



# PHBS UK Admission Policy

July 2021

## 1. General Statement

1.1 Peking University HSBC Business School in Shenzhen, called PHBS, is responsible for making final decisions regarding the admission of new students. The UK Campus of the School, called PHBS UK, acts in assisting the admission process of the School in line with the requests of the School and the compliance of UK legislation and regulation. In consultation with the School, PHBS UK sets its policy on processing admission and enrolment for students to enter the UK to study.

1.2 This document represents PHBS UK's approach and policy regarding admission of students to the postgraduate programmes of PHBS UK. The principles contained within this policy are consistent with the standards of admission required by Peking University and the UK regulation, which is comparable with UK peer universities. The principle of admission of PHBS UK is fair and inclusive. It shall be consistent with the good practice across the UK peer universities. This policy additionally complies with all current UK legislation affecting the recruitment and admission of students to study at PHBS UK.

1.3 This policy shall be reviewed by the admission team of PHBS UK headed by the director of PHBS UK in consultation with The International Office of the School where necessary. This policy will also be reviewed following national or international developments affecting school admissions. Responsibility for the implementation of this policy lies with the PHBS UK admission team.

1.4 PHBS UK is committed to the principles of fair admissions and fair access in assisting the School with the recruitment of students with the greatest academic ability and potential, irrespective of their social, cultural or economic background.

1.5 In recognition that a diverse student community is of benefit to Peking University, PHBS UK is committed to assisting the School in widening access to, and participation in, advanced studies in the UK Higher Education system, by seeking to raise awareness, expectations, and achievement in postgraduate studies, such that all those who can benefit from the provision are able to access it.

1.6 PHBS UK will commit to equal opportunities in assisting the School to select individual students on the basis of applicants' relevant merits and abilities, who will be given equal opportunities within PHBS UK. The object of this policy is to ensure:

That no applicant shall be treated more or less favourably than any other on account of his or



her sex, sexual orientation, gender identification, marital status, civil partnership status, family responsibilities, race, colour, nationality, ethnic or national origins, citizenship, religion, political belief, membership (or non-membership) of a Trades Union (or other representative association of employees or students), disability, age or socio-economic background.

1.7 PHBS UK in assisting the School offers scholarship opportunities in support of applicants with the greatest financial need or attracting high calibre of students. Further information on the scholarship opportunities can be found on PHBS UK website-Student Information.

1.8 To allow applicants to find out more about PHBS UK, its programmes and requirements for entry, PHBS UK will attend a number of recruitment events both online and offline during the year. PHBS UK will also run promotional events each year for increasing impact and awareness of PHBS UK and PHBS. These events will be publicised either on PHBS UK's website, or social media platforms, or recruitment agencies promotional channels.

## **2. Roles and Responsibilities**

2.1 Admission decisions will be made by the School (PHBS) on the basis of recommendation of PHBS UK. The admission recommendation will be made by designated administrative staff or management within the Admission Team of PHBS UK. The recommendation is made on the basis of checking students' profile for entry requirement and their undergraduate study merits, references and language capability, as well as interview performance where students are required to attend an interview.

2.2 Admissions staff or management will communicate directly with the applicant unless he or she has given consent for PHBS UK to discuss his or her application with another person (e.g. a parent or guardian). In the case of an official or guardian being appointed, a recruitment advisor representing international applicants will be included in relevant communication by PHBS UK staff.

2.3 PHBS UK Admission Team will monitor processes and practices to ensure consistency and encourage the sharing of good practice with PHBS.

## **3. Selection**

3.1 In deciding whether to recommend the School to offer a place to an applicant, PHBS UK will treat each application on its individual merits. It will take into account a range of information supplied in the submitted application when identifying an applicant's suitability for, and likely ability to meet the demands of, the programme for which he or she has applied. PHBS UK, at its discretion, may also take into account existing knowledge of an applicant or information provided in addition to that found on the application form. PHBS UK will consider whether an



applicant meets both the general academic entry requirements (see the Section Seven below for detailed entry conditions), as well as any applicable subject-specific requirements. Past and expected performance in academic qualifications will be used as one of the main indicators for this judgement. The applicant's personal statement will also be considered, especially when determining whether an applicant is suitably motivated and committed to following the programme applied for. The supplied reference(s) will also be taken into account, particularly when looking at a candidate's achievements, abilities and skills. If it is felt necessary, the applicants may be called for interview.

3.2 Where applicants submit their completed application including recommendation, PHBS UK will ensure that equal opportunity is given to all applications received.

3.3 In order to confirm to equality legislation in the admissions process, the recommendation made by the Admissions Manager or designated admission member of staff shall be reported to senior academics, such as Head of PHBS UK, or Senior Tutor of the Campus.

3.4 Academic staff or designated admissions staff may arrange interviews for applicants, or request the submission of a portfolio of work in order to assist in evaluating their suitability to meet the demands of their intended programme. Where applicants are required to attend an interview, performance at interview will be considered in conjunction with the submitted application, when making a decision. PHBS UK will try to give at least 5 days' notice of the date of any interview to applicants. Where travel to PHBS UK is impractical, for instance where an applicant lives overseas, wherever possible, alternate arrangements, such as an online (video) or phone interview will be offered. All interviews are conducted in line with the principles of equality of opportunity as contained within this policy.

3.5 Applicants holding an offer for taught postgraduate programmes are encouraged to visit PHBS UK or to participate in events organized by it.

3.6 An applicant who meets the general or standard entry requirements as indicated in Section 7 below, in our printed materials and on the website cannot necessarily be guaranteed an offer of a place.

3.7 As part of the selection process, an applicant's fee status will be determined by PHBS UK in consultation with the International Office of the School.

## **4 Communication of a decision**

4.1 An applicant will receive notification from the School of their application by emailed letter either from PHBS, or from PHBS UK. If they are offered a place, the offer will specify any



conditions of entry that they are expected to meet and the date by which these conditions must be met in order to take up that place. PHBS or PHBS UK aims to make clear, easy to understand offers and the conditions of entry may include, but are not limited to, academic; non-academic e.g. financial and English language proficiency. The offer will confirm the tuition fee, terms and conditions that apply to the degree programme being offered.

4.2 PHBS UK will assist the School in completing the process of admission for application as quickly as possible. However, given the volume, range and quality of applications PHBS UK receives, and the decision process involved with PHBS, it is not always possible to make an admissions decision within a short timeframe. Where PHBS UK is not able to make a decision for an extended period of time, the Admission Manager or designated staff will contact applicants to explain the situation and let them know when they should expect to receive a decision.

4.3 An applicant will be expected to respond to an offer using the appropriate method e.g. through email. Any deadline for reply and the method for responding will be indicated by PHBS UK.

## **5 Deferred entry**

5.1 In normal circumstances, Peking University does not accept deferred entry for a 'gap year' unless there are very special circumstances. For such circumstances, PHBS UK will require the student who has received an offer to apply for the deferral in writing and to pay a deposit for securing their place following the gap year.

5.2 The amount of deposit will be decided by the Admission Team. The deferred deposit will be refunded if the student takes up their place after the agreed deferral time has passed but the deposit will not be refunded if the student does not arrive to take up their place at the agreed time.

5.3 The deferred applications will not be taking into account in the selection process, and they will be treated as same as applicants for the current year.

5.4 In a very special circumstances, PHBS UK will only defer an offer of a place for one year. Applicants wishing to defer a place for a second year will be required to submit a new application

5.5 Deferred entry may result in some changes to the advertised programme specification. PHBS UK will notify applicants in a timely fashion where changes are made and, where appropriate, will provide guidance on contractual remedies available to applicants due to the change.



## **6 Provision of Information & guidance (including publication of entry requirements)**

6.1 PHBS UK aims to provide clear, accurate, transparent and up-to-date information and guidance to applicants and recruitment advisors about all aspects of recruitment, selection and admission to its programmes including entry requirements, that are appropriate to the needs of prospective applicants in both internal and external publications regardless of the medium (i.e. printed, audio visual, world wide web, etc) enabling them to make choices in an informed manner.

6.2 The main sources of information on programme specific entry requirements are:

- PHBS UK Postgraduate Prospectuses (both in printed and on-line format)
- PHBS UK website
- PHBS UK attended student recruitment affairs
- PHBS UK Open Days and Visit Days

6.3 PHBS UK regularly reviews entry requirements to its programmes of study with any changes made to entry requirements or standard offers since the publication of printed materials being communicated as soon as possible via PHBS UK website. These sources should therefore be considered the most up-to-date and applicable.

6.4 Contact details for requests for further information about PHBS UK's programmes of study, as well as all enquiries regarding student recruitment and admissions are available on PHBS UK's website.

## **7 General entrance requirements**

7.1 On behalf of the School, PHBS UK welcomes applications from students holding a broad range of qualifications.

7.2 Where transcripts or other documents submitted in support of an application are in a language other than English, PHBS UK requests that applicants submit a copy of both the original document, as well as a certified translation.

7.3 PHBS UK welcomes applications for postgraduate taught programmes from appropriately qualified applicants, having normally achieved at least an upper-second class honours degree in their undergraduate studies at UK universities, or an equivalent qualification. Applicants with relevant equivalent professional or working experience will also be considered for taught postgraduate degree programmes, such as the MBA programme.



7.4 PHBS UK welcomes applications from applicants who are resitting entry qualifications, as this demonstrates dedication to study and achievement.

7.5 Applicants who are unsuccessful may apply again for a subsequent entry point. Applications will be considered against the standard entry criteria for the programme applied to for that year of entry. PHBS UK may draw upon all information from previous applications or any previous registrations at PHBS UK as a student when assessing suitability for the course.

7.6 For Chinese mainland students, they shall provide the result of the National Postgraduate Entry Examination of China at the year they apply. If the result meets the level of the examination achievement required by Peking University, then the application will be considered.

## **8 English Language Qualifications**

8.1 Applicants must be competent in the English Language. The level required shall be IELTS at 6.5, TOEFL 100 or equivalent.

8.2 English Language certificates must be verifiable through an online service (as for IELTS and TOEFL) or else must be provided as an original certificate. English Language certificates will not be accepted if they are more than two years old.

8.3 Students also do not need to prove their knowledge of English if one of the following apply:

- Students are a national of Canada or Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad, Tobago, UK and USA.
- Students have completed a UK university degree or proven evidence on university courses taught in English or equivalent in: Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, USA, and some of EU countries including Germany, Netherland, France, Belgium, Switzerland, Austria, Luxembourg, Norway, Sweden, Italy and Greece.

8.4 PHBS UK also provides an internal English test for students if required.

## **9 Applicants with Disabilities and additional support needs**

9.1 PHBS UK welcomes applications from students with disabilities. Applications from students with disabilities are assessed following the standard procedures contained in this document



and consideration of support requirements will remain entirely separate. If an offer is made, an assessment of needs is carried out to ensure that PHBS UK can provide the required support.

## **10 Mature Students**

PHBS UK welcomes applications from mature students and their applications will be evaluated on the same basis as other applications.

## **11 Applicants requiring a visa to study in the United Kingdom**

11.1 PHBS UK is licensed by the Home Office as a General Student Visa Sponsor and aims to provide a Confirmation of Acceptance of Studies (CAS) in good time for an applicant to make a visa application but in doing so relies upon the applicant taking responsibility for;

- a) Making a timely application for admission including complete details of all previous study and periods of study in the UK
- b) Responding fully and in good time to accept the offer
- c) Responding fully to requests for any further information, such as passport details

11.2 In order to comply with UK Visa and Immigration (UKVI) regulations, PHBS UK reserves the right to refuse admission should an applicant be found not to be in a position to meet all UK visa requirements for the anticipated full duration of his/ her programme of study.

11.3 PHBS UK is required to notify UKVI, where relevant, of any non-arrival, or withdraw, of an applicant and of any subsequent changes to a student's enrolment status.

11.4 All applicants requiring a visa to study in the United Kingdom must not currently be, nor have ever previously been, in the United Kingdom for any purpose without valid immigration permissions. If, either during the process of admitting a student or, subsequent to that student enrolling upon their programme of study, PHBS UK is informed that the applicant/student is (or has previously been) in the United Kingdom without such valid permissions, it may be required to inform UKVI and/or withdraw the offer of a place and/or withdraw its sponsorship of the individual's visa.

11.5 PHBS UK may need to review this policy in the light of changes to Home Office General Student Visa policy in order to remain compliant with its duties as a sponsor. This may result in changes to matters such as the evidence required for English language proficiency at short notice. Where changes are necessary PHBS UK will endeavour to contact all relevant applicants promptly.

## **12 Feedback**

12.1 PHBS UK on behalf of the School (PHBS) strives to treat all applicants fairly and without



prejudice. As PHBS has decided not able to offer a place to applicants, admissions staff of PHBS UK will normally record the reason(s) for rejection on an applicant's file. The reason for rejection will normally be communicated to the applicant, electronically or by letter from PHBS UK or PHBS. Should an applicant ask for more in-depth feedback PHBS UK will, wherever possible, answer the request. Students can make appeal for decision on their application, see Section 16.

## 13 Confirmation and enrolment

13.1 PHBS will confirm an applicant's place on a programme when he or she meets all the conditions set out in his or her offer within the timescale stated in the offer. PHBS UK will follow up the confirmation to process enrolment further.

13.2 PHBS shall send all successful applicants confirmation of their place on the programme, then PHBS UK will follow up the confirmation with the CAS letter after checking eligibility for entering the UK, and enrolment information providing details concerning induction, enrolment and activities to help them settle in the UK Campus during the first few weeks of term. This information may be sent in hard copy or by electronic means.

## 14 Responsibility of the applicant

14.1 PHBS UK expects that an applicant will provide full and accurate information in order to be considered for admission. For international applicants, details may also be passed to the United Kingdom Border Agency. PHBS UK reserves the right to withdraw an offer of the CAS letter if fraud is discovered following an applicant receiving an offer.

## 15 Changes to Programmes

15.1 If there is a significant change to a programme of study between the publication of the Prospectus and the start of the programme to which an applicant has applied, PHBS UK will notify applicants as soon as possible in writing indicating the options available to them, in addition to providing support to secure a place on an alternative programme if available. Significant changes may include:

- Substantial changes to the content of the programme applied for
- Changes regarding the status of the programme (e.g. validation by a professional or statutory body)
- Discontinuation of a programme of study.

15.2 These changes will be communicated to students in writing as far in advance of any change as is reasonably possible and PHBS UK will take all reasonable steps to mitigate any negative impact on students as a result of these changes. Reasons for making changes include, but are not limited to:



- to make updates to reflect best practice and academic developments for the benefit of students;
- to improve the Programme and your experience of it;
- to meet the requirements of external or accrediting bodies;
- as a result of staff changes within PHBS UK; or
- changes to the law.

## **16 Appeals and Complaints**

16.1 Should an applicant wish to lodge a complaint concerning the application process or an appeal against an admissions decision, he or she has two approaches: write to International Office of PHBS in China, or write to in Senior Tutor of PHBS UK who is a member of the admission team in the UK Campus. Should PHBS UK be seen not to have adhered to its own policies and procedures or any national policies or have broken the law, or there is evidence of bias or prejudice, the Admissions Appeals and Complaints policy and procedures will be implemented. PHBS UK will not normally alter an unsuccessful decision should an applicant's actual performance be lower than was predicted at the time of his or her application.

## **17 Interaction with an applicant**

17.1 PHBS UK is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant or his or her representative is conducted in the same way.

17.2 Applicants, and their representatives, should note that PHBS UK will not tolerate inappropriate behaviour of them towards its admission staff and other members of the Campus. Hostile, aggressive or otherwise inappropriate behaviour will be viewed seriously and may prejudice the consideration of an application, appeal or complaint.

17.3 PHBS UK will usually warn an applicant or representative that their behaviour is felt to be inappropriate, and that action may be taken. However, where the behaviour is particularly inappropriate, PHBS reserves the right not to give a warning.

## **18 Data Protection**

18.1 PHBS UK collects and retains certain types of data, in various formats, about its applicants, current and past students in order that it can fulfil its functions as an education provider in the UK.

18.2 PHBS UK is required by legislation to comply with the provisions of GDPR starting effect in 2018 in the UK. All applicant information will be treated in the strictest confidence and will not be disclosed to family, friends or any third party without the applicant's explicit consent, unless



disclosure is permitted under the provisions of the Act. PHBS will also ensure their strictest confidence of the applicant data used for making decision of admission.

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