

## **Admission Regulations**

### **International Agricultural University [IAU]**

Originator Admission councilor

Date 13.07.2022

Version: 1.5

#### **I. Introduction**

- 1.1. This regulation covers the process of application to IAU programmes. Its purpose is to ensure transparency and integrity of the application process.
- 1.2. The purpose of admission regulation is to ensure that applicants are eligible to review applications to IAU programmes and that they meet the minimum requirements.
- 1.3. Admission to IAU is at the discretion of IAU and is subject to the current policies as adopted by IAU Academic Council and any validation process
- 1.4. Admission to the University is an Academic Decision but it is processed by the relevant Admission section.

#### **2. Responsibilities**

- 2.1. The ultimate authority to offer a place on an IAU programme lies with the institution.
- 2.2. IAU sets all academic and non-academic entry requirements and publishes those on the official university website.
- 2.3. All applicants are expected to provide full and honest information as part of their application, documentation, and any subsequent enquiries. Applicants who do not respond to enquiries or do not provide the specific information requested may have their application rejected or withdrawn.
- 2.4. The responsibility for accepting applicants with “non-standard” qualifications (e.g. advanced entry or qualifications not normally accepted for degree level study) lies with the Admission Board.
- 2.5. IAU is responsible for ensuring that all University applicants are treated fairly and consistently, regardless of the programme or level to which they have applied.

#### **3. How to Apply**

- 3.1. Each programme listed on the IAU website will include information on how to apply.
- 3.2. The IAU recommends all applicants to submit an application to study through an online application form (Appendix 1 - Application Form).
- 3.3. The cycle for admission will be posted on the IAU website as illustrated in Appendix 2

#### **4. Criteria for Admissions and Entry Requirements**

- 4.1. The University seeks to admit applicants who it believes have the potential to succeed and are able to benefit from a university education.
- 4.2. A student's ability to succeed on their chosen programme, alongside formal qualifications, will be assessed through the application, and where appropriate, at an audition/interview or through a personal statement. Each application is individually assessed upon its own merits.

- 4.3. Entry requirements for programmes of study are set by the IAU and published on the university website for every programme offered at IAU. Any academic decision made by the Admissions Board is therefore based on the evidence submitted by the applicant in support of their statement of meeting these requirements.
  - 4.4. The purpose of setting minimum academic entry requirements is to ensure that students joining the IAU have demonstrated sufficient academic ability to complete and gain benefit from an IAU programme.
  - 4.5. IAU is committed to ensuring that information provided to applicants is accurate and correct. In any case where a difference in published entry requirements exists across prospectus, leaflets and written communication to applicants, IAU website should be taken to be the most up to date and ultimate source of information.
  - 4.6. It is the responsibility of all applicants to supply accurate information at the time of application and to disclose anything which may influence an admission decision. Failure to disclose information which would have been influential in the decision-making process, may lead to an offer being retracted.
5. Evidence of Qualifications and Information Verification
    - 5.1. IAU reserves the right to request evidence of any qualification stated on an application form.
    - 5.2. Applicants who fail to provide evidence of qualifications to the University by the set deadline may have their application rejected or withdrawn.
    - 5.3. As part of the application assessment process, information provided by an applicant may be verified for accuracy by the IAU or authorised colleagues at our partner institutions. This includes qualifications, references, and previous studies.
    - 5.4. The University reserves the right to withdraw or reject any application found to contain misleading or false information.
    - 5.5. All applicants are expected to have provided evidence of qualifications prior to enrolment. Students with outstanding evidence or qualifications may be provisionally permitted to attend IAU events.
    - 5.6. Any applications found to be fraudulent, or found to be fraudulently claiming extenuating circumstances, will be rejected by the University.
  6. English Language Requirements
    - 6.1. All IAU programmes are taught in English and applicants must have demonstrated sufficient English language ability to be able to succeed prior to enrolment on a programme. This is typically evidenced through completion of a GCSE, level 2 or equivalent programme from a majority English speaking country.
    - 6.2. Any student who has studied in a non-majority English speaking country will typically be asked to complete an additional qualification testing English language ability (speaking, listening, reading & writing). The IAU preferred qualification is IELTS (5.0 as minimum) but equivalent qualifications can be considered on a case by case basis (Appendix 3: English Language Qualifications)

6.3. IAU may be unable to accept certain qualifications or tests with known security or verification issues. Applicants wishing to submit an English qualification not listed on the University website should contact Admissions for advice.

6.4. *IAU may offer an internal language test which covers the components of language learning. Where such a test is offered, more details can be obtained from the admissions team and the university's website.*

## **7. Decision process**

7.1. The decisions on admission are made by the Admission Board.

7.2. The Admission Board has the following members:

7.2.1.1. Course Leader

7.2.1.2. Academic Staff Member

7.2.1.3. Member of Admissions Team

7.3. The Admission Board reviews all complete applications to date and issues one of the following decisions in relation to each application:

a. Unconditional offer

The decision is made if all the admission requirements are met by the applicant.

b. Conditional Offer

The decision is made if most of the admission requirements are met by the applicant, and outstanding requirements are to be met by a set deadline. In this case a conditional offer is given to the applicant having the deadline and the list of evidence to be submitted by the deadline as a condition to enter the university.

c. Reject admissions

This decision is made after the deadlines for submission of evidence have passed or if the applicant has provided fraudulent information or if the Admission Board believes that the applicant has little chances to succeed on the programme or based on the previous record of applications or any other requirements set out by law or internal regulations.

d. Request additional information

This decision is made where the Board feels that additional evidence is needed to make a decision. The applicant is reconsidered by the Board upon meeting the requirements and submitting the additional evidence requested.

7.4. The Admission Board makes decisions based on the evidence submitted by the applicants.



## **8. Complaints and Appeals**

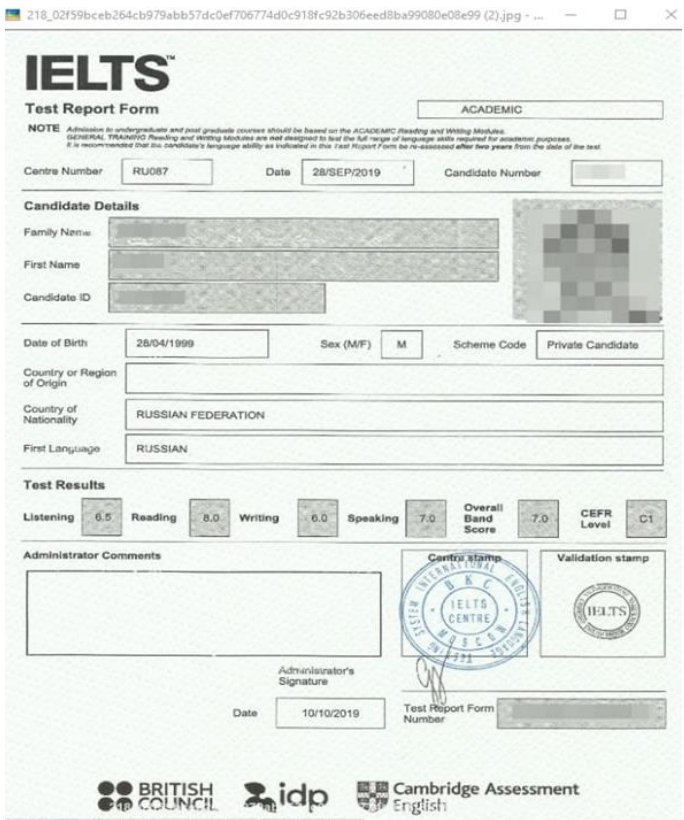
8.1. Complaints are typically considered to be cases in which an applicant feels that they did not receive the level of customer service or attention that was expected during the admissions process and wishes for the handling of their application to be reviewed.

8.2. Appeals are typically considered to be cases in which an applicant feels that a specific decision was not made fairly or did not consider relevant information which lead to an incorrect or unfair decision being reached.

- 8.3. The university will ensure that all complaints and appeals are dealt with consistently, fairly, and promptly. Applicants who make complaints will not be discriminated against. All complaints are dealt with in confidence.
- 8.4. The University will accept an appeal against an admission decision only when an applicant is able to provide evidence that prejudice or bias or, where evidence can be provided, that procedural irregularities have occurred.
- 8.5. Requests for appeals should be directed, in writing, to the Admissions within 10 working days of confirmation of the admission decision. Evidence supporting the grounds for an appeal should be provided by the applicant, in order that a decision may be reviewed. The review of a decision does not guarantee its amendment and the University reserves the right to uphold an original admission decision.
- 8.6. Complaints may be made in relation to the level of service received in the following areas:
  - 8.6.1. the behaviour of an employee of the University during the application process;
  - 8.6.2. the level of feedback provided, upon request from the applicant;
  - 8.6.3. the way in which an application has been handled.
- 8.7. Complaints should be made by the applicants themselves. Complaints made anonymously cannot be dealt with, and complaints made by third parties (such as parents and guardians, teachers, advisors and educational agents) will only be considered in exceptional cases.

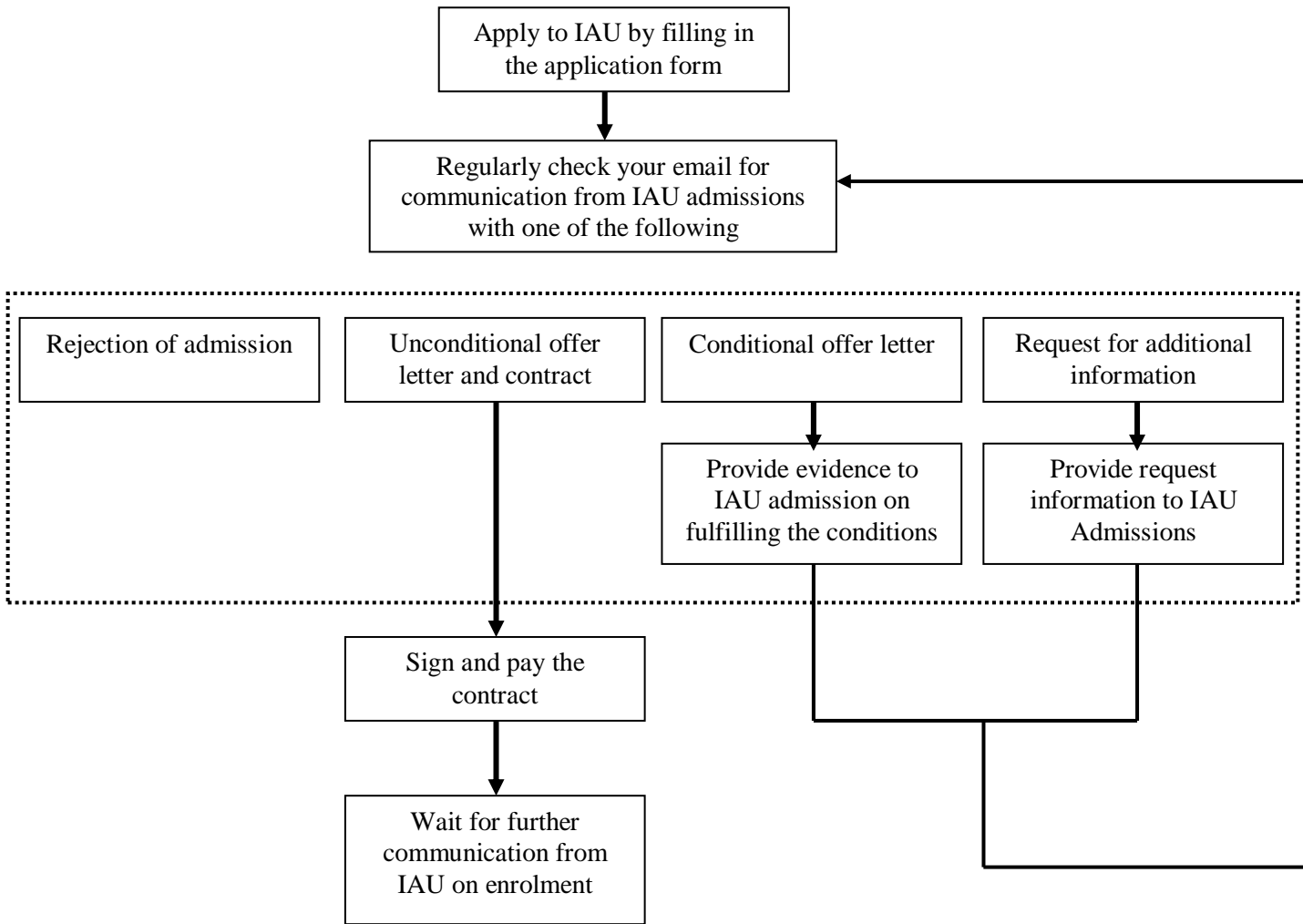
## Appendix 1. Application Form

Field	Comment
<b>Personal Information</b>	
Name (as displayed in the official id document, e.g. passport or National ID card)*	
Surname (as displayed in the official id document, e.g. passport or National ID card)*	
Middle name	
Date of Birth*	
Passport Series and Number*	<p>Example of a passport and national ID with the required fields</p>  <p>The image shows a sample of an Uzbek passport and national ID card. The passport information includes: ISPORT (P), TURI / TYPE (P), DAVLAT KODI / COUNTRY CODE (UZB), PASPORT SERIYASI / PASSPORT No. (AA 0000001), FAMILIYASI / SURNAME (XXX), ISMI / GIVEN NAMES (XXXX), FUQAROLIGI / NATIONALITY (UZBEKISTAN), TUG'ILGAN SANASI / DATE OF BIRTH (01 01 1980), JINSI / SEX (M), TUG'ILGAN JOYI / PLACE OF BIRTH (TASHKENT), BERILGAN SANASI / DATE OF ISSUE (03 08 2012), AMAL QILISH MUDDATI / DATE OF EXPIRY (12 08 2022), and PERSONALLASHTRISH ORGANI / AUTHORITY (STATE PERSONALIZATION CENTRE).</p>
Upload a copy of your passport with the permanent registration page or your National ID card*	<p>Example of a passport upload</p>  <p>The image shows a scan of an Uzbek passport with a permanent registration page. The passport information includes: O'ZBEKISTON RESPUBLIKASI / SHAXS GUVOHNOMASI, Family / Surname (AKROMOV), Given names (MURODOVICH), Date of birth (11.09.1988), Sex (ERKAK / M), Issued / Validity (05.12.2019), and Date of expiry (05.12.2029). The permanent registration page includes: Millat / Nationality (O'ZBEK), Place of birth (TOSHKENT), Issued / Validity (11.09.2000), Personalization organ / Authority (DAVLAT PERSONALLASHTRISH MARKAZI), and Address (TOSHKENT SHAHRI, UCHTEPA TUMANI, 26-12-26). The ID number is AA45645682UZB880911AM280823182308110988019134824.</p>
Enter your contact email*	
Re-enter your contact email*	
Enter your mobile phone number*	
Re-enter your mobile phone number*	

<b>English Language Proficiency</b>	
<p>Do you have English language proficiency evidence (click here for the list of appropriate evidence) (click here for the minimum English language requirements)?</p> <p>Yes / No</p>	
<p>If yes is selected</p> <p>Upload a scanned copy of your English Proficiency Evidence</p>	 <p>The screenshot shows an IELTS Test Report Form for an Academic candidate. The form includes fields for Centre Number (RU087), Date (28/SEP/2019), and Candidate Number. Candidate details include Family Name, First Name, Candidate ID, Date of Birth (28/04/1999), Sex (M), Scheme Code (Private Candidate), Country of Origin, Country of Nationality (RUSSIAN FEDERATION), and First Language (RUSSIAN). Test results are displayed for Listening (6.5), Reading (8.0), Writing (6.0), Speaking (7.0), Overall Band Score (7.0), and CEFR Level (C1). The form also features an Administrator's Signature, Date (10/10/2019), and Test Report Form Number. Logos for the British Council, IDP, and Cambridge Assessment English are visible at the bottom.</p>
<p>If no is selected</p> <p>Would you like to take IAU English Proficiency test?</p> <p>Yes/ No</p>	
<p>If yes is selected</p> <p>You will be contacted by the admissions team in relation to the IAU English Proficiency test.</p>	
<p>If No is selected</p> <p>You need to send your English proficiency test results to the IAU admission team.</p>	
<b>Previous Education Requirements</b>	
<p>Upload your Secondary education certificate (School/College/ Lyceum</p>	

diploma or attestate)* and transcript	
<b>Other Information</b>	
Any other information as deemed appropriate by marketing and agreed with the Admission Office	

Appendix 2. Application Cycle





## Appendix 3. English Language Qualifications

CEFR	IELTS	Cambridge English: Advanced (CAE)	TOEFL iBT	TOEIC (mapped to CEFR)	TOEIC Bridge (Mapped to CEFR)	Duolingo	Linguaskill
A1, A2	0-4	32	0-31	L: 110 R:115 S: 90 W: 30	L: 64 R: 70		0-39
B1	4.5	36	32-34	L: 275 R:275 S:120 W:120	L: 84 R: 86	55-70	40-59
B1, B2	5	41	35-45	L:400 R:385 S:160 W:150	N/A	75-80	60-74
B2	5.5	47	46-59	-  -	N/A	85-90	60-74
B2	6	52	60-78	-  -	N/A	95-100	60-74
B2	6.5	58	79-93	-  -	N/A	105-110	60-74
C1	7	67	94-101	L: 490 R:455 S:180 W:180	N/A	115-120	75-89
C1	7.5	74	102-109	-  -	N/A	125-130	75-89
C1	8	80	110-114	-  -	N/A	135-140	75-89
C2	8.5	87	115-117	N/A	N/A	145-150	90-180
C2	9	93	118-120	N/A	N/A	155-160	90-180

We hope that you are able to undertake one of these alternatives. Once you receive your results you will then need to share these with the IAU Admissions. If you are unable to undertake one of the listed alternatives, you can sit an IAU English language examination.

Other ways of demonstrating your English language abilities are:

- With a qualification (e.g. a high school certificate) from a secondary educational establishment with English as a language of instruction.
- By demonstrating that you completed your secondary or university education at a secondary (high) school or university in the medium of English.
- By presenting one of the international qualifications listed below or evidence of completion of the first year of these programmes for the foundation level entry:
  - A-levels
  - Access to HE Diploma
  - BTEC National Extended Diploma / Diploma / Foundation Diploma
  - CACHE Level 3 qualifications in Health & Social Care
  - Cambridge Technical Extended Diploma / Diploma / Foundation Diploma
  - International Baccalaureate Diploma
  - AQA Baccalaureate
  - Scottish Highers and Advanced Highers
  - Welsh Baccalaureate