

# Policy and Procedure

**European College of Polytechnics**



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# European College of Polytechnics

## Admission Policy

### I. Admission of the Student

The European College of Polytechnics upholds an admissions policy that mirrors its dedication to offering comprehensive, practice-oriented education. Central to ECP's mission is the empowerment of future professionals through an educational environment enriched with innovation, critical thinking, and technical prowess. The ECP endeavours to unlock each student's potential, fostering their ability to make meaningful contributions to society and the economy. In line with its mission, ECP's admissions framework seeks candidates who:

- (1) Exhibit the potential to thrive in their chosen field of study, demonstrating capabilities that align with the college's innovative and rigorous academic standards.
- (2) Are likely to benefit from ECP's unique educational approach, thereby advancing personal growth and career readiness.
- (3) Show commitment and enthusiasm for embracing the learning opportunities provided by ECP, ready to engage in an environment that champions innovation and adaptability.
- (4) The European College of Polytechnics evaluates every application on its individual merits, assessing the alignment between the applicant's qualifications and the objectives of the selected programme. This holistic review process ensures that admissions decisions support the college's mission of preparing graduates for successful careers in an ever-changing global landscape. Applicants are also required to confirm their eligibility to undertake their studies, which may include verifying their previous qualifications and exercising their legal right to study in their chosen location.

### II. Equality of Opportunity

- (5) The European College of Polytechnics is committed to ensuring equality of opportunity for all applicants, irrespective of their nationality, age, gender, ethnicity, disability, sexual orientation, marital status, political or religious beliefs, or any other grounds that cannot be justified.
- (6) The ECP is dedicated to promoting broader participation and fostering access for all individuals, aligning with their aspirations and their capacity to fulfil the academic and professional standards required by their chosen course of study.

- (7) Applicants who have a disability or specific educational need are evaluated based on the same entry criteria applied to all other candidates.
- (8) Individuals with a disability or special educational needs are strongly encouraged to specify the nature of their condition on their application form or to reach out to the European College of Polytechnics' academic division to discuss any concerns or specific requirements related to their disability.
- (9) The particular needs of students who disclose a disability or specific educational requirements on their application form or to the admissions team are forwarded to the leadership division. This referral is conducted for a thorough assessment of their needs and to enable the European College of Polytechnics to provide any reasonable adjustments necessary to facilitate the applicant's education at the institution.

### III. Entry Requirement

- (10) The European College of Polytechnics reserves the exclusive right to determine:
  - a. The entry criteria for each course of study leading to a certificate or award from the European College of Polytechnics.
  - b. The admission of any individual applicant to a specific course based on the entry criteria for that course of study.
- (11) Each application is evaluated on its own merits, with admission to a course of study at the institution being contingent upon an assessment of the applicant's relative merits and abilities. The admissions process may also include an interview to evaluate motivations, prior experience, suitability for a student visa, and to verify the information provided in the application.
- (12) The primary academic criterion for assessing an applicant's suitability for admission is the reasonable expectation that the candidate will be able to fulfil the learning outcomes of the course and attain the standard required for the award. The institution seeks evidence of academic achievement as well as personal and professional experience indicative of the applicant's ability to meet the academic and any professional requirements of the course.
- (13) Applicants must be aged 18 or older by the start date of their chosen course.
- (14) The European College of Polytechnics publishes the entry criteria for each course of study it offers, requiring applicants to demonstrate they have met these criteria.
- (15) International qualifications are typically evaluated in accordance with European Network of National Information Centres (ENIC) guidelines.

- (16) For courses validated by a partner organisation or other awarding body, admission is based on the requirements set forth by that entity.
- (17) Information provided on application forms is generally treated as confidential within the institution and used solely for the purpose of making an admissions decision. However, the ECP reserves the right to inform other relevant parties for the purposes of preventing fraud and impropriety, such as awarding bodies and other relevant authorities.
- (18) The ECP may, at its discretion, adjust its standard offer based on the individual circumstances of applicants.
- (19) The ECP may withdraw any offer of study, even after enrolment, if it is discovered that a student has provided inaccurate or incomplete information to the institution or other relevant bodies.
- (20) An offer to study at the ECP remains valid from the date of enrolment up to the standard duration of the course, unless significant changes to entry requirements have been documented by the academic division. For instance, if the standard duration of a course is nine months, then an offer to study is only valid from the enrolment date up to nine months.
- (21) The ECP regularly audits and reviews the offers made to applicants. Should it be discovered that an offer was made in error and does not meet the ECP's entry requirements, the ECP reserves the right to take back or change the offer.

#### IV. English Language Requirement

- (22) Applicants for whom English is not a primary language must provide proof of their English language proficiency through specific assessments. Each course has its own requirements, which the applicant has to fulfil.
- (23) There are circumstances under which the requirement for an English language test may be waived, particularly if the applicant has completed recent academic studies in English. At the discretion of the European College of Polytechnics, candidates might be asked to participate in an English Proficiency Entrance Assessment interview conducted by the academic division during the admissions process.
- (24) If, at any point, it becomes apparent to the ECP that a student struggles to communicate effectively or engage with their studies due to insufficient English language skills, the European College of Polytechnics retains the authority to subject the student to a re-evaluation by any method deemed suitable. Should the student fail to meet the required English language standard upon re-testing, or if they do not comply with the re-test

request, the ECP reserves the right to deny enrolment or to discontinue the student's participation in the programme.

#### V. Candidates with a Criminal Record

- (25) Generally, having a previous criminal conviction does not automatically disqualify a candidate from being accepted into the European College of Polytechnics. Nevertheless, applications from individuals with a criminal conviction are subject to thorough review under the Estonian law for admitting students with a criminal conviction. This is to ensure that the safety of students, staff, and the broader college community is not compromised, and that the integrity of the course, the college's processes, and its reputation remain intact.
- (26) The European College of Polytechnics retains the authority to withdraw an offer if, upon review of a disclosure, it is determined there is a potential risk, or if it appears the applicant may be unable to successfully complete the course due to their past conviction.

#### VI. Readmission

- (27) Learners who have exited a programme at the European College of Polytechnics without full completion, or those removed for failing to meet academic standards, cannot seek readmission to the identical or a related programme, especially if it includes any core module previously failed, until the period equivalent to the standard duration of the course has passed. Students withdrawing mid-course are required to restart the programme from the beginning, adhering to the initial admission criteria specified by ECP.
- (28) Reapplication to a distinct programme may be possible under extraordinary circumstances, subject to individual evaluation. This process demands a detailed written rationale and involves a review interview conducted by the appropriate academic department, where the student's past academic records are considered.
- (29) Requests for reenrolment that involve the recognition of prior learning may be considered according to the college's formal policies on the Recognition of Prior Learning as well as the partner organisations awarding the qualification.
- (30) Students removed for breaches of academic integrity, misconduct, or other disciplinary actions are ineligible for readmission to any course offered by the European College of Polytechnics.

## VII. Review and Monitoring

- (31) The academic division oversees the monitoring of the European College of Polytechnics' admissions policy, ensuring it undergoes an annual review. The leadership and academic division retains the authority to implement resolutions not explicitly stated within the admissions policy.
- (32) Data pertaining to student admissions, progression, and retention are gathered on an annual basis for information that serves to enlighten relevant departments and the relevant divisions, contributing to the process of annual evaluation and monitoring.