

PEA1. Policy and Procedures for Admissions for Taught Programmes

1. Scope of policy

This policy applies to all applications for undergraduate and postgraduate courses at CITY ULE. The policy is intended to give guidance to staff and prospective students on the CITY ULE's procedures for recruiting, selecting and admitting undergraduate and postgraduate students to its courses.

2. Responsibility and monitoring of admissions policies and procedures

This policy is the responsibility of the Head of Academic Services and is reviewed and updated annually. The Head of Academic Services is responsible for the delivery of the overall admissions service in cooperation with the respective Heads of Academic Departments and the Academic Program Directors.

Admissions procedures are regularly reviewed and updated where necessary.

3. CITY ULE' recruitment and admissions aims

CITY ULE is committed to excellence in recruitment and admissions practices and service which are designed to contribute to its aims of admitting students with the best potential to succeed and regardless of their background. CITY ULE aims to provide a professional and fair service for all enquirers and applicants.

CITY ULE aims to select students who:

- have the ability and motivation to benefit from the academic opportunities offered
- will contribute to the research-led environment of CITY ULE
- will fully engage with and contribute to university life

CITY ULE is committed to widening participation in higher education and aims to maintain a socially and culturally diverse student population. Principles of inclusion and equality of opportunity are central to the recruitment, selection, admission and retention of students.

Through all our recruitment and admissions activities, we are committed to ensuring that no prospective or existing student is treated less favourably on the grounds of age, race, colour, nationality, ethnic origin, faith, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

4. Responsibilities

Responsibility for recruitment and admissions activities: Admissions and Recruitment Offices work closely with academic departments and other support services across CITY ULE to ensure the delivery of a fair, effective and professional recruitment and admissions service.

4.1 Admissions and Recruitment Office

- ensures the effective implementation of the Admissions Policy and associated procedures;
- promotes CITY ULE and its programmes through a range of marketing and recruitment activities and materials;
- provides information, advice and guidance to academic departments, support services, enquirers, applicants and their advisors;
- assesses applications along with Academic departments to make or authorise decisions to offer or reject;
- informs CITY ULE's planning process surrounding the delivery of student intakes and programme approvals and withdrawals;
- working with academic departments, informs and approves the setting of entry requirements;
- develops, delivers and maintains appropriate admissions systems; and
- provides training sessions and information events for all staff involved in recruitment and admissions activities.

4.2 Academic Departments

- provide course and selection information to inform the development of publications and to enable accurate and informative responses to enquiries;
- participate fully in enquirer and applicant engagement activities;
- working with Admissions and Recruitment Offices, determine selection criteria to be used in the assessment of applications in order to ensure the recruitment of students who are able to succeed on their chosen programme of study; and
- assess applications and recommend decisions.

Training: CITY ULE is committed to ensuring that all admissions staff are fully trained in admissions procedures and compliance aspects and are kept aware of any changes in policy made nationally or at an institutional level.

At key points in the admissions cycle, the Admissions Office hosts a number of information for all staff involved in recruitment and admissions. These are intended to inform departmental staff of any changes in admissions practice and to share good practice in admissions. *Ad hoc* working groups may be convened to develop policy, process or practice in relation to a particular admissions area or issue.

5. Enabling prospective applicants to make informed choices

5.1 Information for enquirers, applicants and their advisors

CITY ULE selects and recruits students by:

- working with schools and colleges, teachers and advisers, to provide information and advice for learners that will help them to make the best and most informed choices for their future;
- meeting in person with candidates providing promotional material, advice and guidance related to both entry requirements and the nature of the programmes;
- interviewing prospective students;
- encouraging applications from the widest range of educational, social and cultural backgrounds;

- providing clear and transparent admissions information to prospective applicants;
- operating a fair and effective admissions process;
- ensuring the consistent application of policy across CITY ULE.

CITY ULE participates in activities to promote its programmes, including open days, higher education fairs and education liaison events. Admissions and registration information is published in our undergraduate and postgraduate prospectuses and is available through our website.

6. Entry requirements and typical offers

CITY ULE welcomes applications from candidates who can demonstrate that they have the potential to succeed on the programme to which they have applied and that they will benefit from and contribute to the learning, research and social environment at CITY ULE.

Entry requirements for both undergraduate and postgraduate programmes can be found in R4.Regulation for Entry and Enrollment Requirements for Taught Programmes.

All undergraduate and postgraduate students who are offered a place and complete the course successfully will be entitled to be conferred with an award from the CITY ULE..

Applications are considered individually and holistically, and meeting typical entry requirements does not therefore automatically guarantee an offer of admission especially in relation to programmes that are oversubscribed.

Academic requirements: CITY ULE considers a wide range of EU, UK and international qualifications for entry and applicants can be assured of flexible and individual consideration of their qualifications profile.

English Language requirements: All applicants to CITY ULE whose first language is not English are required to show evidence of the level of their proficiency in the English language. A full list of approved English language qualifications may be found at Appendix A.

Alternative evidence of English Language ability

- Applicants who have completed their university degree level studies or their higher secondary education through the medium of the English Language will not normally need to provide other evidence of English language ability. We expect some evidence to support this; therefore, they are required to submit official supporting documents such as an academic transcript, letter from the institution or other suitable evidence.
- Applicants holding none of these English language certificates are judged on their own merits. In exceptional cases candidates may be accepted on the recommendation of the Head of the Department, following a formal personal interview.
- Where appropriate, CITY ULE may allow an applicant who does not meet the English language requirement at a given time, to undertake an Internal English Language Test. In such a case, results from the Test will be used as evidence to assess English Language requirement.
- Where appropriate, CITY ULE may consider other evidence of English language ability which it deems to indicate a level of ability equal to the minimum requirement as set out above and which meets the standards for assessing English language.

References: Applicants to undergraduate programmes are not normally required to submit any references. Applicants to postgraduate programmes are normally required to submit two references

(academic or professional) as part of their application. Applicants for the Executive MBA programme are required to submit one professional reference.

Verification: CITY ULE requires applicants to provide satisfactory evidence of their achievement and reserves the right to verify all qualifications declared by an applicant. In the event that an applicant is unable to evidence their achievement to the satisfaction of CITY ULE, we reserve the right to withdraw the application at any point even if an offer of admission has been made.

Offers:

The offer CITY ULE makes to applicants will be subject to them satisfying the academic requirements for admission prescribed by the relevant Academic Department and any particular requirements prescribed by the Admissions Office (whether set out in our prospectus, the offer or otherwise).

The offer may be conditional or unconditional. This will be set out in the offer letter. If the offer is conditional, we will set out the conditions of the offer which they will need to fulfil in order to be admitted on to the Course. If they have not fulfilled the conditions of the offer, following their application, we reserve the right to withdraw the offer or to defer their application to the next available entry (semester or year).

If applicants have been issued with an offer which is conditional on achievement of a qualification or other requirement, they will need to fulfil the conditions.

The offer may also be conditional upon passing an English language test. Further details about English language requirements are detailed above.

Offers will be made through the Admissions Office in cooperation with the relevant Academic Department and will be sent to applicants by email.

We reserve the right to make changes to the offer at any time before applicants accept it. In the unlikely event of any change being made to the offer, we will inform applicants immediately and issue an updated offer.

If we wish to make any changes to an offer and/or a Course after applicants have accepted the offer (other than changes to a Course we will enter into a dialogue with the applicant to explain the situation and agree any changes.

CITY ULE reserves the right to vary the terms of an offer due to circumstances beyond the reasonable control of CITY ULE (for example changes arising from regulatory necessity). Where CITY ULE is forced to vary the terms of an offer pursuant to this paragraph, CITY ULE will inform all affected offer- holders as soon as possible.

If CITY ULE changes the offer, applicants are yet to register and they are not satisfied with the changes, they will be offered the opportunity to decline their offer.

7. How applications are assessed

CITY ULE is committed to fair admissions and considers applications on a case-by-case basis, assessing both ability and suitability for the course that has been applied to. CITY ULE considers past and predicted academic achievements as well as other evidence of ability, skills, interests, motivation and potential.

CITY ULE's processes are designed to lead to the selection of students who can be expected to complete their studies successfully. Selection decisions are made by trained staff in both the Admissions Office and Academic Departments.

Assessing applications: All applications are assessed individually and holistically. In assessing the ability and suitability of applicants, the following information as provided in the application form and supporting documentation may be considered:

- achievement in awarded qualifications or partially complete qualifications
- predicted achievement in qualifications yet to be awarded
- personal statement/statement in support of the application/CV
- evidence of relevant work experience (selected programmes only)
- references (selected programmes only)
- evidence of English Language ability
- other academic and/or professional achievements

In addition, we may require applicants to participate in an interview or audition as part of the selection process or submit a portfolio of work or research proposal (where appropriate).

Applicants who have mitigating circumstances:

If any candidate feels that any disability, long term health condition, other personal circumstance (e.g. bereavement, or other difficult home or family circumstances) or any other event may have affected their previous education, or grades received in past examinations, then they are encouraged to contact the Admissions Office to discuss this further. All formal requests for mitigating circumstances which are supported by a full declaration about the nature of the circumstances will be considered as part of the admissions process, and may be taken into account when making an offer where CITY ULE considers it appropriate to do so. Where it is not possible to make a reduced offer, we will consider the circumstances further at the point we receive applicants' results if they fail to achieve the requirements of our original offer.

Conditions of admission and enrolment:

The admission to CITY ULE and the right to study on a course are subject to applicants complying with the terms of the contract and CITY ULE's enrolment procedures and subject to applicants observing CITY ULE's rules and regulations.

If they do not act in accordance with the terms of this Contract we may take disciplinary action against them and one of the possible outcomes of such an action is that their Contract with us may be terminated.

In order to secure a place on a course, a deposit and/or a registration fee may be required and if this is the case details will be included in the offer. If applicants do not pay the amount required in accordance with the payment terms advised in the offer, their application will not be further processed. The registration fee will not be refunded in the event they withdraw their application for any reason, before or after the commencement of the course. Any deposit, excluding the registration fee, they pay will be offset against the balance of tuition fees owed to CITY ULE.

When applicants apply for a Course, they will be provided the relevant tuition fees list for the course they have applied for. Any queries on the tuition fees should be sent to CITY ULE's Financial Office. During their studies students are required to follow the payments plan agreed between them and CITY ULE.

We require satisfactory evidence of entry qualifications (including English language qualifications if required). Before admission, applicants will be required to provide documentation regarding their prior studies, according to the admission requirements (e.g. High School Diploma, High School Year Certificates, University Degree, transcripts/certificates). These documents are required to be certified copies or authenticated with a clear and legible copy by the issuing organisation. In addition, all documentation submitted should be translated into English (if not in their original version).

Where admission to the course is dependent on a personal interview with the Academic Department, any offer shall be regarded as provisional until the approval of the Head of Department has been obtained.

When applicants register on their Course they will be required to sign up to CITY ULE's Student Enrolment Statement. All candidates will be asked to:

- agree to accept and observe the University of York's Ordinances, Regulations, Policies and Procedures and the Ordinances and Regulations of CITY ULE;
- agree to statements regarding the handling and protection of their data;
- confirm that they have read and understood the Regulations and Policies provided to them before their registration.

8. Keeping applicants informed

CITY ULE recognises the importance of keeping applicants informed throughout the application process. Key updates are provided throughout the admissions cycle and may be communicated directly by CITY ULE' Admissions Office. Communications include, but are not limited to:

- Acknowledgement of application receipt
- Confirmation that a decision has been made and sending of the offer letter along with additional documents via email to applicants
- Confirmation of reasons for rejection if an application has been unsuccessful
- Confirmation of admission and registration and sending of relevant letters to students
- Welcome and enrolment information

Where applicants have previously agreed to receive additional information, we may also provide information about events, activities and opportunities at CITY ULE which we think might be of interest and value to them.

9. Applying

How and when to apply: Applications to all programmes are made either by:

- sending application documents via email directly to the Admissions Office or
- by uploading application documents using the on-line application

Most courses have no deadline for applications, unless applicants are applying for a specific scholarship. However, as entry to all courses is competitive, applicants are advised to apply as early as possible.

Time taken to consider an application: CITY ULE aims to consider applications and make decisions as quickly as possible. The process usually takes up to two (2) weeks to respond to complete applications.

10. Our decisions

Offers of entry for successful applicants: Successful applicants will receive an offer of admission to CITY ULE. The offer of admission will either be conditional on the basis of qualifications or other requirements yet to be completed or met, or unconditional meaning that all necessary requirements for admission have been met.

Successful applicants will receive the following documents:

- Offer Letter along with additional information relating to their studies (e.g. tuition fees, payment terms, information on student services, English language support, etc.);
- CITY ULE's Terms and Conditions relating to the offer; and,
- CITY ULE's Admissions Policy.

Feedback for unsuccessful applicants:

CITY ULE is committed to providing feedback to applicants who have not been offered a place. All unsuccessful applicants are provided feedback via an email from the Admissions Office. Applicants wishing to request additional feedback may contact the Admissions Office.

11. Applicant responses

Responding to offers and response deadlines

Applicants should respond to their offers via email to be sent directly to the Admissions Office

By accepting the offer of a place on a course, a contract is made between the applicant and CITY ULE. Applicants are encouraged to make an informed decision, and can change their replies within 14 days of accepting the offer by contacting the Admissions Office.

12. Confirmation of a place

If an applicant who has received a conditional offer subsequently fulfils the conditions of the offer as specified in the offer letter, then a confirmation email will be sent to the applicant.

All applicants should fulfil the conditions of entry according to the details of their offer letter. This means that CITY ULE needs to have received the requested documents/supporting evidence/results according to the deadlines advised in the offer letter.

Undergraduate and Postgraduate applicants who require a student visa should contact the Student Services Office.

13. Applicants with disabilities

CITY ULE has an explicit policy of providing support for students with disabilities and believes that these students should have access to the full range of academic, cultural and social activities CITY ULE offers. Therefore, CITY ULE will take all reasonable steps to meet both the general need for access and the specific needs of individuals with disabilities.

Students with disabilities, as all other students, are accepted by CITY ULE on the basis of academic attainment and potential to benefit from the programme to which they have applied.

Applicants are encouraged to declare their disability when they apply but this is not taken into account by the staff assessing their application. If an offer is progressed information relating to a candidate's disability will subsequently be shared with assessors to allow them to engage in further discussion with the applicant and identify appropriate adjustments where applicable in order to ensure that the applicant is supported effectively on the course. Applicants who choose not to disclose their disability or long term health condition at the point of application will be provided with other opportunities to provide such information later in the process. Any disability disclosure will be dealt confidentially and sensitively.

If any candidate feels that their disability has meant that they faced exceptional circumstances which should be taken into account by CITY ULE when considering their application they should inform the Admissions Office.

14. Applicants with other long term health conditions

If any candidate feels that their long term health condition (which is distinct from a disability) has meant that they faced exceptional circumstances which should be taken into account by CITY ULE when considering their application they should inform the Admissions Office.

15. Applicants with criminal convictions

CITY ULE takes the view that, in principle, having a criminal record does not necessarily preclude an individual from studying at CITY ULE. Information concerning criminal convictions does not form part of the academic assessment of an application. This information is not routinely shared with assessors with the exception of some professional practice programmes where declarations of criminal convictions form part of an assessment of fitness to practice.

For safeguarding and duty of care reasons, CITY ULE does require prospective students to disclose any relevant unspent criminal convictions, so it can assess whether admission can be granted or whether it may only be granted with possible conditions/restrictions, in order to manage risk. Please note that for some courses related to regulated professions, spent criminal convictions must also be declared. If you receive an offer from CITY ULE, you will be required to make such a disclosure at the point of accepting our offer of admission.

Together with the need to ensure that CITY ULE's campus (including both on-site and online) is a safe environment for all applicants, staff, students and visitors, CITY ULE reserves the right, upon disclosure of such convictions or these otherwise becoming known to it, to cancel/withdraw the offer, withhold admission and terminate any contract with you (where it reasonably deems that risks cannot be appropriately managed), or alternatively to designate restrictions upon you (as it reasonably sees fit to assist with managing any risks) whilst you are at CITY ULE.

If you later receive a criminal conviction (whether before enrolment/admission or during your time at CITY ULE), you are required to declare this to the Academic Registrar, providing full details. Failure to do so may constitute a disciplinary offence and also give CITY ULE the right to terminate our contract with you.

16. Age on entry

CITY ULE admits students on individual merit and does not discriminate on the grounds of age. It is also bound to rules regarding student visas.

Where the age of an applicant would raise issues of safety, child protection, visa-sponsorship, personal support or issues of care, the applicant will need to satisfy CITY ULE that they have the ability to live independently in the CITY ULE's community, and will not be admitted without the express permission of the written authorisation of an appropriate adult, normally their parent or guardian.

17. Applications for advanced entry

CITY ULE will consider applicants for advanced entry (e.g. to year 2 of a programme) on an individual basis. CITY ULE considers applications for advanced entry and decisions are based on the PEA4.Policy and Procedure on Credit Transfer and the Recognition of Prior Learning

CITY ULE recommends that all applicants requesting advanced entry contact the Academic Department concerned to discuss the opportunities prior to application. The Academic Department will be able to advise on its policy on advanced entry and provide specific advice for each applicant's circumstances.

18. Re-applications

CITY ULE will consider re-applications on an individual basis and reserves the right to use information from a previous application in assessing a re- application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement.

Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

19. Re-admission of students

Applications for study from candidates who wish to be readmitted to CITY ULE will be considered in accordance with CITY ULE's R12.Regulation for Re-admission

20. Applications for deferred study

CITY ULE welcomes applications for deferred entry. Applicants who have not initially applied for deferred entry, but decide that they wish to defer their application prior to enrolment will be considered on an individual basis. These requests must be made in writing (by email or letter) to the Admissions Office. Whilst a deferral request will be considered it is not guaranteed.

Applicants must normally have satisfied all conditions of entry in order to defer their place. The normal maximum length of deferral that will be considered is two years; after this period a candidate would be required to re-apply.

21. Fraud, plagiarism and omission

CITY ULE will check qualifications, personal statements, written work, and research proposals provided as part of an application for potential fraud, plagiarism, collusion or other indications that the application submitted is not wholly the work of the applicant. CITY ULE will also want to ensure that candidates have provided complete information (e.g. concerning details of previous periods of

study or employment) and may seek additional information to resolve any uncertainties in the application.

CITY ULE reserves the right to reject an application on the basis of lack of integrity in an application or supporting documents, and to withdraw any offer made on the basis of an application that has been found to contain fraudulent or plagiarised information, or where it believes information may have been withheld. Any student found to have been admitted on the basis of fraudulent, plagiarised or withheld information may have their studies terminated.

22. Financial information

Information relating to tuition fees as well as details relating to payment terms are included in the offer letter.

The offer of admission will confirm the tuition fees to be charged based on the programme of study and the applicant's fee status. This decision is based on the information provided within the application form. By accepting our offer of admission, applicants are accepting CITY ULE's decision in relation to their fee status. This decision is made on the basis of the available evidence at the time.

Applicants are required to carefully read their offer letter and the tuition fees' payment terms included. Applicants will be required to pay a deposit (upon offer instalment) in order to secure their place and to cover administrative functions undertaken by the Admissions Office (e.g. to progress their application and respond to any relevant requests).

23. Changes to programmes

CITY ULE undertakes a continuous review of its programmes, services and facilities to ensure quality enhancement and sometimes it is necessary to make changes. We will inform applicants at the earliest opportunity of any changes to the published information about a programme, including any suspension of a programme, made between the application being submitted, the offer of admission, and enrolment.

24. Enrolment and induction

Applicants who have firmly accepted an offer will be invited to enroll during the Induction Week in late September-early October, by submitting the Student Enrolment Statement. Applicants starting at different times throughout the year will normally be invited to enroll from approximately one month prior to entry.

25. Interactions between CITY ULE and the applicant

CITY ULE is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner, and it expects the same commitment when receiving communications from all applicants or their representatives.

CITY ULE will not tolerate inappropriate behaviour or language towards its employees or members of the wider CITY ULE's community. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint, or the student's ability to continue studying on their Course. CITY ULE will normally warn an applicant that their behaviour or language is

inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning needs to be given before action is taken. Such action may include a referral in line with CITY ULE's discipline regulations, the withdrawal of an offer or the rejection of an application, or the termination of a student's registration.

Conduct which constitutes a criminal offence will be referred to the relevant authorities.

26. Appeals and complaints procedures for applicants

CITY ULE is committed to operating a high quality admissions service which is fair, efficient and transparent, and in line with the policies outlined in this document. Appeals and complaints are handled separately from the application for entry.

Further information and guidelines for appeals and complaints procedure are available at R17.Regulations on Academic Appeals and PS3.Student Academic Appeals Procedure

27. Applicant data

The data submitted as part of each application is used to assess the suitability of an applicant for study at CITY ULE. Offer holder data will be shared according to the General Data Protection Regulation (GDPR) with relevant staff in order for them to provide additional support to ensure a successful transition to CITY ULE. Data is also used by CITY ULE for the purposes of internal and external reporting and for statistical purposes.

28. Equal Opportunities monitoring

CITY ULE values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive and where everyone is treated with dignity and respect. We encourage applicants with varied experiences and different backgrounds, and are committed to ensuring that no student with potential is deterred from applying.

CITY ULE is committed to a policy of equal opportunities. Information provided is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure. All information will be handled in confidence and in accordance with the General Data Protection Regulation.

Appendix A

English Language Qualifications Minimum English Language Requirements

The following are the minimum English language requirements of CITY ULE for undergraduate and postgraduate programmes:

(a) Mastery (CEFR Level C2):

- C2 Proficiency or CERTIFICATE OF PROFICIENCY IN ENGLISH (CPE) by the University of Cambridge (with overall score of 169 or above, with no less than 162 in each component for Bachelor's, and overall score of 176 or above, with no less than 162 in each component for Master's).

- INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) (academic) by the University of Cambridge Local Examinations Syndicate (UCLES) – The British Council – IDP Education Australia IELTS Australia (band scores 8.5 and above are equivalent to C2).
- ECPE – EXAMINATION FOR THE CERTIFICATE OF PROFICIENCY IN ENGLISH by the University of Michigan.
- LONDON TESTS OF ENGLISH LEVEL 5 –PROFICIENT COMMUNICATION– by EDEXCEL or PEARSON TEST OF ENGLISH GENERAL LEVEL 5 – PROFICIENT COMMUNICATION – by EDEXCEL or EDEXCEL LEVEL 3 CERTIFICATES IN ESOL INTERNATIONAL (CEFR C2).
- ISE IV INTEGRATED SKILLS IN ENGLISH LEVEL 3 CERTIFICATE IN ESOL INTERNATIONAL by TRINITY COLLEGE LONDON.
- CITY & GUILDS LEVEL 3 CERTIFICATE IN ESOL INTERNATIONAL (reading, writing and listening) –MASTERY–and CITY & GUILDS LEVEL 3 CERTIFICATE IN ESOL INTERNATIONAL (Spoken) –MASTERY– (submitted together) or CITY & GUILDS CERTIFICATE IN INTERNATIONAL ESOL–MASTERY– and CITY & GUILDS CERTIFICATE IN INTERNATIONAL SPOKEN ESOL –MASTERY–(submitted together).
- EDI Level 3 Certificate in ESOL International JETSET Level 7 (CEFR C2) or PEARSON EDI Level 3 Certificate in ESOL International (CEFR C2) or PEARSON LCCI LEVEL 3 CERTIFICATE IN ESOL INTERNATIONAL (CEFR C2).
- ESB Level 3 Certificate in ESOL International All Modes (Council of Europe Level C2).
- Michigan State University – Certificate of English Language Proficiency (MSU – CELP): CEFR C2.
- Test of Interactive English, C2 Level (ACELS) or Test of Interactive English, C2 Level (Gatehouse Awards).
- NOCN Level 3 Certificate in ESOL International (C2).
- AIM Awards Level 3 Certificate in ESOL International (C2) (Units: Listening, Reading, Writing, and Speaking).
- GA Level 3 Certificate in ESOL International – (CEFR: C2) or GA Level 3 Certificate in ESOL International (Classic C2).
- C2 -LanguageCert Level 3 Certificate in ESOL International (Listening, Reading, Writing) (MasteryC2) and C2- LanguageCert Level Certificate in ESOL International (Speaking) (Mastery C2) (submitted together).
- Greek State Certificate of Language Proficiency (C2).
- GCSE English Language with minimum Grade C / Grade 4.
- iGCSE English Language with minimum Grade C.
- Trinity ISE Level 3 with Pass in all components.
- Duolingo (for Bachelor's: with overall score 100, minimum 90 in all other components, for Master's: with overall score 110, minimum 90 in all other components).

(b) Effective Operational Proficiency (CEFR Level C1):

- CERTIFICATE IN ADVANCED ENGLISH (CAE) by the University of Cambridge (with overall score of 169 or above, with no less than 162 in each component for Bachelor's and overall score of 176 or above, with no less than 162 in each component for Master's).
- INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) (academic) by the University of Cambridge Local Examinations Syndicate (UCLES) – The British Council – IDP Education Australia IELTS Australia (band score of 6.5 and above for Master's programmes, 6 and above for Bachelor's).
- TOEFL Internet-based and Special Home Edition by Educational Testing Service (score 87 and above for Master's programmes, 79 and above for Bachelor's).
- LONDON TESTS OF ENGLISH LEVEL 4 -ADVANCED COMMUNICATION - by EDEXCEL or PEARSON TEST OF ENGLISH GENERAL LEVEL 4 - ADVANCED COMMUNICATION - by EDEXCEL or EDEXCEL LEVEL 2 CERTIFICATES IN ESOL INTERNATIONAL (CEFR C1).
- CERTIFICATE IN INTEGRATED SKILLS IN ENGLISH ISE III by TRINITY COLLEGE LONDON.

- CITY & GUILDS LEVEL 2 CERTIFICATE IN ESOL INTERNATIONAL (reading, writing and listening) – EXPERT–and CITY & GUILDS LEVEL 2 CERTIFICATE IN ESOL INTERNATIONAL (Spoken) – EXPERT– (submitted together) or CITY & GUILDS CERTIFICATE IN INTERNATIONAL ESOL –EXPERT– and CITY & GUILDS CERTIFICATE IN INTERNATIONAL SPOKEN ESOL – EXPERT – (submitted together).
- ADVANCED LEVEL CERTIFICATE IN ENGLISH (ALCE) by HELLENIC AMERICAN UNIVERSITY (Manchester, NH–USA) and Hellenic American Union.
- EDI Level 2 Certificate in ESOL International JETSET Level 6 (CEFR C1) or PEARSON EDI Level 2 Certificate in ESOL International (CEFR C1) or PEARSON LCCI LEVEL 2 CERTIFICATE IN ESOL INTERNATIONAL (CEFR C1).
- ESB Level 2 Certificate in ESOL International All Modes (Council of Europe Level C1).
- MICHIGAN ENGLISH LANGUAGE ASSESSMENT BATTERY (MELAB) score 91-99 by CAMBRIDGE MICHIGAN LANGUAGE ASSESSMENTS (CaMLA) or by MICHIGAN LANGUAGE ASSESSMENT.
- MICHIGAN ENGLISH TEST (MET) score 230 and above by CAMBRIDGE MICHIGAN LANGUAGE ASSESSMENTS (CaMLA) or by MICHIGAN LANGUAGE ASSESSMENT.
- GA Level 2 Certificate in ESOL International – (CEFR: C1) or GA Level 2 Certificate in ESOL International (Classic C1).
- C1 - LanguageCert Level 2 Certificate in ESOL International (Listening, Reading, Writing) (Expert C1) and C1 -LanguageCert Level 2 Certificate in ESOL International (Speaking) (Expert C1) (submitted together).
- Greek State Certificate of Language Proficiency (C1).