



**NEST ACADEMY**  
OF MANAGEMENT EDUCATION

# **ADMISSION POLICY**

**Updated Version – January 2020**

## TABLE OF CONTENTS

|   |   |
|---|---|
| 1. Introduction.....                            | 3 |
| 2. Scope .....                                  | 3 |
| 3. Aims .....                                   | 4 |
| 4. Student Admission Process .....              | 4 |
| 5. Online Applications .....                    | 4 |
| 6. Roles and Responsibilities .....             | 6 |
| 7. Promotion, Recruitment and Selection .....   | 6 |
| 8. Information for Applicants .....             | 7 |
| 9. Access and Widening Participation .....      | 7 |
| 10. Fraudulent and misleading information ..... | 7 |
| 11. Data Protection .....                       | 8 |

## **ADMISSION POLICY**

### **INTRODUCTION**

The mission of Nest Academy is to work alongside students to lay the foundations for long-term success in their professional futures. We see education as a lifelong process; as such, it is our responsibility to encourage students to be receptive to the ever-changing employment landscape by developing an active involvement in learning while studying at Nest Academy.

Our mission extends to promoting accessibility, quality of service, equality of opportunity, and providing students with a safe and supportive environment. Being a higher education provider, we also recognise the need to assess and refine our academic courses regularly to help our graduates stay relevant on the local, national and international employment market.

Nest Academy ensures that its recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes.

The Admissions Policy envisages compliance to the regulations and standards of respective awarding organisations for the courses offered.

### **SCOPE**

The policy applies to all students at Dubai on all programmes irrespective of programme duration, level or awarding organisation.

Primarily the mechanism of pre-admission support and the application process is the same irrespective of programme. Each application is considered against the relevant programme entry criteria and the merit of the evidence presented.

## AIMS

- Nest Academy's Admissions and Recruitment policy is underpinned by the commitment to a fair admissions system, whereby applicants are considered solely based on their merits, abilities and potential, and are not discriminated against as a result of gender, colour, ethnic or national origin, age, social background, religious or political beliefs.
- This Policy complies with relevant equality and diversity legislation affecting the admission of learners and takes account of best practice.
- Nest Academy commits itself to operate its admissions system in a way that is transparent and justifiable, with procedures that are fair, clear, explicit and consistently applied for all learners on all programmes or qualifications

## STUDENT ADMISSION PROCESS

Nest Academy will have a very smooth Admission process where the candidates can apply online or at the centre. Online application form will require few details to be filled in along with photocopies of marksheets of eligibility courses. Our admission team will evaluate the forms and shortlist candidates for interview (personal/telephonic). Selected applicants will be informed by phone and email. Selected applicants will have to pay the first instalment of fees within 7 days of announcement of selection.

## ONLINE APPLICATIONS

- Online applications for the courses will be accepted after the approval from the concerned authorities for the approved academic year. The academy will have an ONLINE Application System through a facility on its website.
- It will be mandatory for all candidates seeking admission courses to fill in the 'Pre – Admission Online Registration Form'

- Actual admissions to all the courses will be announced days, through an interview of the candidate. The offer of admission will be notified through an email. On being admitted, the student shall immediately submit the following documents

***(Original plus attested photocopies):***

- Class XII/ IGCSE, AS/A Levels transcripts
- Certified copy of Secondary School Certificate
- Passing certificate (required for getting the Eligibility Certificate)
- Migration Certificate (required for getting the Eligibility Certificate)
- Resume
- Certificate of work experience, if any
- Copy of student passport (valid).
- Copy of UAE National Family Registry for local students.
- Copy of residence visa for non-local students (valid).
- Four recent passport-size coloured photographs with white background
- Copy of Good Conduct Certificate (valid).
- Copy of Birth Certificate.
- Copy of UAE National Identity Card.
- AED 1000 cash application fees (Non-refundable).

***Additional requirements for students obtaining foreign certificates***

- Document proving that the student completed 12 years of school.
- Certified copy of grades 10,11, 12 certificates
- Equivalent certificate from the Education zone in UAE.

- Students who obtained certificates from outside the UAE must provide a document proving that the High School Certificate is accepted by government universities in the country from which the certificate was obtained, and equivalent certificate from the Ministry of Education in the UAE

## **ROLES AND RESPONSIBILITIES**

Overall responsibility for Nest Academy's admissions and recruitment activity and implementation of the policy lies with the Director & Centre head.

- The Admissions process refers to all activity involved in attracting, recruiting, selecting, admitting and enrolling learners. All staff involved in supporting the admissions process will have been adequately trained to undertake their role.

## **PROMOTION, RECRUITMENT AND SELECTION**

Nest Academy's marketing material will be accurate, kept up to date and be available at the correct point in the recruitment cycle. The purpose of this material is to assist enquirers and applicants in their decision-making process.

*All applicants will be given the opportunity to:*

- Visit the campus where they will be taught
- Be informed about pastoral and academic support services
- Know the cost of their chosen programme or qualification
- Selection policies and procedures will be clear to enquirers/applicants and followed fairly, courteously, consistently and expeditiously. For some qualifications and programmes there will be specific entry requirements (for example, learners will have to undergo a personal round of interview) which potential applicants will be made aware of at enquiry stage

## INFORMATION FOR APPLICANTS

Applicants will be expected to know the obligations placed on them if they accept an offer of a place at Nest Academy.

Nest Academy reserve the right to remove an offer of a place if:

- Information provided by an applicant proves to be false;
- an applicant is shown to have been involved in activity that is not compatible with being a learner on the programme for which the applicant has applied.

## ACCESS AND WIDENING PARTICIPATION

Nest Academy understands the importance of widening-participation and encourages the underrepresented groups towards higher education.

We assess applications with due consideration to the demographic and personal background of applicants, particularly those adult mature learners coming back to study after considerable gap in studies or returning after employment.

The applications from these segments of prospective student groups will be considered against the standard entry criteria of the programme that they are interested in, demonstrating their suitability for the chosen subject. Evidence of their relevant working experience may also be used as alternative evidence of meeting the entry requirements for the programme.

## FRAUDULENT AND MISLEADING INFORMATION

Nest Academy expects that applicants will have provided full, honest, and accurate information on their application form and in all subsequent communications with the college. Where the college has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully.

If, during such an investigation, the college finds that an applicant has made fraudulent or misleading claims in their application, the college reserves the right to withdraw any offer it has made.

In cases where the fraudulent and/or misleading information is discovered at any time after the applicant has enrolled as a student, the college reserves the right to carry out its own investigations and if it is found that there has been a deliberate attempt to use fraudulent and/or misleading information, or relevant information was withheld, to obtain a place of study, action will be taken to permanently exclude the student with immediate effect.

If a student is permanently excluded for the reasons set out above, the college may also, where appropriate, inform any other relevant professional bodies and/or third parties about the exclusion from the college.

## **DATA PROTECTION**

The Data collected from the student application form will be used for administering and managing the educational programmes and other services provided by the college to enhance the learner journey. Nest Academy collects, stores and processes data in a secure manner.

The data will only be shared with third parties acting on our behalf including awarding bodies, governing and other regulatory organisations, potential employers, or other relevant organisations if necessary to fulfil obligations and will be in line the terms set out by the General Data Protection Regulation (2018) and other relevant legislation.

We will continue to hold data including students' academic achievements, and once the student completes the programme and leave, the documents will still be retained, but shall not be kept longer than is necessary.