

## **Recruitment and Admissions Policy**

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This policy outlines the framework for recruitment and admissions practice at Christie's Education, London. It applies to taught postgraduate awards validated by the Open University and encompasses all stages of the recruitment and admissions process from application through to enrolment. This policy should be read in conjunction with the Admissions Procedure which has been informed by the QAA UK Quality Code: the SPA Good Practice Guidance, the Schwartz report principles of fair admissions, and the UKVI Policy Guidance for Tier 4 sponsors.

### **General Statement**

Christie's Education is fully committed to the five central principles recommended in the Schwartz report, that is:

- Making our admissions systems as transparent as possible by publishing our requirements and criteria.
- Judging all applicants equally by both their achievements and their potential to complete their course.
- Using assessment methods that are valid, reliable and consistent.
- Striving to minimise barriers for applicants.
- Conducting our admissions processes in a manner that is professional in every respect and supported by appropriate institutional structures and processes.

Christie's Education is furthermore committed to reviewing admissions procedures and their implementation on a constant basis, in order to ensure that they operate to the highest possible standards and in the fairest manner possible.

### **Principles**

In accordance with our Equality and Diversity Policy, Christie's Education is committed to equality of opportunity for all prospective and existing students and a working and learning environment that is free from discrimination. It is our policy that no applicant or student should receive less favourable treatment than another on grounds of age, gender, sexual orientation, marital or parental status, race or ethnic origin, colour or creed, disability, political belief or social class.

Christie's Education is dedicated to operating a fair and transparent recruitment and admissions process. Entry requirements are agreed with our validating university and published on the Christie's Education website as well as made available through the Christie's Education prospectus.

Christie's Education is dedicated to admitting students who demonstrate academic ability, aptitude and passion for their chosen subject area and the potential to succeed in their studies and progress to relevant employment or more advanced study. All applications are reviewed

against our entry requirements, a process which encompasses consideration of applicants' academic certificates and transcripts as well as their wider experience, knowledge and skills. Christie's Education welcomes applicants who can demonstrate successful track records in a range of relevant careers. These may include but are not limited to the art market, law or business. Applicants will be expected to be able to provide a rationale for their choice of programme and the opportunities which they see this opening for them.

Christie's Education strives to communicate clearly with applicants and provide explicit and concise information on the recruitment and admissions process, academic offering, student finance and visa requirements. Applicants are encouraged to learn more about Christie's Education and are welcome to participate in open evenings, information sessions and individual meetings.

Christie's Education conducts its recruitment and admissions process effectively, efficiently and courteously, within a timeframe of 10 working days.

If an applicant does not meet the published entry requirements Christie's Education may invite the applicant to an interview whereby the applicant can demonstrate their suitability to their chosen course. (Note: Christie's Education reserves the right to interview any applicant throughout the admissions process).

Christie's Education ensures that the recruitment and admission of international students is compliant with the UK Visas and Immigration Tier 4 Policy Guidance.

Changes to the recruitment and admissions process are published on the Christie's Education website and accuracy of public information is ensured by the Recruitment and Admissions department.

### **Responsibilities and Oversight**

The Senior Management Team of Christie's Education is responsible for the approval of the Recruitment and Admissions Policy and Procedures. The Recruitment and Admissions teams have operational responsibility for the Recruitment and Admissions Policy and Procedures, and for the annual monitoring and review of their effectiveness.