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## AIHE POLICY FOR MATURE STUDENTS ENTRY

Policy Title	AIHE Policy for Mature Students Entry
Policy Owner	Amity Institute of Higher Education, Mauritius (AIHE)
Policy Version	Versions Control: 1.0 (October 2023)  Current Version: 1.0 (October 2023)
Responsible Office	Admissions Department
Contact Information	Questions concerning the policies should be directed to the Deputy Director of Amity Institute of Higher Education (Mauritius)
Policy Review Frequency	Once in 3 Years
Pertinent Dates	Approved Date: October 2023  Date of Next Review: October 2026
Approved By	October 2023 Academic Council Meeting and SENATE of AMITY Institute of Higher Education (AIHE)
Entities Affected by This Policy	This policy applies to applicants of Diploma, Undergraduate, Postgraduate taught programmes who do not meet the standard entry

	requirements for those programmes and who can demonstrate sufficient additional skills, aptitudes and abilities to be deemed capable of succeeding on the programme. It applies to all applicants applying to AMITY Institute of Higher Education
Who Needs to Know About This Policy	AIHE students
Reason for Policy / Purpose	The Special Admissions and Mature students Policy provide a framework enabling AIHE to accept applicants onto its programmes who are unable to demonstrate the standard entry requirements but who are deemed to possess the ability to succeed on their chosen programme based on their experience achieved in the relevant field in their career path.

### **Policy Purpose**

AIHE is committed to providing a diverse student body with an accessible, high quality higher education. Our dedication to equity, academic achievement, and moral admissions standards is reflected in this admissions policy.

### **Scope and Application of this Policy**

The Special Admissions and Mature Students Policy applies to AIHE's applicants on Diploma, Undergraduate & Postgraduate taught programmes.

### **Policy Statement**

It is the policy of AMITY Institute of Higher Education (AIHE) to admit students who are able to demonstrate the potential to benefit from, and have a reasonable chance of successfully completing, its programmes of study. AIHE recognises that the student may benefit from

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pursuing higher education studies without having demonstrated achievement of formal entry requirements.

## **POLICY FRAMEWORK**

AIHE accepts applications from mature students, provided they meet the defined rules of AIHE and have deemed to fulfil the appropriate minimum basic entry requirements.

### **Definitions**

A Special Admission and Mature Students Policy can be defined as where an applicant to a programme is unable to present evidence relating to the formal general entry requirements but is considered on the basis of an assessment to have sufficient skills, aptitudes, abilities or experience to be deemed to have the potential to succeed on that programme.

### **Key principles**

The decision to accept a Special Admissions and Mature Students application is entrusted on the Admission Committee comprising the Deans, Marketing Manager, Admissions Officer, or any other designated member of staff acting under devolved authority and operating within AIHE Admissions policies.

### **An applicant for Diploma Programme: -**

Direct Admission: Any applicant with a Higher School Certificate and a Level 4 Certificate can apply for a diploma programme.

Special Admission: Any applicant with minimum 23 years of age with a pass at School Certificate and 3 years of work experience in a related field can apply for a Diploma programme.

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Or

Applicants above 23 years of age, having at least one A – level Higher School Certificate or equivalent and a minimum of 3 years of work experience in relevant field are eligible to apply for any undergraduate or honours programme.

**An applicant to Undergraduate Programmes: -**

Direct Admission: For local students- 2 A-level and 2 subsidiary or has 3 A-level and 1 subsidiary at Cambridge Higher School Certificate or 3 A-level at London GCE (as specified by the local authorities)

For international students- Qualifications equivalent to A-level

**Special Admission and Mature Applicants:**

An applicant of minimum 25 years old, may be admitted with a pass at School certificate and with minimum of 5 years' experience in a related field for any undergraduate or honours programme.

Or

Applicants above 23 years of age, having at least one A – level Higher School Certificate or equivalent and a minimum of 3 years of work experience in relevant field are eligible to apply for any undergraduate or honours programme.

**An applicant to Postgraduate Programmes: -**

- Direct Admission: An undergraduate degree from a recognised Institution or equivalent acceptable to the AIHE admission requirements.
- Special Admission and Mature Applicants: An applicant with Minimum Diploma in any discipline and 7 years' experience in a related field for a post graduate programme

- An applicant with a minimum of 10 years managerial experience in a related field can apply for a postgraduate programme.
- The performance of students who are admitted via Special Admissions and Mature Student policy will be monitored for retention, progression, completion and engagement.

### **Key responsibilities**

- Admissions officers have responsibility for making the case for Special Admissions evidenced through appropriate assessment (such as interview, the setting and assessment of written or other assignment designed to test skills, or an equivalent process).
- The Admissions Officer and the Deans have responsibility for ensuring that all Special Admissions and Mature students' admissions are handled equitably and transparently and that they follow designated policies and processes. All Special Admissions must be signed off by the Deans and the Admissions officer.

### **Special Admission Guidelines**

Admissions and all others involved in the process of student recruitment should aim to facilitate actively the enrolment of suitably qualified students. This brief note offers guidance in support of that ambition. The following principles govern these guidelines:

- These flexibility criteria are designed to provide a framework for the consideration of students on the threshold of meeting the entry criteria.
- Each case which falls within the flexibility criteria will be considered on an individual basis.

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- Any student considered under the English Language flexibility criteria will be interviewed by the Dean of faculty or other suitably qualified member of AIHE and only offered admission if deemed suitable for entry by that member of staff.
  - A student may only be admitted via Special Admission of Mature student Policy on either Academic Qualifications or English Language. Applicants who do not meet the entry requirement in both criteria are not eligible for consideration under Special Admission and Mature student policy.

## **DISCLAIMER**

This document may be subjected to change upon the directions and instructions of Senate / Academic Council. The changes once approved by AIHE's respective Councils and Boards, will be mentioned and notified to accreditation body – Higher Education Commission (HEC) by the Vice Chancellor of AIHE.