



## ADMISSIONS POLICY AND PROCEDURE

*Last updated: July 2023*

This policy details Foundation for International Education (FIE)'s policy and procedure for selecting applicants for its programmes.

This policy is concerned with general principles which are applied to independent applicants as well as applicants from institutions with whom FIE has an agreement<sup>1</sup>. The policy also informs admissions requirements of individual programmes. Details of these programmes can be found on FIE's website at <http://www.fie.org.uk>. Admission to FIE is based on academic and experiential suitability and on the potential of the applicant to achieve success on their chosen programme of study.

FIE works in close partnership with accredited universities and colleges. Prior to nominating students, these institutions evaluate their students' credentials, academic and experiential backgrounds and their potential to gain from the programme. These institutions confirm that the students recommended to FIE meet the minimum admission standards for the programme and are in good academic and disciplinary standing. This forms part of FIE's final assessment of a student's suitability and the offer decision.

FIE is committed to the principle of equal opportunity in education and employment. In the administration of its educational policies, admissions policies, employment policies, scholarship programmes and other internally administered programmes and activities, FIE does not discriminate against individuals on the basis of race, colour, nationality, ethnic or national origin; sex, sexual orientation, gender identity or expression; marital or parental status; religion, belief, or lack of religion/belief; age; disability; genetic information or veteran's status. In its commitment to ensuring an environment that is welcoming and respectful to all, FIE proactively undertakes initiatives and actions to create an environment that welcomes diverse populations.

The submission of an online application form and supplementary materials for admission are to be completed by the required deadline. Deadlines are announced on the FIE website at <http://www.fie.org.uk>. A student must apply for admission in accordance with the application procedures and requirements issued by FIE Admissions.

Age requirement – please note that students applying for London programmes must be 18 years or over on the programme start date.

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<sup>1</sup> Students that attend institutions with which FIE has no relationship ('independent applicants') will follow the process outlined as Route 1. For students that attend institutions with which FIE has a relationship, students may be required to follow Route 1 or Route 2. Please contact [info@fie.org.uk](mailto:info@fie.org.uk) if you are unsure of how to proceed.

## Admissions Criteria

Programmes	Route 1 (Individual Admissions)	Route 2 (Batch Admissions)
ALL FIE PROGRAMMES	Minimum GPA 2.75	Good Academic Standing (Minimum GPA 2.0) *Dublin Business School, Universitat Autònoma de Barcelona, and Universidad Nebrija minimum GPA is 2.75
	A total of 30 semester credits (or equivalent) to be eligible for a study programme and 45 semester credits (or equivalent) to be eligible for an internship/service internship programme <sup>2</sup>	Required semester credits are programme-specific; must meet the home institution's minimum requirement
	Demonstrable academic and experiential relevance to the placement/area choices for an internship/service internship programme	Academic relevance to the placement/area choices for an internship/service internship programme
	Concurrent enrolment on a degree programme at a NARIC-recognised college or university during participation on FIE programmes, that is equivalent to a UK Bachelor degree. <i>Students who will have been awarded an undergraduate degree by the start date of the programme are not eligible to participate unless in such cases as the student is pursuing an additional undergraduate degree</i>	Concurrent enrolment on a degree programme at a NARIC-recognised college or university during participation on FIE programmes, that is equivalent to a UK Bachelor degree. <i>Students who will have been awarded an undergraduate degree by the start date of the programme are not eligible to participate unless in such cases as the student is pursuing an additional undergraduate degree</i>
	Participation in sufficient credits on-site to be considered full-time student according to immigration requirements specific to programme location and duration <i>Online courses or independent study courses cannot count towards the credit minimum</i>	Participation in sufficient credits on-site to be considered full-time student according to immigration requirements specific to programme location and duration <i>Online courses or independent study courses cannot count towards the credit minimum</i>
	Not be suspended from any higher education provider for non-academic reasons OR excluded from a course at any higher education provider as a result of unsatisfactory academic performance	Not be suspended from any higher education provider for non-academic reasons OR excluded from a course at any higher education provider as a result of unsatisfactory academic performance
	Students who are not applying through a United States university must be proficient in English language to at least CEFR Level B2 (equivalent to IELTS 5.5) in reading, writing, speaking and listening	Students who are not applying through a United States university must be proficient in English language to at least CEFR Level B2 (equivalent to IELTS 5.5) in reading, writing, speaking and listening

<sup>2</sup> For students applying to Universidad Nebrija in Madrid, completion of at least 1 semester is required to be eligible for a study or internship programme.

## Submission Materials

Programmes	Route 1 (Individual Admissions)	Route 2 (Batch Admissions)
ALL FIE PROGRAMMES	FIE Online Application	FIE Online Application
	Study Abroad Advisor <b>Approval</b> Form	Study Abroad Advisor <b>Confirmation</b> Form
	Résumé <i>Required from those who are applying for an internship/service internship programme</i>	
	Official Academic Transcript <i>(or Unofficial Interim Academic Transcript/Grade Report if provided directly by home institution)</i> <i>Applicants whose academic record is in a language other than English and/or from a non-US institution will be required to supply a credential evaluation report from an FIE-approved evaluation service. Please email <a href="mailto:info@fie.org.uk">info@fie.org.uk</a> for further guidance</i>	Official Academic Transcript <i>(or Unofficial Interim Academic Transcript/Grade Report if provided directly by home institution)</i>
	Admissions Essay	
	One Academic Recommendation <i>Recommendation must be from a faculty member familiar with the student and their university level academic work</i>	
	<ol style="list-style-type: none"> <li>1. IELTS for UKVI secure English language test: a minimum score of 5.5 in all four components (reading, writing, speaking and listening); OR</li> <li>2. An official academic transcript that confirms concurrent enrolment on a degree programme at a NARIC-recognised college or university in the USA that is equivalent to a UK Bachelor degree.</li> </ol>	<ol style="list-style-type: none"> <li>1. IELTS for UKVI secure English language test: a minimum score of 5.5 in all four components (reading, writing, speaking and listening); OR</li> <li>2. An official academic transcript that confirms concurrent enrolment on a degree programme at a NARIC-recognised college or university in the USA, that is equivalent to a UK Bachelor degree; OR</li> <li>3. Study Abroad Advisor Confirmation Form that confirms the study abroad programme will form part of the students' bachelor level qualification at a recognised college or university in the USA</li> </ol>

## Admissions Criteria and Submission Materials

The below criteria and submission materials apply to the specific programmes listed below and are in addition to those above.

Programmes	Requirements	Route 1 (Individual Admissions)	Route 2 (Batch Admissions)
Dublin: Trinity College Dublin (TCD) Semester Programme	Admissions Criteria	Minimum GPA 3.1	Minimum GPA 3.1
		Students applying for a programme will be direct-enrolled with Trinity College Dublin <i>Final decisions on admissions are at the discretion of that institution</i>	Students applying for a programme will be direct-enrolled with Trinity College Dublin <i>Final decisions on admissions are at the discretion of that institution</i>
	Submission Materials	Academic Statement of Interest, Résumé, Information on Work/Volunteer Experience & One Academic Recommendation  <i>Recommendation must be from a faculty member familiar with the student and their university level academic work</i>	Academic Statement of Interest, Résumé, Information on Work/Volunteer Experience & One Academic Recommendation  <i>Recommendation must be from a faculty member familiar with the student and their university level academic work</i>
Must indicate a second choice option (i.e. Dublin Business School or University College Dublin) due to the highly competitive nature of this programme		Must indicate a second choice option (i.e. Dublin Business School or University College Dublin) due to the highly competitive nature of this programme	
Dublin: University College Dublin (UCD) Semester Programme	Admissions Criteria	Minimum GPA 3.0	Minimum GPA 3.0
		Students applying for this programme will be direct-enrolled with University College Dublin <i>Final decisions on admissions are at the discretion of that institution</i>	Students applying for this programme will be direct-enrolled with University College Dublin <i>Final decisions on admissions are at the discretion of that institution</i>
	Submission Materials	Résumé	Résumé
Conflict and the Struggle for Peace: Explorations in Ireland and the Middle East with Arabic Language	Admissions Criteria	Students enrolled on a graduate/post-graduate programme are eligible to apply	Students enrolled on a graduate/post-graduate programme are eligible to apply
		Students applying for the Arabic Language option will be direct-enrolled with AMIDEAST	Students applying for the Arabic Language option will be direct-enrolled with AMIDEAST
FIE Online Internship Programmes	Admissions Criteria	Recent graduates (who are within one year of graduation) are eligible to apply	Recent graduates (who are within one year of graduation) are eligible to apply
		To participate in the programme, students will need a personal computer and reliable internet connection. In addition, students will need to have some availability to check in with their host country internship site during their working hours	To participate in the programme, students will need a personal computer and reliable internet connection. In addition, students will need to have some availability to check in with their host country internship site during their working hours
	Submission materials	Résumé and Personal statement	Résumé and Personal statement

## Admissions Criteria and Submission Materials

The below criteria and submission materials apply to the specific programmes listed below and are in addition to those above.

Programmes	Requirements	Route 1 (Individual Admissions)	Route 2 (Batch Admissions)
Barcelona: Universitat Autònoma de Barcelona Semester Programme	Admissions Criteria	Students who select subjects in Spanish must be proficient in Spanish language to at least CEFR Level B1.2 in reading, writing, speaking and listening	Students who select subjects in Spanish must be proficient in Spanish language to at least CEFR Level B1.2 in reading, writing, speaking and listening
		Students applying for a programme will be direct-enrolled with Universitat Autònoma de Barcelona. <i>Final decisions on admissions are at the discretion of that institution</i>	Students applying for a programme will be direct-enrolled with Universitat Autònoma de Barcelona. <i>Final decisions on admissions are at the discretion of that institution</i>
Madrid: Universidad Nebrija Semester Programme	Admissions Criteria	Students applying for this programme will be direct-enrolled with Universidad Nebrija. <i>Final decisions on admissions are at the discretion of that institution</i>	Students applying for this programme will be direct-enrolled with Universidad Nebrija. <i>Final decisions on admissions are at the discretion of that institution</i>

## Exceptions to the Admissions Criteria

Where a student falls below the minimum level, there are limited circumstances in which they can be accepted. These include:

- a. illness
- b. bereavement
- c. evidence of serious academic progression, i.e. a bad first year followed by major improvement.

In these cases, we may require additional supporting documentation. These include:

- a. secondary application forms
- b. results of relevant examinations
- c. additional academic qualifications
- d. internships obtained
- e. medical certificate
- f. Skype interview
- g. letter of support

## Students with Disabilities

- a. FIE is committed to Diversity & Inclusivity and we encourage the participation of students with disabilities. You can read our full equal opportunities, zero tolerance, and accessibility policies [here](#).
- b. The same admissions procedure will apply to any potential student who has additional needs arising from a disability, through physical, sensory, cognitive or emotional/behavioural functional differences.
- c. Through the admissions procedure, and the academic selection process, consideration of academic suitability is separated from discussion centred on the applicant's needs related to their disability.
- d. Students are encouraged to declare disabilities on their application form to allow for discussion on access requirements and to provide time for reasonable accommodations to be made. Please contact [info@fie.org.uk](mailto:info@fie.org.uk) if you have any queries about this process from pre-application to the study abroad experience.

## Notice of Admission

- a. Admissions decisions are made on a rolling basis by the Admissions Team.
- b. Offers to Route 1 (Individual admissions) applicants are made in writing within approximately 5 working days of the completion of the application in accordance with the procedures for admissions and academic requirements. Offers to Route 2 (batch admissions) applicants are made on receipt of Study Abroad Advisor Confirmation Form. FIE reserves the right to withdraw an offer and cancel the enrolment of any person where an offer is made on the basis of incomplete or inaccurate information supplied by the applicant or certifying authority.

## Credit

Students are strongly advised to visit the FIE website and their study abroad office on their home campus (study abroad office, academic department, and/or registrar's office) for advice about their chosen courses before making a formal application and to determine their home institution's policy on credit transfer. FIE has two Schools of Record (SORs), Drexel University and Marist College. Which SOR used is programme dependent.

Unless students are coming from an institution with which FIE has a relationship, and there is an agreement in place whereby the home institution grants credit, students will be enrolled with one of FIE's SORs. Students will receive transcripts as per the below table:

Programme	Students will receive a transcript from
London quarter and semester programmes	Drexel University
London summer internship programme	Drexel University
London summer study programmes	Drexel University
Dublin Business School semester programme	Marist College
Trinity College Dublin semester programme	Trinity College Dublin for TCD courses, and Drexel University for Irish Life and Cultures course taught by Dublin Business School
University College Dublin semester programme	University College Dublin for UCD courses, and Drexel University for Irish Life and Cultures course taught by Dublin Business School
Dublin Summer Internship programme	Drexel University
Dublin Summer Study programme	Drexel University
Dublin and London summer study programme	Drexel University
Conflict and the Struggle for Peace programmes in Dublin & Amman	Drexel University
FIE Online Internship programmes	Drexel University
Universitat Autònoma de Barcelona semester and summer programmes	Universitat Autònoma de Barcelona
Universidad Nebrija semester and summer programmes	Universidad Nebrija

## Admissions Appeals, Complaints and Feedback

- a. Applicants may appeal admission denial by submitting in writing a signed letter of appeal within two weeks of receiving their admissions decision. The letter can be scanned and emailed to [info@fie.org.uk](mailto:info@fie.org.uk)
- b. A letter of appeal submitted by a person other than the applicant will not be considered. Applicants must present new and compelling information that was not contained in the original application. The outcome of the appeal will be provided to the applicant within two weeks of receipt of the appeal.
- c. Applicants wishing to submit a complaint regarding the process itself or their treatment in the process or gain further feedback on a denial, should do so through emailing [complaint@fie.org.uk](mailto:complaint@fie.org.uk), which is monitored by a member of FIE's Senior Leadership Team. Applicants should fully detail the issue and provide any supporting documentation. The applicant will receive a response within 5 working days. Emails written by a person other than the applicant will not be considered.
- d. For FIE Ireland and Spain programmes, the policies and procedures of the receiving academic institution will apply. Please email [info@fie.org.uk](mailto:info@fie.org.uk) for current information.