The British College, Kathmandu

ADMISSIONS

STAFF HANDBOOK

Feb.2015

next review Feb 2016
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1. ADMISSIONS POLICY

a. All applicants **MUST** complete an application form and submit all the required documents together with any other information needed for their application.

b. Should there be any mistakes within any of the forms it is the duty of the Admissions Department to inform the applicant and have the mistakes rectified. Failure to do this could result in delaying the application.

c. If an applicant is found to have knowingly provided false information (including documents) in their application the Admissions Co-ordinator must be informed immediately and application cancelled. The applicant must be informed in writing. Failure to do all of this risks disciplinary action.

d. If a member of staff is found to have altered any information on an application **without the applicant’s consent** disciplinary action will be taken.

e. Should an applicant seek exemptions or entry with Advanced Standing this request must be made at the time of application. **The final decision rests with the university or other awarding body**

f. If any part of an application is lost by a member of staff it is their responsibility to replace it. There will be **no penalty on the applicant**.

g. When dealing with applicants, students, visitors or other members of staff, staffs are required to act courteously at all times.

h. Racism or bigotry towards anyone will not be tolerated. Any incident will result in the perpetrator facing disciplinary action and possible dismissal.

i. Violence or threats of violence will not be tolerated. Any incident will result in the perpetrator facing disciplinary action, possible dismissal and/or police action.

j. Gifts from students their families or friends are not allowed. Should gifts be offered please politely explain that college policy does not allow acceptance. The incident should be formally notified to the Line Manager.

k. Should it be found that a member of staff has accepted a gift/bribe then they will face disciplinary action and possible dismissal.

l. Staff will not be allowed to deal with a family member’s or friend’s application.

m. Staff/student relationships are forbidden, except when already in a legal relationship e.g. husband and wife which should be declared.

n. Any documents provided by students in support of their application must be photocopied and certified and the original(s) returned to the owner.

o. Any problems or complaints should be referred to the Line Manager.
p. All staff are required to follow all guidelines, policies and regulations provided, from time to time, by The British College, The University of the West of England or Leeds Beckett University or other Awarding Bodies.

q. Any communication with a university regarding the admission of a student MUST be copied onto the student’s file.

r. Unless authorized IN WRITING by the CEO there are NO FEE CONCESSIONS.
2. Operational Guidelines

2.1 Notes for Staff

2.1.1 **Be as informative as possible** – Applicants will be looking for us to provide them any information that they require. It is therefore crucial that we can answer any questions about our courses and the admissions process that may be asked.

2.1.2 **If you are unsure, ASK** – Whilst it is essential that we know as much as possible, we can’t know everything. If you don’t know or are unsure, then ask. Either ask someone else in the department or explain to the student that you will need to find out from someone else. This is better than giving wrong information or no information.

2.1.3 **Always be polite** – This is simple and effective. Being rude or impolite to applicants/students/visitors at any time is unacceptable and will not be tolerated (should it occur disciplinary action will be taken). Good manners create a warm and appealing atmosphere that will encourage the students to join the college.

2.1.4 **Never make promises that can’t be kept** – This may seem unusual but, this can often be overlooked. If applicants ask for a discount or for you to do something, always answer truthfully. Tell a student honestly what we are able to do but don’t guarantee anything unless you can definitely do it.

2.1.5 **Give the student your full attention** – Listening to music is never allowed, but talking to a colleague is fine except when dealing with applicants or others. When dealing with someone, if the phone rings, excuse yourself and answer the phone and tell them you will call back later. Excellent service is what we strive for.

2.1.6 **Be Prepared** – Have any pre-prepared documents ready for applicants e.g. the student handbook or the student application form.

2.1.7 **Offer a tour of the facilities** – This will help to show the potential student how professionally equipped and well managed the college is. This can be vital in convincing the student to join us.
2.2 The application process

**CLOSING DATES FOR ADMISSION - PLEASE REFER TO PROGRAMME LEADERS**

2.2.1 Check Orbund for any new applications

2.2.2 Log any new applications with Orbund.

2.2.3 Phone student for an interview. Log this in the appropriate column. The interview should be held as soon as possible at the student’s convenience.

2.2.4 At the interview chat to the applicant about the courses and their applications, whilst assessing whether or not they are eligible to apply. Should they have any questions, answer them as fully as possible. CONSULT WITH PROGRAMME LEADERS or LINE MANAGER ABOUT COURSE SPECIFIC ISSUES.

2.2.5 If eligible, then have the applicant complete an Application Form. Explain to them that they have been offered a conditional place and what needs to be done to fulfill these conditions (bring in any appropriate documents needed for the application and make the initial payment).

Applicants are required submit a PERSONAL STATEMENT in support of their application with their original documents.

2.2.6 Applicants should bring ALL their original documents which MUST be photocopied and certified by the Admissions Coordinator, or someone else eligible.

2.2.7 Once the application has been received (fully completed with all necessary documentation), decide whether or not they will be accepted. If accepted, contact the applicant with an Acceptance Letter (conditional offer). If rejected, we will contact the applicant with a rejection letter. The final decision will be made within 48 hours of the full application being received. Please be aware that the applicant has the right to appeal against refusal for admission, this should be clearly explained to a refused applicant.

2.2.8 Within one week of receiving the Acceptance Letter (conditional offer) the applicant must pay at least the initial payment of NPR 90,000 and will then be enrolled as a full-time student of TBC and the receipt put into the student’s file.

2.2.9 The completed student’s file must be signed off by the Admissions Co-ordinator who MUST check that all the student’s details are on Orbund and are CORRECT.

2.2.10 When ALL the student’s details are on Orbund, STUDENT SERVICES will then issue the student with an ID card (within 2 weeks).

N.B. student files should be sent to Student Services at the end of each week with an accompanying list of student names/courses.
2.3 Certification process and required documents

2.3.1 **ALL** original documents MUST be certified either by an authorized member of TBC staff or a professional person licensed to certify (e.g. a Notary). The following TBC Staff are authorized to certify documents:

- Admissions Co-ordinator
- Members of SMT
- Exams Co-ordinator

2.3.2 Students will receive a “help sheet” (see Appendix 1) listing the required documents and how copies should be certified.
2.4 Exemptions and Entry with Advanced Standing

2.4.1 Any exemptions or Advanced Standing entry will be at the sole discretion of the UNIVERSITY.

2.4.2 Applicants must, at the time of applying, indicate their wish to be considered for either exemption(s) or advanced Standing entry.

2.4.3 It is the applicant’s responsibility to provide ALL the supporting documents for consideration by the university.
Applicant Help Sheet

1. Certification of documents

All the documents you use to support your application must be copied certified and will be kept on your personal file in TBC.

1.1 You can, if you wish, bring with you (in addition to the original documents) certified photocopies of each. To do this you will need to go to the office of a Notary (Lawyer), or similarly legally qualified person, and ask them to write on the photocopy:

“I, the undersigned certify this document to be a true copy of the original which I have seen.”

Then ask them to sign, print their name and date it. Finally ask them to stamp each copy with their official seal/stamp/chop.

There is likely to be a charge for this.

1.2 If you prefer, you can bring the photocopies (and the original documents) to TBC where staff will certify them.

There is no charge from TBC

2. Documents to bring with you to TBC

Fully completed APPLICATION FORM

Originals of ALL academic certificates AND transcripts

Your Personal Statement

Evidence of any work experience

Copy of your current CV

4 PP Size Photo

Any other evidence to support your application
3. Personal Statement (250 words)

This is your chance to tell us something about yourself -- your background, schooling (including any responsibilities and interests e.g. Librarian, Class Representative, School Captain, member of a school team in sport or athletics, member of the school choir/orchestra/debating team.

Tell us about your interests and hobbies and particularly why you want to study your chosen subject and how you think a degree in that subject will help you in your career.
Appendix 2

UCAS Tariff points

A Level

<table>
<thead>
<tr>
<th>Grade</th>
<th>Tariff Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>140</td>
</tr>
<tr>
<td>A</td>
<td>120</td>
</tr>
<tr>
<td>B</td>
<td>100</td>
</tr>
<tr>
<td>C</td>
<td>80</td>
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<tr>
<td>D</td>
<td>60</td>
</tr>
<tr>
<td>E</td>
<td>40</td>
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AS Level

<table>
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<tr>
<th>Grade</th>
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</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>60</td>
</tr>
<tr>
<td>b</td>
<td>50</td>
</tr>
<tr>
<td>c</td>
<td>40</td>
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<tr>
<td>d</td>
<td>30</td>
</tr>
<tr>
<td>e</td>
<td>20</td>
</tr>
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No points will be given if the same subject(s) is/are gained at A Level and AS Level.

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Full Diploma Tariff

International Baccalaureate (IB)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Tariff Points</th>
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<tbody>
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<td>45</td>
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<td>44</td>
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<td>25</td>
<td>282</td>
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<td>24</td>
<td>260</td>
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</table>

*IB Diploma - 6 subjects over 2 years, [3 at higher, 3 standard + CORE subjects]*

Individual grades

HIGHER

<table>
<thead>
<tr>
<th>Grade</th>
<th>Tariff Points</th>
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<tbody>
<tr>
<td>7</td>
<td>130</td>
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<tr>
<td>6</td>
<td>110</td>
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<td>5</td>
<td>80</td>
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<tr>
<td>4</td>
<td>50</td>
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<td>3</td>
<td>20</td>
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STANDARD

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<td>59</td>
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<td>4</td>
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CORE

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<thead>
<tr>
<th>Grade</th>
<th>Tariff Points</th>
</tr>
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<tr>
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<td>120</td>
</tr>
<tr>
<td>2</td>
<td>80</td>
</tr>
<tr>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>
Entry requirements by Programme

1. A Level Programme (Delivered by The British Model College)

NON-SCIENCE
SLC with a MINIMUM overall of 60% including 60% in English

SCIENCE
SLC with an aggregate of 70% in Maths, English and a Science

IN ADDITION ALL students MUST pass the British Model College Entrance Exam

2. One year Foundation Programme for Degree entry (Level 3)

HSEB (10+2) minimum 2nd Division with at least 50% in English
OR
140 UCAS points from at least 2 subjects at A Level

BUT, 3 A Level passes + the General paper is taken as = to HSEB (10+2) in Nepal
OR
CBSE (India) with an aggregate score of 50% including an overall English score above 50%

Plus 5.5 IELTS or equivalent (with no skill below 5) if no evidence of equivalent English Language proficiency

ANY other qualifications MUST be referred to one of the Programme Leaders

3. Three Year Degree Programmes (Level 4)

THE ENTRY REQUIREMENTS ARE SET BY EACH UNIVERSITY AND DIFFERENT COURSES MAY HAVE DIFFERENT ENTRY REQUIREMENTS

3.1 BSc (Hons) Computing - Leeds Beckett University

TBC Foundation Certificate
OR
HSEB (10+2) with 75% or above
OR
280 UCAS points with a MINIMUM of 200 points from 2 A Level subjects EXCLUDING General Studies
3.2 BBA - University of the West of England

TBC Foundation Certificate
OR
HSEB (10+2) with 70% or above with a MINIMUM of 70% in English
OR
300 UCAS points + a MINIMUM of 70% in English at SLC

Plus 6.0 IELTS or equivalent (with no skill below 5.5) if there is no evidence of equivalent English Language proficiency.

ANY qualifications other than the above MUST be referred to the Programme Leader concerned.

FOR DEGREE ENTRY WITH ADVANCED STANDING REFER TO THE PROGRAMME LEADER.

4. Masters Programmes

Pre-Masters Programme

A degree below 2.2

6.0 IELTS equivalent in English (with no skill below 5.5) if there is no evidence of equivalent English Language proficiency.

Direct entry
(Note: individual university partners may have variations on the type and amount of work experience and if it is required)

A degree greater than or equal to 2.2

A minimum of 6.5 IELTS or equivalent (with no skill below 6)

A student may be allowed admission with relevant managerial (evidenced) work experience not less than 2-3 years.
<table>
<thead>
<tr>
<th>Levels</th>
<th>Entry Requirements</th>
<th>Subscription Required (GBP) Or waived</th>
<th>Registration Required (GBP) Or waived</th>
<th>EXAM/ EXEMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Business Accounting</td>
<td>SLC/O level (10th grade complete)</td>
<td>First year fee is waived. Students need to pay from 2nd year onwards. i.e. 2016. (GBP 106)</td>
<td>For a student who hasn’t enrolled on a TBC degree programme, the fee is GBP 75. Currently enrolled: GBP 20</td>
<td>GBP 53 * 5 = 265 CBA</td>
</tr>
<tr>
<td>CBA (5 papers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CIMA Professional Qualification**

| Operational Level                  | 10+2, A level & CBA Completed         | Students who have registered with TBC need not pay subscription fee for the 4 years that they take to complete the bachelor’s degree. Other students will be asked to pay the subscription fee from the 2nd year onwards, i.e. 2016 | For a student who hasn’t enrolled on a TBC programme the fee is GBP 75. Currently enrolled: GBP 20 | GBP 70 * 3 = 210 GBP 115 Operational Level objective Case study Students who are currently enrolled with TBC will not be asked to pay the exemption fees whilst non TBC students will have to |
| Management Level                   | Bachelors qualified                   | Students who have registered with TBC need not pay subscription fee for the 4 years that they take to complete the bachelor’s degree. Other students will be asked to pay the subscription fee from the 2nd year onwards, i.e. 2016 | For a student who hasn’t enrolled on a TBC degree programme the fee is GBP 75. Currently enrolled: GBP 20 | GBP 70 * 3 = 210 GBP 115 Management Level obj. Case study Students who are currently enrolled at TBC will not be asked to pay exemption fees whilst non TBC students will have to |
| Strategic Level                    | CA                                     | Package of GBP 500                    | Package of GBP 500                    | GBP 115 * 3 = 345 GBP 175 Strategic Level case study only |
| (3 papers + case study)            |                                        |                                       |                                       |                 |

Professional & Masters gateway route (ACCA/MBA/MBS)

Please refer to the Programme Leader for further specific course information. Please note the fees quoted are subject to review—refer to the Programme Leader for the current fees.
Entry & Progression Routes for Different levels of ACCA/FIA

- **SLC Passed Candidates**
  - FIA Introductory Level
  - FIA Intermediate Level
  - FIA Diploma Level
  - FIA CAT Level

- **+2 Passed Candidates with below 49 or below in any of the individual papers or failing to score 65 in any two of the papers/or science**

- **+2 Passed with minimum 50% in all of the subjects and 65 or above in any two of the subjects/math compulsory for science students/2 A-Levels and 3 GCSEs with English or General Paper for A level students.**

- **BBA/BBS**
- **MBA/MBS**

- **CAs from ICAN**

- **Bachelors 1st & 2nd Year Completed**

- **ICAN Foundation and Inter completed (with exemptions from certain papers)/CAs from ICAI (with exemptions from certain papers)**

PLEASE REFER TO THE PROGRAMME LEADER FOR SPECIFIC FURTHER INFORMATION
Appendix 4

Diagram of Admissions Process

ENQUIRY

Interview
- Copy docs
- Complete application form

Conditional offer

Conditions met

Completed file to SSD

Unconditional Letter
Deposit paid
Details on Orbund

STUDENT ATTENDS

SSD issues ID Card
Appendix 5

Refund Policy

1. Fees are non-refundable if, after the commencement of the course, the student stops attending or leaves the course before its completion or is suspended by the College owing to non-attendance, misconduct etc.

2. Nepalese students may claim a refund of the course fee paid (less administrative charge of NPR 10,000) provided a written notice of cancellation is received by the college at least one month before the commencement date of the course. If the notice is not received in time, the applicable number of semesters’ fees will be deducted before as refund is made.

3. Should a student become ill and be forced to withdraw from the course, a refund will be provided once medical certificates and a certified letter from a licensed doctor is submitted to the College. Alternatively, a student may defer the rest of their course to a later date, at the discretion of the College.

4. On the student’s request and recommendations by the Course Tutor, the fees may be deferred to the course commencing at a later date, up to a maximum of one semester.

5. International students requiring a student visa to enter Nepal may claim a refund of the tuition fee paid (less administrative charge of NPR 10,000) only if their visa application has been refused and the College informed of the refusal prior to the commencement of the course. The application for a refund must be accompanied by an original copy of the refusal letter from the Nepalese Embassy, copies of all the pages of the passport and the original documents of admission issued by the College. If the College is informed of the refusal after the commencement of the course, the applicable number of semesters’ fees would be deducted. After the commencement of any semester, the tuition fee for that semester is not refundable and visa refusal during the semester entitles the student to a refund of the fees for subsequent semesters only.

6. Full fees are refundable if for any reason the course is not conducted by the College.

7. A minimum of 4 weeks is needed for the processing of refunds.

8. No interest is paid on any refund payments.

9. No refunds are due where the student has postponed the commencement of their course.

10. If the visa authorities are supplied with fake papers, documents, and subsequently the visa is refused, no refund will be made.

11. All refunds are made subject to the prior approval of the CEO.

12. The College reserves the right to withdraw an advertised course for which insufficient numbers of students enrol and to close any class if low number attending make it no longer viable.

13. No refund will be made:
   - If a student has attended any part of the course and thereafter withdraws from the course.
   - If the refund request is submitted one year from the date of the initial payment, at the
discretion of management, a late request may be considered if the student has previously advised us (in writing) that they are appealing the refusal of their visa application.

In order to claim a refund of tuition fees the student or sponsor must meet the following conditions:

- Advise the college (Programme Leader) in writing of withdrawal from the course (‘withdrawal/deferral from programme’ form) one month before the start date of the course.
- Return their student ID card and other TBC property

14. Deferment Charges are non-refundable: Refunds will be made to the person or organisation that initially made the payment on receipt of all original documents.