



Oxford's Independent Business School

**ADMISSIONS POLICY**

**MAGNA CARTA COLLEGE**

This policy lays down the basic requirements and procedures for accepting enrollment of the student and offering them admission. The International MBA is that of Buckinghamshire New University. The entry requirements for these courses are as follows:

**1. Masters Programmes Top up (International MBA Top up Online)**

- a. PG Diploma Level 7 from the Edexcel Pearson, CMI, ATHE, NCC, LRN, OTHM. ( showing achievement of 120 Credits)
- b. Minimum of 2 years work experience at supervisory or mid-managerial level
- c. English proficiency IELTS 6.0 or equivalent as per to Buckingham New University website. Exempted if your first language at school was taught in English in the UK.
- d. Employment and Academic Reference letter and Personal statements.

**2. Pearson Level 7 PG Diploma Programmes (PG Diploma Online and Top up)**

- a. Either have 'A' levels OR any Diploma Certificate (Level 3, 4, 5). Minimum of GCSE qualification is **must** with 10 years of work experience in this case.
- b. Must have a minimum of 3 years and above of work experience at supervisory or mid-managerial level
- c. Enrol for PG Diploma Level 7 and achieve 120 Credits upon completion. Complete your top up modules at the University of London Metropolitan for an MBA degree certificate.

**3. Undergraduate BA Honours Business Management final year top up**

- a. A foundation degree in Business Management, HND/HNC in Business (ideally with a merit profile) or equivalent qualifications
- b. 2 A levels or equivalent and 2/3 years work experience and a proficient level of English

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**VAT No: 206690021**



- c. English proficiency IELTS 5.5 or equivalent as per to Buckingham New University website.  
Exempted if your first language at school was taught in English in the UK.

The application form has been amended with additional details and will be used with effect from August 2018. During the transition period, the admission department will continue to accept old application forms.

The composition of the Admission Committee is as follows:

Dean –David Faulkner

Chair -Maggie Faulkner

Vice Dean-Dr Paul Dudley

Registrar- Alamelu Gounder

The Board will meet to decide special cases recommended by the Registrar and once at the start of the term to review the admission process.

- The registrar will be responsible for enrolling and registering the students. He/she will also be responsible for getting the students matriculated and registered with the Magna Carta College and, where appropriate, London Metropolitan University.
- Admissions will be offered based upon the verified documentary evidence provided by the prospective student.
- All photocopy documents should be attested by the referring agent after checking the original.
- During the induction period, the registrar will ensure by double checking the original documents provided by the student and if any further documents needed to support your application, then a follow up email will be sent out to the student(s) by the registry team asking the same. The flow chart of the Admission process is as follows:



### **Flexible Distributed Learning**

Fill in the online Application Form and attach copies of transcripts (original), copy of passport and proof of English language proficiency. You can post it to the Admission department or email the scanned copies to [admissions@magnacartacollege.ac.uk](mailto:admissions@magnacartacollege.ac.uk)



Magna Carta College will issue a Conditional Offer letter explaining the requirements for progressing to the Confirmation of Acceptance letter.



After completing the requirements inform the admissions department.

The University will issue you an unconditional offer letter subject to meeting the entry requirements





All students should be matriculated two weeks before the start of the course and registered with the University by the end of 2<sup>nd</sup> week of the course commencement (ideally within 30 days of enrollment into the course subject to the first payment of £1500 has been received in full by the student).

### **Withdrawing from the course**

The College also strongly advises that any student considering withdrawing from their course or suspending study should contact Student Services to discuss other options before making a final decision to withdraw. In case of withdrawal, the £250 admin fee included in the registration fee, plus the registration fee (wherever applicable) are non-refundable. Student Services can be contacted on the following number:

**Academic Registrar Tel:** +44 0 1865980249

**Deputy Registrar Tel:** +44 0 1865986787

**Email:** [support@magnacartacollege.ac.uk](mailto:support@magnacartacollege.ac.uk) | [admissions@magnacartacollege.ac.uk](mailto:admissions@magnacartacollege.ac.uk)

Leaving a course early **does not remove the liability** for the full year's tuition fees. Once you have enrolled, your entire fee is due. Please note any reduction of tuition fees is at the discretion of the Academic Registrar or their appointed nominee. It is extremely unlikely that a full waiver of fees will be agreed even for a student who leaves at the very beginning of the academic year.

**Please Note:** Administrative Fees are non-refundable, please refer to our website for more details on the admin and fee price

**Late Fee:** £50 penalty will be charged each time you fail to make your fee installments on time (by the due date)