Home/UK' rate or the higher 'International/OS' rate.

The School uses the information provided in the application form to determine rate and mode of payments. If an assessment cannot be made the Student Recruitment and Admissions Team will get in touch to request further evidence. Responses should be made as soon as possible to minimise any delay in processing an application.

Further information on the legislation regarding fee status can be found at: <http://www.ukcisa.org.uk/>

8. AGE OF ENTRY

IM London will consider applications for admission to its undergraduate programmes from applicants who will reach the age of 18 before or during their expected period of study.

All applicants are considered on their individual merits. Accordingly, the School may admit students who are under the age of 18 years. These students and their parents/guardians should understand that IM London predominantly admits students who are over the age of 18 years and that they will be entering into an adult environment. The School treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way.

Applicants that are under 18 at enrolment must have the written consent of everyone who has legal responsibility for the student. This means both parents and legal guardians must give consent unless one person has sole legal responsibility for the student. If just one person has sole legal responsibility for the student, then IM London's declaration form should be signed by that person only

The School has a duty to safeguard information about its students (including prospective students) including a duty not to disclose data to third parties (including parents), without the student's explicit consent or a legal obligation to do so within the provision of existing data protection and GDPR legislation. This applies even when the applicant is under 18 years of age. IM London will therefore correspond directly with students, not parents.

Undergraduate applicants aged over 21 years or postgraduate applicants 25 or over years at the moment of entry are deemed 'mature' applicants. The School welcomes applications from this group of applicants who will be given equal consideration and different arrangements may be put in place during the selection phase

9. APPLICANTS WITH CRIMINAL CONVICTIONS

IM London strives to create a safe and welcoming community for its students, staff and visitors. The School is committed to the rehabilitation of offenders and understands the role of higher education in supporting that process. Applications from candidates with criminal convictions will be carefully considered. Applicants must, upon request, provide full details of the conviction. The School retains the right to refuse entry to any applicant with a criminal conviction that may jeopardise the security, safety or reputation of the School or its community.

10. APPLICANTS WITH DISABILITIES AND SPECIFIC LEARNING EDUCATIONAL NEEDS (SEN)

Disabled applicants will be assessed by the same criteria as all other applicants and the School aims to make reasonable adjustments necessary for applicants with disabilities and specific learning needs. Any reasonable adjustments related to disability will be considered as part of the application process. Applicants or prospective applicants are encouraged to contact the Head of Student and Academic Services to explore how the School can support any additional needs by contacting academicervices.london@istitutomarangoni.com.

11. ADMISSIONS WITH CREDIT

Students with some experience of higher education can enter one of our BA (Hons) or MA degrees. This request must go through a process called Recognition of Prior Learning (RPL) which enables the School and Regent's University London to endorse the knowledge and skills that students bring with them when they embark on a programme of study.

To apply for one of the Regent's University London validated course, the student must provide the following documents to the local Admissions team:

- Full application form and supporting documents for e.g., transcripts
- RPL form completed by the student (available from the Admissions office upon request). Students can be supported by an academic tutor to fill in the form, but remain ultimately responsible for submitting the form;
- Non-native English speakers are required to provide an English language certificate at CEFR level B2 (IELTS 6.0 without elements below 5.5) * or equivalent.
- Current year's transcripts;
- Appropriate level of study & skills demonstrated in a body/portfolio of work comparable to the learning outcomes (when appropriate to the subject of study);
- Evidence of credits successfully undertaken relating to study on a comparable programme with a similar institution .
- Work experience that relates to skills needed at this level.

In the UK applicants could typically have already achieved the following:

- Foundation degree in a relevant subject;
- Equivalent qualification in a relevant subject at another institution;
- Demonstrate equitable skills and commitment to study

12. OFFERS

After the selection stage ends an offer of a place can be made. The offer will include details on how to respond to the offer and further information on subsequent steps. Types of offer an applicant may receive:

- Conditional offer: this shows the conditions the prospective student needs to meet to get a place confirmed. It could be a combination of grades or test scores.
- Unconditional offer: this means the applicant met the entry requirements, so the place is ready to be confirmed. Students are required to read carefully in case there is anything they need to do prior to enrol.

The offer letter is included in the Offer pack which contains full details about how to accept the offer, terms and conditions, student ID, school fees, dates, enrolment checklist and CAS preview (if applicable).

The School reserves the right to cancel an application, withdraw an offer of a place/and/or immediately revoke an enrolment if an applicant provides misleading or false information that puts into question the decision to make an offer.

The School also reserves the right to request further information from the applicant, referee, employer or awarding body to verify the status of qualifications obtained.

In the case of unsuccessful applications, feedback is available on request by contacting the Student Recruitment and Admissions department. For our programmes, where possible, applicants who have been unsuccessful for their initial choice will be considered for appropriate alternative courses within the different Schools of Istituto Marangoni and informed of any alternative offers at the same time as being notified of the decision on their initial choice.

The Student Recruitment and Admissions team may consider to issue an offer of a place without a payment; however, the applicant is not officially admitted until we have received an official acceptance and enrolment fee payment.

Applicants will be informed normally of IM London's decision on their applications within 7 working days.

Any offer of a place made will include details on how to respond to the offer and further information on subsequent steps.

13. ACCEPTANCES

Applicants for full time undergraduate programmes who have applied via UCAS will be notified by UCAS of the date by which they have to make a formal response to the offers they have received. UCAS applicants will respond to their offer through the UCAS application system. The UCAS applicants will be contacted with further instructions on how to complete the application process (e.g., upload the portfolio for the assessment).

Applicants applying to IM London directly or via agents will be informed by the School of the date by which they have to make a formal response to the offer they have received.

The applicant that obtains an offer of a place through our admission portal will be required to accept it within 7 days from the date of the applicant receiving the offer. The prospective student applying directly or through an agency will need to accept an offer by providing digital acceptance where applicable and enrolment form signed. If the application is through an agency or external partners the applicant can instruct the agent or advisor accordingly.

The offer will be deemed automatically withdrawn on the deadline date, if an applicant may wish to reconsider the place can get in contact with the admissions office to verify any available place.

Once a student receives and accepts an unconditional offer and has paid the school fee is eligible for completing the registration.

14. UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants may request written feedback regarding their unsuccessful application and the Admissions decision to reject their application by emailing such request to admissions.london@istitutomarangoni.com (or retail.london@istitutomarangoni.com if an agent application).

IM London is only able to give feedback to a third party such as a parent, guardian, advisor or agent with the written consent of the applicant.

IM London reserves the right to refuse admission to applicants who have not met the published academic and non-academic entry requirements. The School may also refuse admission where there is evidence that an applicant cannot meet any professional, academic or vocational requirements of their course of choice.

The School may refuse entry if an applicant is shown to have made fraudulent declarations, provided false information or used misrepresentation in their application, this can include, but is not limited to cases of plagiarism or dishonesty.

Applicants who require a Student visa may be withdrawn if they are unable to meet the statutory requirements set by UKVI. An offer to an applicant may also be withdrawn if insufficient numbers of applicants for a course mean that it is not reasonable to run that course, further information will be provided in such situations.

15. ENROLMENT AND INDUCTION

Prior to starting to attend a taught degree course at Istituto Marangoni London students are required to finalise their enrolment.

The school communicates to enrolling students both generic and departmental joining instructions for their induction and registration, making it clear that these arrangements are aimed at integrating them fully as registered students.

Students must provide the following before to be formally invited to start the course:

- passport size photo (2x2 inches)
- copy of a valid passport (and VISA documents if applicable)
- true copy of final school/test certificates plus notarized translation (if applicable)
- signed offer form (and CAS preview form if applicable)
- proof of tuition fee payment (or proof of funds letter)

The completion of the application process should normally be finalised 3 weeks prior to the start of the course. After the deadline Istituto Marangoni London can't guarantee to offer a place since there are limited spots available. The Student Recruitment and Admissions team collaborates at this stage with different internal teams.

- Student and Academic Services Team: the department is in charge of the organisational part of the programme, timetable, exam sessions, extracurricular activities, induction and registration. Information about induction and registration should normally be communicated by the team to eligible students 2 weeks before the start of the intake. The team also provides pastoral, academic, social and wellbeing support and guidance as well as advice regarding internal deadlines and School regulations. Student and Academic Services are available throughout the year on any aspect of School life and student journey including: accommodation, induction, SEN (student with educational needs) support, certificates, transfer of course, coaching and mentoring services.
- Finance Team: Istituto Marangoni London recognises that students need flexibility when paying fees so IM London provides a range of payment options to suit everyone. Payments can be made by wire transfer and credit card. Course fees are due in full before the course starts, unless a student agrees to an instalment plan which will need to be approved by the Finance Team. The Finance Team also offers support in advice and guidance in regards to available funds (e.g., SLC); one-to-one appointment if required; scholarships; issuing of invoices. Ultimately, the Finance team will stay in touch with all the registered students for fee collection purposes.
- VISA Team: international students aiming to study at Istituto Marangoni London need to get a Confirmation of Acceptance for Studies (CAS) letter in order to apply for a Student Visa application. A CAS letter can be requested from eligible students 6 months prior to the course start date. It will not always be appropriate to accommodate an applicant to study a further course at the same level as previous studies so this must be checked and, where necessary, referred to the Visa team for consideration. The applicant may be required to demonstrate that they have sufficient funds to cover their first year of tuition fees and appropriate funds to maintain their presence in the UK (for accommodation, food etc.). These figures are subject to change should there be an alteration to UK Immigration policy or to the School's fees and so should be checked against the available guidance and published information at the time of consideration. There are restrictions on the sources of acceptable funds and on the type of evidence which can be accepted as proof of funds so this should be evaluated and communicated to an applicant in a timely fashion during the consideration of their application. When the assessment is successful the student should get a CAS letter from us in order to apply for the VISA application. The Student Recruitment and Admissions team prior to that makes sure that the student: holds an unconditional offer and have signed the enrolment form; completes the payment of the tuition fee (or a minimum of 50%); provides the School with correct financial statements (if applicable); provides previous VISA documents if applicable (e.g., CAS letter, BRP card). For further guidance: <https://www.gov.uk/student-visa>.

16. DATA PROTECTION

Data provided by applicants is processed by IM London in accordance with the currently applicable Data Protection Act and with the School's Terms of Use and Privacy. Such data is used primarily for the purpose of processing applications

and becomes part of an applicant's student record, where that applicant is subsequently admitted as a student of IM London.

Student data will also be shared with our collaborative partner, Regent's University London. Please refer to their website for further information on their data protection guidelines.

17. COMPLAINTS AND APPEALS

Istituto Marangoni London is committed to operating a fair and consistent admissions process that protects the interests of applicants. In the event of a dispute, it is expected that in the first instance applicants will be able to successfully resolve such matters by way of informal discussion with the Student Recruitment and Admissions team. Where this is not possible, more formal action can be taken through the dedicated IML's Admissions Complaints and Appeals Policy found on the website: <https://www.istitutomarangoni.com/en/schools/london-school-of-fashion-and-design/london-school-regulatory-documentation>

18. MISLEADING OR FRAUDULENT INFORMATION

The School reserves the right to cancel an application, withdraw an offer of a place/and/or immediately revoke an enrolment if an applicant provides misleading or false information that puts into question the decision to make an offer. The School also reserves the right to request further information from the applicant, referee, employer or awarding body to verify the status of qualifications obtained.

19. COLLABORATIVE PARTNERS

Istituto Marangoni delivers Regent's University London programmes at its School premises in London. These programmes are validated by the Regent's University London and students who successfully complete the programme will receive a Regent's University London award.