



Recruitment and Admissions Policy

1 Aims of the Policy

1.1 MIUC aims to provide education for all applicants who demonstrate the potential to benefit from its provision in line with its mission to widen access and participation and its commitment to equality of opportunity. The Recruitment and Admissions Policy is designed to ensure that it is able to admit a diverse student population who possess the abilities and aptitudes to complete their studies successfully. MIUC will aim to ensure that all aspects of its processes are inclusive and that decisions are made in a fair and reliable manner.

2 Scope of the Policy

2.1 These procedures cover the recruitment and admission of students to Undergraduate and Postgraduate programmes.

3 General Principles

3.1 MIUC aims to provide education for all applicants who demonstrate the potential to benefit from its provision.

3.2 The recruitment process is designed to attract a diverse student population who possess the abilities and aptitudes to complete their studies successfully.

3.3 MIUC will admit candidates who have the potential to succeed on their chosen course regardless of background. Applicants to MIUC are considered on the basis of their merits, abilities and potential, regardless of gender, ethnic origin, age (subject to MIUC's policy on the admission of those under 18), disability, religion, sexual orientation or social class.

3.4 MIUC will communicate clearly with potential applicants and applicants, and provide clear, accurate and up front information concerning the courses, the fees, the terms and conditions and the procedures for admissions and enrolment.

3.5 Recruitment activities will be aimed at providing information and guidance to applicants and keeping them informed of any updates to the course in order to ensure that they can make an informed decision.

3.6 MIUC will ensure that selection methods are fair and consistently applied. Applicants will be selected on the basis of their application, including the evidence of their qualifications and experience and, where appropriate, through the use of interviewing, auditions or other such mechanisms.

3.7 Consideration will be given to the nature and the purpose of an interview, or any other selection method, to ensure that it has appropriate selection criteria and is designed to appropriately assess the applicant's suitability for the course.

3.8 All recruitment, admissions, enrolment and induction procedures will be regularly monitored for their effectiveness for all categories of applicants. Entry requirements will also be regularly reviewed prior to publication to ensure that they are appropriate.



Recruitment

4 Information provision

4.1 MIUC will provide potential applicants with information that is accurate, complete, clear, unambiguous, up front, timely and accessible.

4.2 Information provided will include modes of study, teaching, learning and assessment procedures, learning outcomes, and the extent of flexibility and choice.

4.3 Information will also be available on the range of learner support, academic or pastoral, available for students. This will include study skills support, information technology and learning resources/library services, personal tutorial support, student welfare, counselling, and careers services.

4.4 Clear information will also be provided on tuition fees, and any other costs associated with the course and the availability of scholarships.

4.5 Information on how to apply including timescales and key communications, together with expectations of applicants, and, where necessary, make a complaint.

5 Advice and guidance

5.1 MIUC will provide appropriate guidance to enable potential applicants to make informed decisions about their options. The information outlined above will be supplemented by advice and guidance as follows:

- ☐ Holding advertised open days.
- ☐ Visiting Schools and Colleges to provide information.

Admissions

6 Entry requirements

6.1. MIUC and UWL degree

6.1.1. Entry Requirements and Supporting Documents for Undergraduate Programmes

- **High School Certificate** All candidates with a completed high school education are eligible to apply. Students who have studied part of a degree at a different University or accredited higher education institution can apply for a credit transfer.
- **Proof of English Proficiency*** (of candidates who have not previously studied in an English speaking school or country). If you do not satisfy the English language requirements, MIUC offers pre-session English courses.

6.1.2. Supporting Documents for Undergraduate Programmes

- Copy of Passport or ID
- Passport sized digital photograph
- Statement of Purpose (500 words on why you want to study at MIUC, your expectations and aspirations)
- Proof of English Proficiency (If you are not from an English speaking country or have not previously studied in English)



- IELTS - 6
- TOEFL iBT - 72
- Cambridge Certificate - B2
- MIUC English Test - Pass
- High School Certificate (Officially translated to English or Spanish)
- High School Grade Transcripts (Officially translated to English or Spanish)

****Pre-sessional English courses are available to those who do not satisfy the English proficiency requirement.***

MIUC welcomes and accepts all an extensive range of international qualifications.

MIUC welcomes applications from individuals who have followed non-standard educational routes, or those who meet entry criteria through experience rather than academic qualification.

Applicants with no formal qualifications will be considered on an individual basis. We will consider these on an individual basis, taking into account professional, work and life experiences, and the ability to benefit from the course.

In some countries where teaching is in English, we may accept local qualifications. Please visit <http://www.uwl.ac.uk/international/your-country>
<https://www.uwl.ac.uk/international/your-country/eueea-entry-requirements> to check for local equivalencies.

6.1.3. Entry Requirements and Supporting Documents for Postgraduate Programmes

- **4 Year Bachelor Degree or equivalent*** from a national or international accredited academic institution.
- **Proof of English proficiency**** (of candidates who have not previously studied in an English speaking school or country). If you do not satisfy the English language requirements, MIUC offers pre-sessional English courses.

6.1.4. Support Documents for Postgraduate Programmes

- Copy of Passport or ID
- Passport sized digital photograph
- Statement of Purpose (500 words on why you want to study at MIUC, your expectations and aspirations)
- Proof of English Proficiency (If you are not from an English speaking country or have not previously studied in English)**
 - IELTS 7
 - TOEFL iBT 95
 - Cambridge Certificate C1
 - MIUC English Test - Pass
- Bachelor Certificate (Officially translated to English or Spanish)
- Bachelor Grade Transcripts (Officially translated to English or Spanish)



**If you have not completed a four year bachelor degree you may be eligible to undertake the final year(s) at MIUC to then enrol in the MA. Contact admissions@miuc.org for more information.*

*****Pre-sessional English courses** are available to those who do not satisfy the English proficiency requirement.*

MIUC welcomes and accepts all an extensive range of international qualifications.

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Applicants with no formal qualifications will be considered on an individual basis. We will consider these on an individual basis, taking into account professional, work and life experiences, and the ability to benefit from the course.

In some countries where teaching is in English, we may accept local qualifications. Please visit <http://www.uwl.ac.uk/international/your-country>
<https://www.uwl.ac.uk/international/your-country/eueea-entry-requirements> to check for local equivalencies.

6.2. MGIMO degree

6.2.1. Entry Requirements and Supporting Documents for Undergraduate Programmes

- High School Certificate (Officially translated to English or Spanish)
- High School Grade Transcripts (Officially translated to English or Spanish)
- Statement of Purpose (500 words on why you want to study at MIUC, your expectations and aspirations)
- CV
- Proof of English Proficiency (If you are not from an English speaking country or have not previously studied in English)
 - IELTS - 6
 - TOEFL iBT - 72
 - Cambridge Certificate - B2
 - MIUC English Test - Pass
- Two letters of recommendation
- Copy of Passport or ID
- Passport sized digital photograph

6.2.2. Entry Requirements and Supporting Documents for Postgraduate Programmes

- High School Certificate (Officially translated to English or Spanish)
- High School Grade Transcripts (Officially translated to English or Spanish)
- Statement of Purpose (1000 words on why you want to study, your expectations and aspirations)
- CV
- Proof of English Proficiency (If you are not from an English speaking country or have not previously studied in English)



- IELTS 7
- TOEFL iBT 95
- Cambridge Certificate C1
- Two letters of recommendation
- Copy of Passport or ID
- Passport sized digital photograph

6.2.3. Russian citizens have to provide IB diploma with an average of 6 points. Alternatively, to pass Russian state exams in History, English language and Russian Language for BA in International Relations; and Math, Russian and English language for BA in Business.

BA Business MGIMO students in their 4th Year of studies will study in MGIMO in Russian language and have to take at least one language course. The Russian language is mandatory to attend too.

BA International Relations MGIMO students in their 4th Year of studies will study in English language have to take at least one language course.

7 English Language Requirement

7.1 As all teaching, learning and assessment at MIUC is through the medium of English, all applicants will be required to demonstrate that they meet the required level of English language competency for their desired course of study.

7.2 Applicants whose first language is not English will be required to have a recognised English language qualification, such as IELTS (International English Testing System), or equivalent at the appropriate level for the course of study for which they wish to be considered. The equivalent qualifications are outlined on MIUC website.

7.3 Each course will state an overall IELTS score (or equivalent) together with any individual element requirements, as and where appropriate.

7.4 Where an applicant's English language competency is below that necessary for their intended course of study, they will be required to successfully undertake a pre-sessional English language course prior to being enrolled on their course.

8 Visa requirements including

8.1 Applicants who are not EU or EEA citizens wishing to gain admission to MIUC must meet and possess the appropriate leave to remain in Spain and satisfy immigration requirements in force at the time of entry onto the course.



10 Admissions processes

10.1. Application Process

10.1.1. Online Application Form

You must complete the **online application form** and send in all of the required supporting documents.

All the supporting documents must be officially translated to English or Spanish. You can choose to upload all the supporting documents at once together with your application or to do so at a later date, emailing them to **admissions@miuc.org**

10.1.2. Application Process

Once you have submitted your supporting documents you will be contacted to arrange an acceptance interview with a member of Admissions in order to get to know you better as an individual and to better assess your application. Then, your application will be processed by Admissions.

10.1.3.. Acceptance

Once the Admissions Department has made a decision you will either receive an acceptance or a rejection letter. If you have been accepted, you will also receive a payment instruction sheet, in order to guarantee your place you have to pay a 1000 euros as a first instalment, including a 300€ administration fee and 700€ place reservation fee, both non-refundable which will be discounted from your total tuition fees.

10.1.4.. Admission

Upon receiving the first semester tuition fee, the Admissions Department will issue an official Admission Letter, which, if applicable, is the document you will need to begin your student visa application process.

10.2 Admissions processes will be outlined to applicants on MIUC website and will explain how to apply and how MIUC will process applications.

10.3 Opportunity will be given on application forms, at any interviews or other selection activities, for applicants to draw attention to relevant qualifications, experience and other information that might support their application.

10.4 MIUC will monitor the effectiveness of its admissions processes but information about applicant's ethnicity, gender, disability and age will not form part of the admissions decisions.

10.5 MIUC will aim to process applications and to communicate decisions in line with published processing times and deadlines where appropriate. Where it is unable to do this, it will communicate the reasons for this to the applicant.



10.6 Where interviews or additional assessments are used, these will be clearly outlined to candidates in the information provided.

10.7 MIUC will carry out checks on documents supplied by applicants to establish authenticity in order to guard against fraudulent applications. Where an application is found to be fraudulent either prior to or after admission, MIUC may cancel the offer or enrolment.

11 Applicant's obligations

11.1 Applicants are responsible for ensuring that MIUC is in receipt of all relevant information in order for MIUC to make a decision on their application and that all information is accurate. Omission of relevant information, or the supply of inaccurate may invalidate the application or the offer of a place.

12 Consideration of applications

12.1 Applications will be assessed against the entry criteria. Those students who meet or who have the potential to meet the criteria will be given an offer subject to places being available.

12.2 Where applicants do not have the formal entry criteria, their applications will be considered on their individual merits and an assessment made about whether they have the potential to succeed on the course.

12.3 Where courses are full and/or waiting lists are held, or when courses have to be closed for any reason, applicants are informed as soon as practicable with the offer of alternative courses, wherever possible.

12.4 Where applicants are considered unsuitable for a particular course, then, wherever possible, they will be referred to other appropriate courses.

13 Interviewing and assessment

13.1 Applicants will receive clear information on interviews, auditions or any form of assessment applied during the application process. Applicants with a disability or other learning needs should contact MIUC to discuss any reasonable adjustments to the interview and assessment process.

13.2 Interviews, auditions and assessments will be conducted and evaluated in a standardised manner for the course and will be inclusive to reflect MIUC's commitment to Equality and Diversity. There will be a clear structure for each interview, or other selection method, and selection will be conducted against predetermined criteria.

13.3 Where courses require an interview or an audition, applicants will be notified of their appointment within a stipulated timeframe and overall waiting times will be monitored and kept as short as possible.

15 The offer stage

15.1 Offers will be made as promptly as reasonably possible. Information will be provided to the successful applicant on:



- ☐ any conditions attached to the offer
- ☐ the tuition fees and terms and conditions of admission
- ☐ what the applicant has to do next and by when including visa requirements and the declaration of any relevant criminal convictions
- ☐ when further information e.g. regarding joining instructions including any arrangements for enrolment, registration, induction.
- ☐ any pre-enrolment support, orientation or induction for access and participation or international students before the start of the course as appropriate

15.2 Where a reference has been requested but an interview or other selection activity is conducted before the reference has been received, an offer may be made 'subject to reference'. This condition will be stated in the offer letter. The reference will then be followed up by the admissions team, and when received, a further letter is sent to the applicant either confirming or cancelling the offer.

15.3 Where a request for deferral of entry to a later year has been made, MIUC's 'Procedure for deferral of a place offered' will be implemented.

15.4 MIUC will also provide the offer holder with any updates to the course and any changes made.

16 Changes to courses

16.1 MIUC will ensure that substantial alterations to courses from earlier published information are communicated to applicants holding an offer. This may include changes to the course following validation or professional accreditation, closure of a course, significant changes to cost, location, content or title.

16.2 Where a course is withdrawn prior to admission, MIUC will inform applicants at the earliest opportunity in line with MIUC's published terms and conditions.

17 Applicants with a disability or other learning needs

17.1 MIUC encourages disabled applicants and students to disclose their disability and support requirements at the earliest opportunity, for example on the application form or at any interview, as this helps MIUC staff to provide students with appropriate information and support.

18 Applicants with criminal convictions

18.1 Having a criminal conviction will not necessarily be a bar to admission.

18.2 Only those convictions which pose risks to MIUC community need to be declared.

19 References

19.1 For applicants to a course where a reference is required and there has been a significant break since schooling, a personal reference from a professional or employer (not friend or family) may be requested rather than a school reference.



20 Applicants under 18

20.1 Applicants under 18 years old are admitted only after consultation with parents or guardians and with school or local education authority representatives as appropriate. Students under the age of 18 must have a parent's or guardian's written permission. The request for permission will be made at the offer stage of the admissions process.

21 RP(E)L and Advanced Standing

21.1 Applicants with prior experience which is equivalent to parts of the course can use the process of the Recognition of Prior (Experiential) Learning to be considered for accessing Higher Education courses leading to MIUC's own awards and/or using the prior learning as part of these awards. The process is based on a portfolio of evidence to show the equivalence of the normal entrance requirement of a specific course.

21.2 Applicants with a prior qualification or other certified learning may apply for advanced standing. The prior learning will need to map against the learning outcomes, content, and level of award. Any prior learning must be considered current in line with MIUC's **Academic Regulations**.

21.3 The amount of RPEL or advanced standing that may be claimed is set out in MIUC's Academic Regulations.

21.4 Applicants wishing to claim advanced standing or exemption from particular modules should contact the Admissions Office prior to their admission to the course.

22 Feedback

22.1 Prompt and clear feedback will be provided to applicants who have not been offered a place where requested, and advice about alternatives and future options will be given, as appropriate.

23 Complaints regarding the admissions process

23.1 At MIUC, we are committed to providing fair, transparent and consistent admissions procedures for all of our applicants. We recognise, however, that there may be occasions when applicants are dissatisfied with the conduct of the admissions process. MIUC has therefore developed Complaints Procedure.

24 Data protection

24.1 Information collected as part of the application process will be used only in accordance with MIUC's Data Protection Policy.

26 Monitoring

26.1 The Recruitment and Admissions Policy will be reviewed as required by the Academic Board.



Admissions Complaint Procedure

1 Scope of the Procedure

1.1 The Admissions Complaint Procedure is restricted to complaints about:

- ☐ Interview conduct
- ☐ The handling of an application
- ☐ The admissions process
- ☐ Where it is alleged that an action or decision was inconsistent University's Equality and Diversity statement.

1.2 The Admissions Complaints Procedure may be followed by all applicants.

1.3 An applicant cannot complain or appeal where this is a disagreement with the judgement of an admissions decision, in assessing the merits of application, or in reaching a decision on entry, which has been reached in accordance with the published criteria and processes contained in this policy. Complaints will also not be considered regarding an applicant's failure to meet the non-academic requirements of study specified by particular agencies (e.g. immigration status matters).

2 How to make a complaint

2.1 Where an applicant has reason to believe that his/her application has not been handled fairly, objectively or in accordance with the procedures described above, he/she should write to MIUC Registrart setting out his/her reasons.

3 Handling the complaint

3.1 A review the handling of the application in the light of the student's written statement will be undertaken. The Head of Admissions may confirm or rescind an earlier decision in the light of this review. The Head of Admissions will send a written reply to the student within twenty five working days of receiving the request for the review of the application.

4 Review of a complaint

4.1 The applicant may ask for a further review of the decision of the Head of Admissions within 20 days of receipt of the outcome where:

- ☐ There were procedural irregularities in the investigation of the complaint; or
- ☐ Fresh evidence can be presented which could not reasonably have been made available with submission of the Stage Two or
- ☐ The outcome of the investigation was not reasonable in all the circumstances.

4.2 The review will be undertaken by MIUC Registrar who will respond to the applicant within 20 days.