

AIMS COLLEGE OF BUSINESS AND IT  
(PVT) LTD

# **ADMISSION POLICY**



# **1 The Policy's Aim and Scope**

## **1.1 Objective**

AIMS campus is committed to providing a professional admissions service that facilitates access to its programs. These regulations form the basis for delivering academic excellence by establishing entry criteria that are transparent and consistently applied continuously.

Applications are evaluated based on their individual merit and potential, irrespective of the heritage of prospective candidates. AIMS campus acknowledges the tenets of The Quality Code of the Quality Assurance Agency as it pertains to admission and recruitment. AIMS campus also recognizes the following statutes as applicable to its admission requirements:

- The 2023 Gender Equality Draft bill
- Right to Information Act, No. 12 of 2016
- Personal Data Protection Act, No. 9 of 2022
- Human Rights Commission of Sri Lanka Act, No. 21 of 1996 and ILO legal frame

We invite applications from candidates with the necessary credentials, irrespective of orthodox or nonorthodox, academic or vocational. These regulations are also intended to help students comprehend the admissions process. The admissions procedure at AIMS campus is to facilitate their admissions. These regulations govern admission to AIMS campus undergraduate and postgraduate degree programs levels, whether full-time or part-time, mode or location of delivery, and AIMS campus Awards carried out by academic collaborators. These rules fall under the jurisdiction of the Head of Student Admissions, or the nominee is evaluated annually by the Board of Governance.

This regulation pertains to all University Courses (including collaborative offerings). Partner establishments) at Levels 3, 4, 5, 6, 7, and 8.

## **2 Guidelines for Admission**

### **2.1 Fair Admission**

AIMS campus has exclusive authority to determine:

- The admission requirements for each subject, which may include PSRBs are professional, statutory, and regulatory bodies.
- The admission of an applicant to a specific undergraduate or graduate program postgraduate course against the prerequisites for admission to that course
- AIMS campus seeks to admit all applicants who have a reasonable chance of being admitted. Completing the course within the allotted time frame and earning a passing grade is the required benchmark for the award.

We will treat each applicant fairly and as an individual. We will consider all adjustments to our admissions process to accommodate the needs of disabled students aspiring candidates. We do not consider racial, religious, sexual, or other protected characteristics. Consider characteristics when making admissions decisions. We evaluate procedures to ensure that outcomes are fair for individuals of all backgrounds. In evaluating individual applicants for admission to a program of study, we will take into account: personal, professional, and educational experiences that demonstrate qualification's ability to fulfill the course requirements.

We treat all applicants with courtesy and process all applications as expeditiously as possible. with effective decision making. We observe the Z-score and other application deadlines and anticipate applicants to follow suit.

AIMS campus reserves the right to deny admission to any candidate whose application is deemed inadequate. Whose personal statement contains false or misleading information or whose personal statement contains a significant quantity of non-original content.

## **2.2. Requirements for admission**

Each approved programmer of study must specify admission requirements by:

- Identifying the knowledge and abilities required for admission and relating these to the course objectives. Course duration, content, and objectives;
- describing how these arrangements will conform to the requirements of the honor;
- defining the criteria and methods for determining a candidate's suitability admission will be subject to evaluation;

- describing, where applicable, the procedures used to evaluate any applications for advanced standing, which includes credit for prior learning.

Annually, we evaluate and revise our entry requirements for AIMS campus courses. The applicants should view the course listings on our website as a source of accurate information. Information on registration requirements.

Academic entry requirements for undergraduate programs are also published on the UGC website at;

[https://ugc.ac.lk/index.php?option=com\\_content&view=article&id=2040:university-admission-academic-year-20182019-based-on-the-results-of-the-gce-advanced-level-examination-2018-cut-off-points-to-be-eligible-for-considering-under-the-special-provision-for-s&Itemid=192](https://ugc.ac.lk/index.php?option=com_content&view=article&id=2040:university-admission-academic-year-20182019-based-on-the-results-of-the-gce-advanced-level-examination-2018-cut-off-points-to-be-eligible-for-considering-under-the-special-provision-for-s&Itemid=192)

The standard admission requirements are listed below. These are illustrative and Applicants may be admitted based on a variety of qualifications and/or experience. Experience provided the above admissions criteria are satisfied.

Applicants interested in our partner institution's courses should visit the partner institution's website for details regarding entry requirements.

### **2.3 Undergraduate admission prerequisites**

The minimum standard qualifications required for entry to Level 4 are 3 minimum passes at GCE or higher, plus one of the following:

- completion of a recognized preparatory course for higher education;
- any qualification at an appropriate academic level (typically Level 3 or higher) in the field, Sri Lanka Qualifications Framework (SLQF) for Sri Lanka

SLQF 2012 which includes pre-curriculum credentials as well as different details of SLQF along with other international credentials too. Applicants may be admitted without these requirements but if they meet the following conditions:

1. demonstrate attainment of the required level of knowledge and abilities and alternative means (such as experiential learning). These can be deduced from a personal declaration, psychometric assessment, or interview or other methods deemed suitable by AIMS.
2. comply with the entry requirements of courses validated by a professional, regulatory or governing body.

Entrance requirements may stipulate a test or tests (such as assessments of numeracy or literacy) that all applicants must pass.

In addition to examinations, AIMS may use interviews, auditions, or reviews to evaluate applicants.

When a portfolio is necessary to determine an applicant's potential or is mandated by an institution or professional organization, applicants from Higher Education, Sixth Form Colleges, or other institutions are eligible to register.

Students that have a progression or articulation agreement with AIMS campus and satisfy the requirements will be guaranteed an interview or an offer with conditions.

Applicants to Level 3 foundation year courses must have the appropriate credentials or experience. This is permissible for admission to higher education but may not fulfill the requirements for admission to Level 4 of a specific degree program.

Where undergraduate courses with Level 5 or Level 6 entry requirements have specific prerequisites that are required for these classes. Applicants who satisfy or exceed the Level 4 entry requirements may also petition for recognition of prior learning through transfer credit.

#### **2.4 Prior Higher Education research**

If withdrawn for weak academic progress, one academic year must pass between the withdrawal and readmission time of withdrawal and any additional requests for entry. The requested course must not comprise previously examined modules.

Applicants cannot register to study on more than one award at the same time, with the exception of international students.

## **2.5 Requirements for Postgraduate Taught Entrance**

The minimum standard qualifications necessary for admission to Level 7 are:

- a) an honors degree in a pertinent field, or
- b) a Higher National Diploma in a pertinent discipline and a minimum of three years' experience are required.
- c) experience post-qualification in a relevant discipline, or
- d) a professional qualification deemed equivalent to a Bachelor of Arts, or
- e) a postgraduate certificate, or
- f) talents and experience are equivalent in nature.
- g) applicants who meet or exceed the entry requirements for Level 7 are also eligible to apply to
- h) recognition of prior learning through transfer credit.

## **2.6 Admission prerequisites for Graduate Research**

The minimum prerequisite for enrollment in a Research Master's or Doctoral program is a master's degree. MPhil requires at least a Second-Class Honors degree from a SL Higher Education institution, or a qualification deemed by the Research Degrees Subcommittee to be exemplary equivalent to such (e.g., a verifiable overseas qualification).

The minimal requirement for admission to a PhD program via MPhil or Professional Doctorate is a degree with a First or Second-upper Class Honors from a SL Higher Education institution or a qualification deemed by the Research Degrees Subcommittee to be exemplary equivalent to such (e.g., a verifiable overseas qualification).

Master's in research is the minimum qualification for admission to a PhD program. (MPhil or equivalent) granted by our institution and recognized by the UGC (University of Grant Commission) approved institution of higher education, or a qualification deemed equivalent by the Research Degrees Subcommittee to such (e.g., a verifiable foreign credential) is required.

Minimum IELTS Academic English is required. However, if English is not the applicant's first language, AIMS considers an equivalent. An aggregate score of 7.0 with a minimum of 6.5 in each section is necessary for admission to the MPhil, MPhil/PhD, PhD Direct, and Professional Doctoral candidates.

For a research master's degree, a minimum IELTS score is required. Academic, or as AIMS considers an equivalent, score of at least 6.5 overall, with a minimum of 6.0 in each skill or an overall score of 6.0. An evaluation of English language proficiency is typically required. Relevant work must be completed no more than two years prior to application.

In MPhil, MPhil/PhD, PhD Direct, and Professional Doctorate in the School's MPhil, MPhil/PhD, and PhD Direct programs, applicants for Architecture, Computer Science, and Engineering, whose first language is not English are required to have a minimum IELTS Academic score of 7.0 or an equivalent score as determined by AIMS. An overall score of 6.5 with a minimum of 6.0 in each component is required for admission to the MPhil program. For PhD Direct, MPhil/PhD, and Professional Doctorate students, an evaluation of English language proficiency is required with no more than two years of study prior to application, but a relevant and more recent degree from a college or university may be recognized as proof of competence.

## **2.7 Prerequisites for Entry into an Apprenticeship**

All candidates for apprenticeship programs (both undergraduate and graduate programs) are required to complete an initial evaluation as a prerequisite for AIMS campus admission.

As publicly funded courses, the initial evaluation determines whether or not apprentices are eligible. The professional expertise is then evaluated based on the knowledge, abilities, and behaviors.

AIMS assumes no liability for candidates whose employers hire them on the basis of a guaranteed entry into the apprenticeship until the results of the preliminary evaluation are available for use.

At the initial evaluation, candidates will be required to present government-approved credentials. English and mathematics proficiency at a minimum of C passes. Where a candidate cannot provide evidence of 2 C passes or higher English qualifications, AIMS will administer a diagnostic test of the subject(s) in which the candidate has demonstrated competency. Not provided evidence to evaluate the present working level of the apprentice. Prospective candidate's attainment requires a result of level 1 or higher in all applicable subject areas.

Entry into the apprenticeship program. Those who score level 1 or higher will then be rewarded. required to complete functional skills training at the level 2 level in the applicable subject(s). In addition to their main course of study, students must complete level 2 coursework by the end of the year Of course. Candidates will not be allowed to register until confirmation is received. that they are enrolled in a suitable course.

At AIMS campus, all initial evaluations are conducted with third-party software. Finalization of Initial evaluation does not equate to enrollment at AIMS campus, and fulfillment of an assessment does not constitute enrollment. Initial evaluation that confirms a candidate's eligibility to enroll in the apprenticeship students are subject to standard enrollment procedures of AIMS.

## **2.8 Interviews, entrance exams, and portfolios**

Interviews can be used to evaluate application materials. In this instance, all candidates are evaluated. Applicants who satisfy the academic requirements for admission will be interviewed. A proportion of candidates may also be interviewed if, for instance, the application does not meet the requirements. Provide sufficient information to make a decision when petitioners submit non-standard qualifications or relevant experience for applicants.

Applicants will be notified of interview and audition dates via email or phone with at least 5 days' notice.

Interviews will be conducted by members of the course's academic faculty. They can be able to provide comprehensive course information. The evaluation will occur within a suitable environment in which the applicant can communicate in confidence.



Candidates desiring reasonable accommodations for their interview/audition should contact the admissions committee if they have received the interview/audition information, they will notify the applicant. The Admissions Team will communicate with the interviewing tutor and Disability and Dyslexia Coordinator Service based on their requirements. Applicants must guarantee that they have furnished the Admissions team with specifics regarding their requirements at least two weeks prior to the scheduled Interview schedule.

When Microsoft Teams or a comparable video conferencing platform is available, interviews may be conducted via these platforms.

It is impracticable for the applicant to attend an interview because he or she resides outside the area.

AIMS will, if required, accept electronic portfolios. We reserve the right to require interview participation for courses that adhere to our guidelines beyond regulatory organizations and professional standards. These consist of Social Work, Courses in Nursing and Teacher Training.

Every effort will be made to conduct all phases of the interviewing procedure on the same day for those who cannot make multiple trips.

Academic Schools/Research Institutes will ensure that all Masters' Research and MPhil/PhD dissertations are peer reviewed. Applicants are interviewed and made aware of the requirement to submit a cover letter and complete the course within the timeframe specified by our rules.

Candidates will be notified of the interview decision within five business days of completion of the entire interview procedure. This is with the exception of courses where it is required to convene a review council in order to validate application decisions.

Applicants applying to a course at a partner institution must contact the partner for application information regarding the interview process.

### **3 Process of decision making**

#### **3.1 Optional courses**

Applicants who do not satisfy the entry requirements are automatically disqualified. When an alternative course of action exists, it is considered. This may encompass admission into a Foundation year.

We reserve the right not to reconsider applications for a course, particularly in the following circumstances: fraudulent documents have been provided or regulatory bodies have been identified and professional standards, or where a limited number of spots are available.

If an application is denied, the rejection explanations will not be routinely provided. Any applicant requesting interview feedback or reasons for rejection should contact the admissions team via the Applicant Portal in the beginning. We intend to ensure after receiving a request, applicants will receive a response within ten working days. AIMS does not respond to feedback requests from outside parties. Apprenticing agents can consult the Applicant Relations team for advice and direction regarding their application.

With regard to the credentials and experiences necessary for a successful course application, in the future applicants applying to a course at a partner institution must contact the partner for additional information regarding the decision made.

### **3.2 Transmission of a determination**

All application results are communicated via email to the applicant.

Applicants are required to peruse and agree to AIMS' Terms and Conditions, which will be attached to their application during registration.

We anticipate that each applicant will submit an exhaustive application at the point of initial submission. If you are competent, the application decision will be reconsidered to provide additional pertinent information that was unavailable during the application process. You must submit a written request for review in this instance including the following;

- a. The latest data with supporting evidence
- b. Justifications for why this information was unavailable at the time you requested it.

Admission decisions for Masters' Research and MPhil/PhD will entail at least two members of staff, at least one of which is a professor at our university. Applicants who wish to enroll must consent to the Terms and Conditions and will promptly obtain confirmation of the decision from the Admissions Committee.

### **3.3 Entry deferral**

Some courses permit petitions for delayed enrollment. Applicants may request postponement entry by contacting the Admissions Office.

The option for a team to request deferred admission after obtaining their offer but prior to the beginning of the course. According to the above, in order to secure a deferred place, applicants must complete the full application process and fulfill the terms of the offer given to them by the deadline in their proposal memo.

Applicants who wish to defer their acceptance after receiving an offer must submit their request to the Admission Committee. The acceptance of a deferred offer nullifies any contract formed based on the preceding proposal.

Requests for postponement may be denied due to anticipated changes in course enrollment. Requirements or the neglect to provide pertinent documentation.

### **3.4 Prior Certificated Learning Accreditation (APCL)**

Accreditation of Prior Certificated Learning (APCL) for qualifications and/or higher education (HE) credit Earned within the past five academic years, may be accepted for advanced standing. In a standing position, applicants are required to submit certificates and complete transcripts for consideration by the relevant course instructor.

A candidate may be deemed to have satisfied the objectives of supervised release in whole or in part. Gaining work expertise during a course in evaluating such petitions, AIMS will evaluate:

- 1) the caliber of previous training or supervised work experience carried out;
- 2) the significance of the training or supervised work experience to the course will be considered which student will be admitted;

- 3) the caliber of supervision and evaluation of training or supervised practice employment expertise;
- 4) whether the awarding of such a specific credit will allow the student to meet the requirements

The professional or other prerequisites for the supervised activity experience gained throughout the course.

### **3.5 Recognition of Prior Experience Learning RPL (Recognized Prior Learning's)**

Where prior non-certificated learning comprises experience and/or industrial training that can be evaluated with sufficient precision, can be used to grant entry, either by specific or general commendation.

When evaluating admission to a course with advanced standing based on accredited in its consideration of experiential learning, AIMS will consider, among other things, the following:

- a. The applicant submitting a claim bears the burden of establishing eligibility possessing the necessary knowledge and abilities and for providing substantiating evidence.
- b. The applicant must demonstrate how they satisfy the eligibility requirements by experiential education.
- c. Systematic reflection on prior learning leads to the recognition of prior learning experience, clear writing about learning content, and the gathering and compilation of evidence to support these assertions.
- d. Methods of evaluation must be designed so that external examiners and evaluation Boards can consider the decisions made.

### **3.6. Verification of documents and fraudulent activity**

All credentials used to determine admission are authenticated to ensure that AIMS can ascertain whether or not applicants have satisfied the terms of their offer to enter.

Applicants must provide evidence of their results immediately to the Admissions team.

All applicants must present their credentials and transcripts at the time of application interview, evaluation, or audition. Applicants who cannot provide supporting documents during the application review are required to provide these as a condition of their offer if selected. The applicants must accomplish this procedure before their enrollment at AIMS to be confirmed, so that they can enroll.

There may be courses that require references to be submitted from an official email address. If concerned that a reference may not be genuine, the Admissions Team will verify the reference. The reference will be checked by contacting the referee using the supplied contact information, however, if falsified information is contained, the application will be denied. AIMS examines applications for fraudulent, deceptive, and/or missing information and personal statements for similar patterns. If an application is discovered to contain evidence of fraud or plagiarism, AIMS will alert the applicant. The purpose of this exercise is to prevent anyone from obtaining an undue advantage and securing a place through deception.

When a personal statement is flagged for containing sentences that are similar to those in other personal statements, a new personal statement will be required. We reserve the right to take this into account for courses with professional, statutory, or regulatory body requirements. If there are substantial indications of fraud or plagiarism, the application will be rejected.

The submission of fraudulent qualification documents, whether local or international, will result in the rejection of the application.

We reserve the right to share information with the Ministry of Higher Education and UGC if an application is determined to be fraudulent.

### **3.7 Applicants with disabilities or specific cognitive differences**

We are committed to accepting applications from prospective pupils with disabilities or special educational requirements. On the basis of their academic merit and potential, all applicants are given equal consideration.

AIMS' direct application system is used to acquire information about disabilities and specific learning requirements. This data is used to facilitate the identification of support requirements.

It has no bearing on the academic decision of whether or not to extend an offer to the applicant. The Admission Committee collaborates with the relevant academic team to determine the course requirements and evaluate the applicant's support needs in light of the course material.

### **3.8 Percent of applicants with a criminal record**

We are committed to equal opportunity and strive to create a positive and supportive environment. However, AIMS is also responsible for ensuring the safety of its faculty, students, visitors, and local community.

Applicants who desire to enroll in a regulated or non-regulated course are subject to various information disclosure requirements.

As part of the admissions procedure, we will only require the following information regarding criminal convictions:

- a. Regulated Courses – Courses leading to professions and occupations exempt from the Rehabilitation of Offenders Act of 1974 are regulated.
- b. Non-Regulated Courses - Courses that do not lead to an exempt profession are non-regulated. Applicants to unregulated courses will only be required to disclose their criminal history if they are presently subject to a license condition or monitoring restriction that could affect their ability to complete their studies successfully.

All declarations are evaluated in accordance with our Safeguarding Policy.

Failure to declare information about a conviction or pending court case or providing false or inaccurate information about a conviction or pending court case may result in the withdrawal of your offer of a place or enrollment on the course.

### **3.9 Worldwide respondents**

International students are those who require a student visa to study in Sri Lanka. These applicants may or may not be residing abroad when they submit their course applications. International applicants can directly apply to AIMS.

All international recruitment and admissions practices must adhere to the SL Visas and Immigration Student Visa Policy.

AIMS will communicate with international applicants who apply through an educational recruitment agency through their agent. AIMS International Office is responsible for communicating with international educational agencies.

Offers made to international applicants are subject to conditions unique to their status as Student Visa migrants. Among these conditions are the need to provide evidence of a recognized English Language test and the ability to satisfy the financial requirements for obtaining a Student Visa. In the offer letter, the offer conditions are specified in detail.

The Confirmation of Acceptance of Studies (CAS) statement is not issued until all academic and non-academic offer conditions have been met and the required deposit has been paid.

In the Tuition Fee Policy, all fees and methods of payment are described in detail.

## **4 Procedures for Filing Complaints and Appealing Decisions**

### **4.1 General**

We acknowledge that petitioners may desire to know why their application was denied or believe they have cause for complaint. We are aware that on occasion, applicants will be dissatisfied with our decisions. These procedures outline how AIMS handles complaints and appeals. If a candidate files an appeal or complaint, they will not be discriminated against in future applications.

### **4.2 Appellate Process**

A request for a formal reconsideration of the outcome of an admissions decision is defined as an appeal. Typically, an appeal must be filed within 10 business days, detailing the character and specifics of the appeal in writing to the Admissions Committee.

The Admissions Committee will verify that all information on the application has been considered, that no information has been misinterpreted, and that all procedures have been adhered to.

The Admissions Committee will examine the application and notify the applicant of the outcome of the appeal within 10 business days. Applicants should be aware that if their appeal was denied because they did not satisfy the entry requirements, they cannot file an appeal.

#### **4.3 Procedure for complaints**

The following procedure is in place so that applicants whose applications were rejected by the university may appeal an admissions decision if they have reason to believe that the decision was influenced by procedural irregularity, prejudice, or bias, or that mitigating circumstances should have been considered but were not.

The Appeals and Complaints Procedure cannot be utilized if our decisions resulted from:

- a. your failure to meet academic requirements;
- b. an administrative error.
- c. your failure to satisfy non-academic requirements.
- d. a recommendation from a third party, such as a provider of employment or training placements integral to the course for which you have applied.

#### **4.4 Educational Decisions**

Upon receipt of the applicant's written complaint details, the Admissions Committee will conduct an initial evaluation. The case could be referred to the department head for review. A preliminary determination will be based on whether the complaint has merit, and if so, it will be forwarded for investigation. If the initial evaluation determines that there is no valid case, the complaint will be dismissed, and the complainant will be apprised of the decision along with the basis for the judgment. The decision will be irreversible.



If the initial evaluation determines that an investigation is warranted, AIMS will be required to provide a written response to the complainant with supporting documentation.

AIMS will provide a written response to the complaint, detailing the findings, the outcome, and, if the complaint is upheld, the remedy. The decision will be irreversible.

#### **4.5 Determinations pertaining to criminal convictions**

If a decision is made to reject an applicant with a criminal conviction, there is a formal appeals process to the Board of Governance based on procedural irregularity, prejudice, bias, or mitigating circumstances.

The Board of Governance's decision is definitive.

#### **4.6 Decisions pertaining to the 2010 Equality Act**

In some instances, an applicant with a protected characteristic may require additional assistance that cannot be provided independently. These requests will be evaluated on a case-by-case basis to ensure compliance with the 2010 Equality Act. On the basis of procedural irregularity, prejudice, bias, or extenuating circumstances, there exists a formal appeals process to the Head of Admissions Committee for a reconsideration of the final decision.

#### **4.7 First stage: Complaints Procedure**

The initial appeal should typically be submitted in writing to the Head of the Admissions Committee, outlining the nature and specifics of the appeal. Typically, a decision-related complaint should be filed within 10 business days of the action. If AIMS has taken no action on your application, the complainant may submit a letter at any time.

The Admissions Committee will initially contact the complainant to confirm receipt. AIMS seeks to respond within fifteen business days of acknowledging the request. If it is impossible to respond within 15 business days, the complainant will be informed of the timeline for receiving a complete response.

The Admissions Committee may request additional information or clarification via email as part of this procedure.

When the Admissions Committee responds, they must confirm that the application was evaluated fairly, and the correct decision-making procedure was followed. The response will elucidate the circumstances surrounding the decision. If the Admissions Committee upholds the complaint, this will be confirmed along with a suggested remedy.

#### **4.8 Second stage: Complaints Procedure**

Following stage one, the formal Admissions Complaints Procedure is implemented. If you are unhappy with the result of Stage 1, the formal procedure will begin.

#### **4.9 Submitting an Official Complaint**

Any applicant who wishes to file a formal complaint about an Admissions decision will be referred to AIMS' Board of Governance, which will coordinate the Complaints Procedure. Here is where additional information is available.

### **5 External Links to Additional Institutional Policies and Procedures**

#### **5.1 Internal Regulations**

The following institutional policies and procedures are covered by this Policy:

- Policy for Accreditation of Prior and Experiential Learning
- Admissions of Students Under 18
- Disclosure and Barring Checks for Applicants and Students
- Safeguarding Procedures and Policy
- Policy for Student Disability Disclosure

