

022. Admissions, Recruitment & Widening Access Policy and Processes

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ADMISSIONS, RECRUITMENT & WIDENING ACCESS POLICY AND PROCESSES (SEPTEMBER 2025 ENTRY ONWARDS)

For a quick overview of our Admissions Process, please see our [Admissions Process Flowchart](#)

Section A - Admissions Policy

1 Recruitment, selection and admission policies are informed by the need for accepted students to be able to benefit from and engage successfully in our courses. We promote a shared understanding of the demands of the relevant course of study among all those involved in recruitment, selection and admission.

2 Through the Senior Management Team, IFG monitors, reviews and updates its recruitment, selection and admission policies and procedures annually in order to enhance them and to ensure that students are selected in a fair and transparent manner.

3 IFG informs prospective students, at the earliest opportunity, of any significant changes to a course of study to which they have applied. Prospective students are advised promptly of the options available in the circumstances.

4 IFG gives successful applicants sufficient information to enable them to make the transition from prospective to current students, providing a comprehensive supported application process that is centred on applicant understanding of the course and IFG's suitability for the applicant.

Our admissions principles

5 In line with sector best practice and guidance including the [UUK Fair Admissions Code of Practice \(2025\)](#), the [QAA UK Quality Code \(2024\)](#), and the [CMA Consumer Law Advice for Higher Education Providers \(2023\)](#), IFG is committed to the following principles in conducting its admissions processes:

- protecting applicants' interests
- supporting fairness and transparency

- ensuring the stability of the higher education sector
- maintaining high academic standards
- transparency
- minimising barriers to entry, removing these wherever possible
- selecting for merit, potential and diversity
- good applicant standards of behaviour and professionalism
- using assessment methods that are reliable and valid

Recognition of Prior Learning (RPL)

As IFG's programmes are currently offered exclusively to Foundation students, Recognition of Prior Learning (RPL) is generally not considered. Each programme specification outlines the entry requirements, which are the criteria applied for admission.

Widening participation and access

IFG is committed to supporting students from all backgrounds to not only access but succeed and progress in higher education, and our admissions processes are designed to be inclusive and anticipatory of different student needs from before the first point of contact with an applicant. Our published admissions information sets out what applicants can and should expect when they decide to apply to IFG and walks them through the process before they even contact us.

For more information on IFG's approach to widening participation and access, please see our [Access and Participation Statement](#)

Section B - Procedures

RECRUITMENT AND SELECTION

Recruitment and selection processes involve the following stages:

- Pre-admission support
- Selection Process
- Registration and Induction Processes

Pre-admission support

- Enquiries can be made via the IFG website and the online IFG Application Form by a student or the educational agent who is assisting with their application. Enquiries can also be received by telephone, SMS, WhatsApp or email and details of these are clearly visible on the IFG website, marketing material and social media. In all cases enquiries are answered by staff who are trained in terms of course details and application processes, including applications for visas.
- Students requiring additional support due to disability, conditions and/or specific needs will be requested to provide the details of support they would need to pursue the course effectively. All students are asked to complete a medical form. IFG understands that applicants do not have to disclose any disabilities, conditions or needs, but in this event applicants must understand that IFG may not be able to foresee, suggest or make potential reasonable adjustments if it is not aware of any existing relevant individual applicant circumstances.

- IFG makes all possible efforts to support the needs of all students. If our infrastructure and systems are not adequate to sufficiently support the needs of an individual student, they are informed at this early stage.
- Information will be provided in suitable alternative formats to prospective students at no cost.

Selection process

- Admissions officers check prospective students' academic and career backgrounds, and passport copies.
- We also require evidence of a suitable English language level to ensure that the student will benefit from attending our course.
- A telephone or Zoom interview is conducted in order to check the motivations of the student, their understanding of the course and Academy, and level of English.
- Other documents required include medical form, evidence of sufficient funds (if required for visa purposes), parental consent for students under 18, student questionnaire and a signed version of offer letter.
- If we are satisfied that a prospective student is suitable for a course, a conditional offer will be issued, together with relevant information such as tuition and accommodation fees (if requested), course information and dates.
- Once a student has paid the required deposit and met other conditions, a formal letter of acceptance is issued.
- Pre-arrival information is sent to the student and visa-requiring students are asked to let IFG know when they receive their visas and to send us flight details.
- Details of all prospective students are recorded in a secure admissions database, including contact information and the stage of the application process. Identity documents, such as passport information, are collected only when required for admissions or visa-related purposes and are stored securely with restricted access
- Records of all email communications are maintained in order to provide a narrative of the application process.

Pre-arrival and first day admissions checks

Please see our [Confirmation of Learner identity](#) document for information on pre-arrival and first day admissions checks.

Registration and Induction Processes

- Students complete our Confirmation of Learner Identity process (see above)
- All students complete a registration form (see Appendix 2 to this policy: 'Enrolment Form') and a copy is taken of passports including all pages.
- Students are asked to provide proof of accommodation arrangements in the UK
- For **all students** we take copies of return flight tickets and accommodation details.
- **Students** are also asked to bring original copies of academic transcripts and copies are taken and filed.
- Students receive a full induction which includes the following:
 - a. Health and Safety arrangements and tour of campus

- b. Attendance regulations
- c. Timetabling of studies and assessments
- d. Services provided by IFG
- e. Introduction to teaching and support staff
- f. Academic regulations including plagiarism rules

Students who are under 18 years of age are also given a letter outlining specific instructions regarding IFG's safeguarding duties that specifically relate to under 18s

Should IFG be successful in their OfS application the intention is to apply for a UKVI Sponsor licence. Any students who IFG sponsors will receive a letter on their first day reminding them of their visa conditions as well as IFG's responsibilities as a sponsor.

ADMISSIONS APPEALS AND COMPLAINTS

IFG is committed to fairness and transparency, and we recognise that there will be occasions where an applicant may wish to lodge an appeal or complaint against the admissions process. Some issues may be able to be resolved amicably via an informal query, and applicants are welcome to explore their concern informally with IFG before deciding to proceed with a formal appeal or complaint. Please see our [Admissions Appeals and Complaints Policy & Procedure](#) for full information.

EQUALITY IMPACT ASSESSMENTS (EIAs)

As part of IFG's commitment to embedding inclusive practices and removing barriers for all students, not only those from underrepresented groups, IFG carries out Equality Impact Assessments (EIAs) where appropriate including when making changes to this policy. EIAs enable the College to identify potential or existing barriers and to proactively consider and implement reasonable adjustments. This supports the College in meeting its anticipatory duty under the Equality Act 2010.

EIAs may be conducted in relation to both student and staff matters for key policies and student experience matters.

See Appendix A within IFG's Equality Impact Assessment Template and Guidance.

MONITORING AND REVIEW OF RECRUITMENT, SELECTION AND ADMISSIONS POLICIES & PROCEDURES

- The recruitment, selection and admissions policies & procedures are evaluated annually by the Senior Management Team.
- Data produced in this annual review include numbers of applicants accepted/rejected, percentage of visa refusals, conversion rates and no shows.
- An analysis is also completed of applicant profiles including nationality, ethnicity, age, gender and academic qualifications, to support our work in identifying and minimising barriers.
- Student Feedback on admission procedures is requested during the course and is used in the review process

ENTRY REQUIREMENTS

Please see Appendix 1 to this policy for our full Entry Requirements.

APPENDIX 1 - ENTRY REQUIREMENTS

Entry Requirements for IFG Courses at FHEQ Level 4

All students must normally have successfully completed a qualification at FHEQ Level 3. These will include the following:

1. GCE A levels. Minimum of 2 subjects at Grade D or above (48 UCAS points or above)
2. International Baccalaureate: minimum of 24 points
3. IFG Foundation or other accepted Foundation Programmes: Minimum overall 50%
4. Other qualifications will be considered on an ad hoc basis

English language requirements: IELTS 6.0 with a minimum of 5.5 in Reading, Writing, Listening and Speaking; IFG Academic English Test - minimum 17 overall with minimum 15 in each part of test; equivalent level in other recognised English Language tests

Entry Requirements for IFG Foundation Programmes

- All students must normally have completed Senior High School. Academic entry requirements vary from one country to another. In exceptional circumstances, significant relevant experience may be taken into account where a candidate has not completed Senior High School or equivalent.
- **Engineering & Computer Science Foundations:** Students require the same percentage or grade in Physics or another related subject
- **Medical Foundation:** Students require the same percentage or grade in Biology and Chemistry

Country	Qualification	Entry Requirement
International	GCSE/IGCSE	Successful completion with 4 subjects with grade C (4) or above, including grade C (4) or above in Maths
International	AS Levels	Successful completion with minimum two grades E or above from a UK A-level board
International	A Levels	Successful completion with minimum one grade E or above from a UK A-level board
International	IB	Successful completion of Year 1 with Pass at 4 or above, including Pass at 4 or above in Maths
International	CBSE	Successful completion of Year 12 (10+2) with an average score of 55% or above, including minimum 50% in Maths or Successful completion of Year 11 (10+1) with an average score of 65% or above, including minimum 60% in Maths
Algeria	Baccalaureat	Successful completion with an overall score of 10/20 or above, including minimum 10 in Maths
Armenia	Certificate of Complete Secondary Education (Attestat)	Successful completion with an overall score of 10/20 or above, including minimum 10 in Maths

Azerbaijan	Certificate of Complete Secondary Education (Attestat)	Successful completion of Year 11 with an average score of 3.5 or above, including minimum 3.0 in Maths
Bahrain	General Secondary Education Certificate (Tawjahiya)	Successful completion with an average score of 70% or above, and passes in 5 subjects, including minimum 60% in Maths
Bangladesh	High School Certificate	Successful completion with an average score of 70% or above, and passes in 5 subjects, including minimum 60% in Maths
Brazil	High School Certificate (Certificado de Ensina Medio)	Successful completion with an average score of 60% or above, including minimum 50% in Maths
Cambodia	Diploma of Upper Secondary	Successful completion of Year 12 with 5 passes with grade C or above, including minimum grade C in Maths or Successful completion of Year 11 with exceptional grades, including Maths
Cameroon	Baccalaureat	Successful completion with an overall score of 10/20 or above, including minimum 10 in Maths
China	Senior High School Certificate	Successful completion of Year 3 (Year 12) with an overall score of 70% or above, including minimum 60% in Maths or Successful completion of Year 2 (Year 11) with an overall score of 75% or above, including minimum 65% in Maths
Egypt	Certificate of Secondary Education	Successful completion with an overall score of 60% or above, including minimum 50% in Maths
Ghana	Western African Senior School Certificate Examination (WASSCE)	Successful completion with 4 subjects with grade C6 or above, including minimum C6 in Maths
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE)	Successful completion with minimum 3 Passes or above at Level 2, including minimum Pass in Maths
India	High School Certificate	Successful completion of Year 12 with an average score of 55% or above, including minimum 50% in Maths or Successful completion of Year 11 (10+1) with an average score of 65% or above, including minimum 60% in Maths
Indonesia	Sekolah Menengah Atas (SMA) or	Successful completion of SMA3 /SMU3 with an average score of 60% or above, including minimum 50% in Maths or

	Sekolah Menengah Umum (SMU)	Successful completion of SMA2 /SMU2 with an average score of 75% or above, including minimum 65% in Maths
Iran	High School Diploma	Successful completion with an overall score of 13/20 or above, including minimum 13 in Maths
Iraq	Sixth Form Baccalaureate (Adadiya)	Successful completion with an average score of 60% or above in 5 subjects, including 50% in Maths
Jordan	General Secondary Education Certificate (Tawjihi)	Successful completion of (Grade 12) with an average score of 60% or above, including minimum 50% in Maths
Kazakhstan	Certificate of Complete Secondary Education (Attestat)	Successful completion with an average score of 3.5 or above, including minimum 3.0 in Maths
Kenya	Kenyan Certificate of Secondary Education (KCSE/CSE)	Successful completion with grade C or above in 5 subjects, including minimum C in Maths
Kuwait	General Secondary School Certificate (Shahadat Al-Thanawaya Al- Amma)	Successful completion with an overall score of 70% or above, including minimum 60% in Maths
Kyrgyz Republic	Certificate of Complete Secondary Education (Attestat)	Successful completion with an average score of 3.5 or above, including minimum 3.0 in Maths
Libya	Secondary Education Certificate	Successful completion with an average score of 70% or above, including minimum 60% in Maths
Malaysia	Malaysian Certificate of Education (Sijil Pelajaran Malaysia - SPM) or	Successful completion of SPM with 5 Credits with the grades C or above, including minimum C in Maths or Successful completion of UEC with 5 subjects at grade C8 or above, including minimum C8 in Maths

	Unified Exam Certificate (UEC)	
Mexico	Bachillerato General	Successful completion with an average score of 80% or above, including minimum 70% in Maths
Mongolia	Certificate of Secondary Education	Successful completion with an overall score of 60% or above, including minimum 50% in Maths
Morocco	Diplome du Baccalaureat	Successful completion with an overall score of 10/20 or above, including minimum 10 in Maths
Myanmar	Basic Education Standard Examination	Successful completion with an overall score of 60% or above, including minimum 50% in Maths
Nepal	Higher Secondary Education Certificate	Successful completion with an average score of 65% or above, including minimum 55% in Maths
Nigeria	Western African Senior School Certificate Examination (WASSCE)	Successful completion with 4 subjects with grade C or above, including minimum C in Maths and minimum C in Physics
Oman	General Secondary Education Certificate (Thanawiya Amma)	Successful completion of Year 12 with an average score of 70% or above, including minimum 60% in Maths
Pakistan	Higher Secondary School Certificate (HSSC)	Successful completion of Year 12 (10+2) with an average score of 55% or above, including minimum 50% in Maths or Successful completion of Year 11 (10+1) with an average score of 65% or above, including minimum 60% in Maths
The Philippines	High School Diploma	Successful completion with an average score of 70% or above, including minimum 60% in Maths
Qatar	General Secondary Education Certificate (Thanawaya Aam Qatari)	Successful completion with an average score of 70% or above, including minimum 60% in Maths
Russia	Certificate of Complete	Successful completion with an average score of 3.5 or above, including minimum 3.0 in Maths

	Secondary Education (Attestat)	
Saudi Arabia	General Secondary Education Certificate (Tawjihi)	Successful completion with an average score of 70% or above, including minimum 60% in Maths
Singapore	Singapore / Cambridge O Levels	Successful completion with 5 subjects with grade C or above, including minimum grade C in Maths
South Korea	High School Diploma	Successful completion with an average score of 70% or above, including minimum 60% in Maths
Sri Lanka	GCE O Levels	Successful completion of Year 11 with 5 subjects with grade C or above, including minimum grade C in Maths
Taiwan	Senior High School Diploma	Successful completion with an overall score of 65% or above, including minimum 55% in Maths
Tajikistan	Certificate of Complete Secondary Education (Attestat)	Successful completion with an average score of 3.5 or above, including minimum 3.0 in Maths
Thailand	Secondary School (MAW 6) or Secondary School (MAW 5)	Successful completion of MAW 6 with an overall score of 2 or above, including minimum 2 in Maths or Successful completion of MAW 5 with an overall score of 4 or above, including minimum 4 in Maths
Tunisia	Baccalaureat	Successful completion with an overall score of 10/20 or above, including minimum 10 in Maths
Turkey	High School Diploma (Devlet Lise Diploması)	Successful completion with an overall score of 60% or above, including minimum 50% in Maths
UAE	General Secondary Education Certificate (Tawjihi)	Successful completion with an average score of 70% or above, including minimum 60% in Maths
Uganda	Uganda Certificate of Education (UCE)	Successful completion with minimum 5 subjects at score of 6 or above, including minimum 6 in Maths
Ukraine	Certificate of Complete General Secondary Education	Successful completion with an average score of 6 or above (on a 12 point scale), including minimum 6 in Maths

Uzbekistan	Certificate of Completed Secondary Education (O'rta Ma'lumot To'g'risida Shahodatnoma)	Successful completion with an average score of 3.5 or above, including minimum 3.0 in Maths
Vietnam	Upper Secondary School Graduation Diploma	Successful completion of (Year 12) with average score of 6.0 or above, including minimum 6.0 in Maths or Successful completion of (Year 11) with an average score of 7.0 or above, including minimum 7.0 in Maths

Foundation English Entry Requirements

IFG accepts all recognised English Language assessment including IELTS, TOEFL, Pearson, LanguageCert, PSI Skills for English and Duolingo. In addition, IFG can supply partners with IFG's Academic English test, in either online or paper format.

Business Management, Computer Science & Engineering	English level equivalent to 5.0 in IELTS (including 4.5 in writing)
Social Sciences	English level equivalent to 5.5 in IELTS (including 5.0 in writing)
Medical Foundation Programmes	English level equivalent to 6.0 in IELTS (including 5.5 in writing)

Pre-Masters in Business Management Entry Requirements

- First Degree, Third Class Honours or above, or
- Considerable experience but no formal qualifications may be considered, subject to interview and the candidate being able to demonstrate their ability to cope with the demands of the programme.

In the case of applicants whose first language is not English, then IELTS 5.5 (or equivalent) is Required including IELTS 5.0 (or equivalent) in Writing

Pre-Masters in Law Entry Requirements

- First Degree or considerable work experience but no formal qualifications may be considered, subject to interview
- English language level equivalent to 5.5 IELTS with minimum of 5.0 in reading and writing

Pre-sessional for Postgraduate Studies Entry requirements

- Good First Degree
- English language level equivalent to 5.0 IELTS with minimum of 5.0 in reading and writing