



TYPE: POLICY AND PROCEDURE	
SUBJECT: ADMISSIONS	REFERENCE: LWP02
DATE OF POLICY: 1 <sup>st</sup> October, 2020	
LAST REVIEWED:	
APPROVED BY: Board of Directors	
POLICY	
<b>REGISTRATION &amp; ADMISSIONS POLICY</b>	
<b>A. POLICY &amp; SCOPE</b>	
Learning Works (LW) adopts a registration and admissions policy in order to ensure that associated processes are implemented consistently and in a transparent manner. Learning Works determines the selection criteria which are formulated and presented to the National Commission for Further and Higher Education during the programme accreditation process.	
<b>B. ELIGIBILITY</b>	
Learning Works defines the entry requirements of respective programme and publishes this information on the public domain. In order for students to be admitted and ultimately registered for the programme the eligibility criteria must be respected and include one (or a combination) of the following:	
<b>1. Qualifications</b>	

All qualifications are required to be pegged with the European Qualifications Framework in terms of programme level and total amount of credits. In the case of foreign qualifications, students are required to obtain an MQRIC statement from NCFHE in order to provide evidence that the eligibility criteria in terms of qualifications are met.

**2. *Maturity Clause***

Learning Works does not apply a maturity clause. However, students who possess wide experience obtained at work or in other fields of activity may benefit for recognition of prior learning.

**3. *Recognition of Prior Learning***

Students who request recognition of prior learning are required to provide evidence of their work experience and/or projects. This evidence is analysed on a case by case basis and is not an automatic criteria for eligibility.

All applications and admissions are handed by administrative team at Learning Works under the direction of the Scientific Director. Students who are deemed to possess the required eligibility criteria are registered into the programme.

**C. APPEALS**

Students who are considered not to possess the required eligibility criteria are informed by Learning Works by means of an electronic communication. Students have the possibility to appeal decision by providing a written request to the Board of Directors. The decision of the Board of Directors on any cases of appeals is definite and final.

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