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| **Code No.:** | | **HTU/P3** | | **Date Established** | **9/11/2017** |
| **Responsible**  **Department** | | **Registrar Office/Examinations Officer** | | **Date Posted** | **9/11/2017** |
| **Responsible Executive** | | **Quality Nominee** | | **Date Last Revised**  **Revision # 4** | **01/11/2023** |
| **Quality Nominee** | | **Rumiana Bahova Nuseibeh** | | **Forward Revision Date** | **01/11/2024** |
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**This Document was last revised : 12th November 2023**

**Admission and Student**

**Recruitment Policy**

**1.0 Introduction:**

At Al-Hussein Technical University, we are committed to promoting excellence in STEM based

technical education. The Admission and Student Recruitment Policy document is designed to

ensure that the university attracts, admits, and retains students who are not only academically

qualified but are also aligned with our mission, values, and goals.

The document is the guiding framework to design and abstract processes, decisions and

governance of the admission and registration department.

**2.0 Mission:**

Our admission and student recruitment process is guided by our mission and values, which

emphasise the importance of academic rigour, diversity, life-long learning, proactivity,

self-reflection, entrepreneurship and innovation in technical education which is ultimately aimed

at serving employers in a variety of sectors in the Jordanian economy with strong employable

graduates with technical, soft and transferable skills.

**3.0 Admission Criteria framework:**

The admission and registration department can recommend admission criteria to the university

that do not contradict the Ministry of Higher Education (MoHE) mandated policies for different

programmes and degrees.

**3.1 Academic Qualifications:**

All applicants are required to have finished their secondary education successfully and are

eligible for university education as evidenced by a graduation certificate (or equivalency) signed

and stamped by MoHe.

The admission and registration department should emphasise STEM school subjects, soft skills,

and good ethical behaviour when recommending an admission criteria for the university’s deans

Council.

**3.2 Admission criteria (general):**

**3.2.1 academic criteria (general):**

For currently offered programmes, students should have a strong foundation in mathematics

and physics, as well as relevant school subjects such as ICT or design technology that

demonstrates their interest and preparedness for their chosen field.

**3.2.2: Extracurricular activities**

Students who participate in extracurricular activities are given consideration during the

admission process.

**3.2.3: Interviews**

Students are required to complete an interview as part of the admission process. The

programme department coordinates with the admission and registration department for special

requests.

**3.2.4 Aptitude tests:**

Certain programmes can have an aptitude test to measure an applicant’s fitness. The

programme department coordinates with the admission and registration department for these

requests.

**4.0 Equal access to education:**

**4.1 Diversity:**

HTU is committed to equal access to education for all individuals. We actively seek to recruit

students from diverse backgrounds, cultures, and experiences.

**4.2 Disabilities:**

HTU is committed to providing equal access and opportunities for all students, including those

with disabilities. We recognize the importance of accommodating students' diverse needs to

create an inclusive learning environment.

**5.0 Recruitment:**

The admission and registration department actively engages in outreach and recruitment efforts

to attract new students in coordination with internal and external stakeholders.

**5.1 Recruitment Activities:**

Recruitment activities are coordinated with internal and external stakeholders; these include but

are not limited to school visits, college fairs, online marketing campaigns, and partnerships with

schools and educational organisations.

**6.0 Processes:**

The admission and registration department sets out and plans the admission processes based

on the recommendations of a specialised committee to ensure that the volume of applications

are processed correctly and in a timely manner.

**6.1 Evidence based processes:**

The admission and registration follows an evidence based approach for admission processes,

these are documented either physically or electronically.

**6.2 Coordination:**

The admission and registration department is the authorised party within the university to issue

new processes and to confirm/decline requests for amendments of currently deployed

processes and reports.

**7.0 Revisions:**

The director of the admissions and registration department is the authorised individual to review

and amend this document.

**Learner recruitment, registration and certification Policy**

1. **Policy**

The policy applies to all enrolled students of HTU.

**2. Aim of the policy**

As a non for profit (NFP) university, HTU is committed to support learners to take the right, realistic and well informed choice, HTU provides quality information, advice and guidance as per the awarding body requirements. **It is HTU’s responsibility to recruit with integrity and ensure that the students have a reasonable expectation of success on the programmes.**The process of quality information, advice and guidance continues from the registration to the certification of its programmes.

* Ensuring aspirations, skills and attributes of the learners in selection of the courses before registration.
* Registering learner with the correct timescale according to the awarding body requirements.
* Maintaining an accurate, up to date and auditable centre registration, achievement and certification records according to awarding body requirements.
* Claiming valid certification within the agreed time scales.
* Ensuring staffs’ knowledge about their roles and responsibilities on recruitment, registration and certification procedures.
* Maintaining a secure, accurate and accessible audit trail to ensure that the registration and certification process for each learner can be tracked.
* Ensuring accurate registration process by the **Quality Nominee and Examinations Officer.**

3. **Practice:**

* All programme related information will be provided to the learners and advice and guidance will be provided to them if needed.
* As a part of advice and guidance process, quality control team will guide the learners to get information as much as possible from student hand book or from website so that the learner will know the outlines of the course, entry requirements, progression route to further education and the career advice and guidance. ( Open days and Induction week across all schools). Students’ guides and website are updated on a regular basis)
* A General Assembly for new students is organized every year, when students are introduced to the mission and vision of the university , being addressed by the University President, Deans of schools and Directors of Industries outreach and Pearson Quality Assurance Office. An induction period will be provided for all new learners which will include; a programme overview; explain the registration and certification process; outline internal and external assessment; outline key dates relating to assessment; outline learners responsibilities and rights (independent learning, appeals procedure, plagiarism, malpractice).
* As we are working for advanced learner loan, all learners ID must be checked. Passport or National Identification Card are the main and valid forms of identification. For the proof of address, a utility bill (not more than 3 months) or an official letter from the local authority including Municipality local council confirming learner name and address will be accepted. A copy of national identification number needs to be submitted as well.
* The **Quality Nominee** **and the International Registration Officer/s** will liaise with tutors and assessors and ensure that a robust system of registration is in place. The system will ensure that all learners are registered within Pearson’s requirements. The system will provide a mechanism for checking the accuracy of learner registrations.
* The **Quality Nominee** **and the International Registration Officer/s** will ensure that all learners are aware of their registration status and that withdrawal, transfers or changes to any learners’ details are kept up-to-date on centre systems and that Pearson has been notified.
* **The Quality Nominee** **and the International Registration Officer/s** will ensure that all learners registered and inducted on to courses will be familiar with the university’s policies related to mal practices, appeals, internal verification and assessment along with the policy on reasonable adjustment and special consideration.
* Tutors and assessors are responsible for the safe storage and accurate management of assessment and achievement data, and delivering student work and all related records to the Quality Assurance UNIT/Verification Room where all records need to be stored safely and securely for **12 weeks** post certification.
* Tutors and assessors need to pass all records of learner achievement to the examination officer after being approved by the QN to ensure that certification claims can be made and internal records are updated accordingly.
* All learners records are digitally archived.
* **The Quality Nominee** will liaise with Assessors and tutors and shall ensure that timely certificate claims are made and that they are based solely on internally verified records and that these are made to the awarding body. All certificates should be audited to ensure accuracy and completeness.
* **The Quality Nominee** **and the International Registration Officer/s** will ensure that unit certification takes place for the learners who have not completed sufficient number of units to receive the full award but can be certified for the units that they have been achieved.

**Added after revision 23/11/2021**

**BTEC HN VOCATIONAL CERTIFICATION PROCEDURES**

1. **Certification Claim( Pearson Policy)**

* HTU/BTEC Higher National Learners are registered at **(EDEXEL ONLINE (EOL**) with an unique registration number.
* Where a learner fully completes all the elements of a programme (HNC & HND levels), he/she becomes eligible for full award certification.
* If a learner is unable to complete and hence not eligible for the full award, the centre can claim either an **Interim** (this will keep the registration open and allow for certification at a later date) or a **Fallback** certificate of unit credit (this will close the registration). These will list all units achieved to date, and learner’s current status.
* Learners can use these as evidence of achievement for entry to a further programme, for employment purposes or for transfer to another centre.
* Where certification claim has been highlighted as **eligible,** Certificates and Notification of performance (NOP) are printed and dispatched to HTU by courier. It takes 30 days from the date of printing to receive all the full package.
* If learners don’t collect their certificates, it’s the centre’s responsibility to keep them for a minimum of 12 months. They can then be confidentially destroyed. Certificates are not to be returned to Pearson.
* **Certification Release ( HTU Policy)**
* The student will receive an original copy of the Certificate for the successfully completed program and corresponding original NOP ( transcript). The NOP will be attached to the original HTU transcript, signed and stamped for the MOHE’s recognition.
* Where the student wishes to use Pearson certification and NOP for purposes overseas (further studies or career), those will also be attached to the original HTU transcript ( signed and stamped)
* Should the student wish to obtain a duplicate of the Diploma and NOP, such can be requested from Pearson at a duplication and shipping fee as per Pearson Certificate Services price list, which is to be covered by the student, or a copy can be internally certified as the ORIGINAL.

End of Policy.