

## ADMISSION POLICY

Policy Title	Admission Policy
Policy Owner	Amity Institute of Higher Education, Mauritius (AIHE)
Policy Version	Versions Control: 1.0 (June 2021)  Version Control 2.0 (October 2023) – Current Version
Responsible Office	Admissions Department
Contact Information	Questions concerning the policies should be directed to the Deputy Director of Amity Institute of Higher Education (Mauritius)
Policy Review Frequency	Once in 3 Years
Pertinent Dates	Approved Date: June 2021 (Version 1.0) Approved Date: October 2023 (Version 2.0) Date of Next Review: October 2026
Approved By	October 2023 Academic Council Meeting and SENATE of AMITY Institute of Higher Education (AIHE)
Entities Affected by This Policy	AIHE's Marketing Department, Admissions Department and Students
Who Needs to	This policy governs AIHE recruitment process of students and the staffs

Know About This Policy	of Marketing and Admissions department should be aware of this policy and its implementation.
Reason for Policy / Purpose	This policy outlines the criteria and processes for selecting and admitting students to the institution by ensuring fairness and equality, diversity and inclusion.

### **Policy Purpose**

At AIHE admissions policy is intended to set transparent and unambiguous rules and procedures for student selection and admission. The institution's essential ideas, goals, and procedures for maintaining a just, equitable, and academically sound admissions process are laid out in this policy.

### **Scope and Application of this Policy**

The scope of an admissions policy is to guarantee that the admissions processes at the institution are open, consistent, and in line with its educational objectives and core values. It seeks to uphold academic standards, advance justice and equity, and draw a qualified and diverse student body.

### **Policy Statement:**

Our goal at AIHE is to promote a diverse and active learning environment. Our dedication to fair, open, and academically sound admission procedures is anchored by our Admissions Policy.

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## POLICY FRAMEWORK

**Equity and Inclusion:** We at AIHE are committed to providing equitable access to higher education, ensuring that all applicants, regardless of their background, are given a fair and equal opportunity to join our academic community.

**Academic Excellence:** We maintain high academic standards, admitting students who demonstrate the knowledge, skills, and potential to excel in their chosen programs of study.

**Transparency and Clarity:** We are transparent about our admissions criteria, processes, and requirements, providing prospective students with clear, accessible information to facilitate their application.

**Compliance:** Our admissions policies and practices adhere to all applicable legal and regulatory requirements, as well as accreditation and certification standards.

**Diversity and Inclusion:** We actively seek to cultivate a diverse and inclusive student body, recognizing the value of varied perspectives and experiences in enriching the educational journey.

**Alignment with Institutional Mission:** Our admissions policy aligns with the institution's mission, vision, and educational objectives.

**Efficiency and Effectiveness:** We maintain efficient and effective admission processes to support our institutional goals and offer applicants a positive experience.

**Admission Criteria and Requirements:** We clearly define admission criteria, encompassing academic prerequisites, standardized test scores, recommendation letters, interviews, portfolios, or any additional factors specific to programs.

**Timelines and Deadlines:** We set application deadlines and notification dates, establishing a structured timeline for admission cycles.

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**Financial Aid and Scholarships:** We offer opportunities for financial aid and scholarships, ensuring that applicants are aware of the available support options.

**Selection and Review Process:** We have rigorous processes for reviewing applications, including the involvement of admission committees, faculty, and staff in the selection process.

**Notification and Communication:** We communicate admission decisions promptly and transparently to applicants, enabling them to make informed choices.

**Waitlist and Deferral Policies:** We define policies regarding waitlists, deferrals, and related admission matters.

**Appeals and Grievances:** We have a fair procedure for addressing appeals and grievances from applicants who believe they have been treated unfairly during the admission process.

**Privacy and Data Security:** We safeguard applicant information, ensuring compliance with privacy and data security regulations.

**Continuous Improvement:** We commit to regular review and adjustment of our admissions policy to reflect changing educational and societal contexts and incorporate best practices.

Our Admissions Policy underpins our dedication to fostering an inclusive, diverse, and academically rigorous environment where students can thrive and excel. We expect all applicants and our staff to embrace and support these principles throughout the admission process.

### **Admission of Students (Current)**

Students are admitted to AIHE twice per calendar year. AIHE fully subscribe to the minimum entry requirements set by the Government of Mauritius. Additionally, prospective candidates should fulfil other qualifications required by AIHE. The entry requirements to study at AIHE are as indicated hereunder.

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*Undergraduate*

- a. **For local students-** 2 A-level and 2 subsidiary or has 3 A-level and 1 subsidiary at Cambridge Higher School Certificate or 2 A-level at London GCE (as specified by the local authorities)
- b. **For international students-** Qualifications equivalent to A-level

*Postgraduate*

- An undergraduate degree from a recognised Institution or equivalent acceptable to the AIHE admission requirements.
- Mature Students: AIHE accepts applications from mature students, provided they meet the Rules and Regulations which have been defined and have obtained the appropriate minimum basic qualification requirements.
- Recognition of Prior Learning: AIHE has a well-defined Policy of Recognition of Prior Learning (RPL), Policy of Accreditation of Prior and Experiential Learning (APEL). AIHE will accept students who have earned credits in modules either in AIHE or elsewhere, for lateral entry, subject to a case-by-case assessment of the credits earned, and the level of exemption that may be granted.

**DISCLAIMER**

This document may be subjected to change upon the directions and instructions of Senate / Academic Council. The changes once approved by AIHE's respective Councils and Boards, will be mentioned and notified to accreditation body – Higher Education Commission (HEC) by the Vice Chancellor of AIHE.