



## **A. PURPOSE OF THIS DOCUMENT**

1. This document sets out the GKingdom Moonlight Admissions Policy.
2. It describes the principles and processes followed by GKingdom to select and admit new students.
3. This Policy covers applications for all levels of study.

## **B. RESPONSIBILITY AND MONITORING**

1. This Policy has been considered and approved by GKingdom Recruitment and Admissions Board. This Policy is reviewed annually.
2. This Policy takes note of best practice within the Higher Education sector and the good practice guides published by Supporting Professionalism in Admissions (SPA).

## **C. GKINGDOM ADMISSIONS AIMS**

1. The work of GKingdom is recruiting and admitting new students, supports the goals and ambitions set out in its Mission and Strategy
2. Our aim is to attract the most talented students, irrespective of background, and prepare them to be confident and potential leaders in an increasingly globalised work environment.
3. Further, we aim to:
  - attract applicants who enjoy the challenge of forward-thinking, the excitement of research-led teaching, and the high standards of learning and teaching which we set ourselves;
  - recruit students from a wide range of backgrounds who we believe have the potential and motivation to succeed in our challenging programmes and who can make a valuable contribution to GKingdom
  - Foster a diverse online learning community in which our students will network with people from different cultures, thereby enhancing their skills of critical reasoning, teamwork and communication, and thus preparing them for successful participation in their chosen careers and roles.
  - GKingdom is committed to providing an admissions process that ensures fairness, transparency and equal opportunities within the legal framework of The Republic of Ireland. GKingdom welcomes applications from candidates regardless of their background and aims to eliminate discrimination on the grounds of gender, race, nationality, ethnic or national origin, sexual orientation, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, parental/career status, spent criminal convictions, age, or any other inappropriate ground.
  - GKingdom aims to provide accurate information and advice to prospective students concerning its opportunities for study programs which will help them to make an informed choice regarding the programs which most suit their interests and skills.
  - GKingdom agrees regardless as to where in the world the student originates, the University will apply the same threshold of academic standards.
  - GKingdom recognizes that making an application for higher education is an important decision and it is committed to providing potential applicants with accurate and clear information from the outset. Such information will include, for example, entry requirements, financial costs, and the availability of financial support.

## D. LEGISLATIVE AND REGULATORY REQUIREMENTS

### Data Protection

1. **GKingdom complies with the provisions of the Republic of Ireland's Data Protection Act, 2018.** As such, GKingdom will not disclose to a third party any details regarding an individual's application without the applicant's permission to do so. This policy of non-disclosure includes family members of the applicant.
2. However, GKingdom will use, UNIVERSITY procedures, requires GKingdom to release certain information to Irish authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. GKingdom will release the requested information upon receipt of an appropriate request from UNIVERSITY, GKingdom or Irish authorities such as (but limited to) the police, Home Office(for immigration and related matters).
3. GKingdom may use anonymised data collected as part of an individual's application for the purpose of fulfilling statistical and reporting requirements.

### Admission of minors

a. Successful applicants who will be aged less than 18 years at the point of first enrolment should be aware that they are applying to study in an adult online environment. As such, GKingdom may be required to apply some limitations to their activities at GKingdom platform or facilities until they reach their 18th birthday.

### Changes to legislative and regulatory frameworks

a. In the interests of fairness and transparency, GKingdom aims to eliminate making changes to its admissions policy and procedures mid-cycle. However, it may be the case that external agencies, GKingdom (including those of the Republic of Ireland Government) amend or update their own regulations or guidance. Where it is required to do so, GKingdom will comply with such changes and reserves the right to vary its admissions policy and/or procedures accordingly. In such cases, GKingdom will explain the change it is making, the context of the change, and how the change is likely to affect applicants.

## RESPONSIBILITIES FOR ADMISSIONS

1. In order to provide a high quality and effective recruitment, selection and admission process, GKingdom fosters a unified online professional enrolment service.
  2. The Admissions Controllers are senior members of the academic staff and are responsible for the admissions-related activities of their Programme Admissions.
  3. In the case of admission to Postgraduate Program, the Admissions Controller (CEO) may opt to delegate some or all of their responsibilities to the relevant team.
  4. The Admissions Controllers and their Programme Admissions team are supported by dedicated recruitment and admissions professional service staff. The relevant Team Leader, reporting to his/her Academic Registrar, is responsible for the administration of the faculty's recruitment and admissions processes and operations (such as the provision of advice and guidance to the full range of stakeholders, the assessing of applications, and the making of offers).
- Recruitment and Outreach functions are provided by Student Recruitment and International Relations while the Communications and Marketing office provides hard copy and digital materials to promote GKingdom programmes and related opportunities.
  - A Recruitment, Outreach and Admissions Functional Network exists for the various professional services supporting these activities to discuss and share best practice throughout GKingdom and to assist the development of robust procedures in this area.
  - GKingdom may, appoint an agent or agents to work on its behalf. The CEO of

GKingdom organization has responsibility for the selection and appointment of such agents and acts on behalf of GKingdom to manage the relationship with such agents. The responsibility includes, for example, the training, monitoring and reviewing of agents appointed to work on GKingdom behalf.

- The Registry Admissions team within the Student and Academic Administration work stream has responsibility for determining an applicant's fee status.

## **F. ADMISSIONS CRITERIA AND SELECTION**

### **Academic admissions criteria**

1. GKingdom general entry requirements are as set out in GKingdom Regulations for Admission to Degree Programmes.
2. GKingdom will publish annually the typical academic admissions criteria for all of its programmes of study. This information will be included in both its print and digital prospectuses and also on GKingdom web site.
3. Typical academic admissions criteria are set by the relevant UNIVERSITY Programmes. The Recruitment and Admissions team will additionally consider the strategic and cross-faculty implications which may arise as a result of a proposal to alter typical academic admissions criteria.
  - Departments will periodically review these criteria in consultation with relevant members of professional service staff. Such criteria will not normally be changed
  - Typical academic admissions criteria represent the usual level of academic attainment an applicant is expected to achieve prior to being admitted to that programme. These criteria are not intended to provide a guarantee that all applicants who satisfy the criteria may be offered a place, nor that all applicants to be made an offer will receive an identical offer to one another.
  - GKingdom is committed to giving full and fair consideration to all relevant academic qualification information presented by each applicant. Whilst GKingdom expresses its typical academic admissions criteria in the terms of a range of the most commonly presented qualifications, GKingdom welcomes applications from candidates who have (or who will) achieve an equivalent standard in a range of other qualifications, including those offered internationally.

### **USE OF CONTEXTUAL INFORMATION**

1. GKingdom may consider the context in which an individual's academic attainment to date has been achieved and may take into account other social contexts.
2. GKingdom, additionally recognizes the value of access and widening participation programmes in supporting potential applicants with the development of study skills. As such, GKingdom will take into account attendance and completion of such programmes, whether offered by GKingdom, by another institution or group of institutions or is a national programme (such as other Pathways and qualifications).
3. Each Academic Department will set out the extent to which these additional contextual factors will be used. As minimum, individual applicants who meet at least one of the criteria set out above will have their application receive additional consideration. Some Academic Departments may guarantee all applicants who meet at least one of the above criteria an interview, and some may use these criteria to vary the conditions of any offer that it makes.

### **English language proficiency**

1. All programmes at GKingdom are delivered in the medium of English.
2. GKingdom requires successful applicants to demonstrate that their ability to understand and to express themselves in English (including in reading, writing, speaking and listening) is sufficient to enable them to achieve the full benefit from studying at GKingdom.
3. GKingdom will publish annually its minimum English language proficiency criteria for all of its programmes of study along with a list of those tests of English which it recognizes as satisfying (when passed at the appropriate level) this requirement.

4. The information identifies the minimum level of proficiency in English that successful applicants must demonstrate in advance of being admitted to the University. The selection process is competitive and individual offers may be made which require an applicant to achieve a standard higher than the minimum.
5. GKingdom International student Language preparation program for English Language preparation provides a range of English language courses designed to support applicants whose English proficiency is below the required standard.

### **Assessment and selection**

1. Admission to GKingdom is a competitive process.
2. In the interests of fairness and transparency, all applications are assessed on their own merits, in competition with each other, and according to the relevant criteria for the programme applied to, by designated staff of GKingdom.
3. Wherever possible, GKingdom aims to acknowledge receipt of applications within 24 hours.
4. Admissions Controllers (or their authorized nominees) will take into account all of the information provided on the application form in order to assess the application against the relevant criteria. This assessment will normally include, but not be limited to, existing academic achievements and the context in which they have been achieved, any predicted academic achievements, English language proficiency, the applicant's personal statement and/or research proposal, and academic/professional references.
5. Admissions Controllers (or their authorized nominees) may request examples of candidates' written work, may also choose to interview candidates, and may also set admissions tests in order further to assess their suitability for the programme applied to. In the case of applicants for research degrees, such an interview may additionally be used to discuss in detail the applicant's suitability for their chosen project.
6. GKingdom permits Departments to recognize credit gained from other institutions or from experiential learning and to exempt suitably qualified applicants from modules of study in their chosen programme if it is deemed to be of equivalent standard. Departments are therefore encouraged to include details of any opportunities for progression from work-based learning pathways in their information to applicants.
7. Admissions Controllers (or their authorised nominees) will seek to ensure that applicants are not disadvantaged by participating in the selection process. Admissions Controllers (or their authorized nominees) may, at their discretion and in accordance with the relevant criteria, make a candidate an offer for a different programme to the one applied to. Such decisions may be made where it is determined that the applicant would be better suited to the alternative programme, or where the applicant has already covered some of the content of the programme originally applied to.
8. Where an applicant is made an offer by the University, the offer will set out clearly if it is conditional upon the applicant achieving a stated academic or other standard, and/or on the provision of suitable references, and/or on evidence demonstrating the applicant has satisfied all non-academic conditions. In all cases, where evidence required by GKingdom to inform its decision whether or not to admit an applicant is written in a language other than English, the applicant will be responsible for providing a notarized translation of the same into English and for arranging the submission of both the original and translated copies to GKingdom.

Applicants made an offer will be informed as to how they should accept or decline the offer, and by when.

Applicants made a conditional offer may not enroll with GKingdom, nor embark upon their programme of study, nor commence any research in connection with their programme of study until all conditions have been satisfied in full and the applicant is in receipt of an unconditional offer and not until the stated commencement date of the programme of study. An offer is not a guarantee of funding.

Applicants in possession of an offer of a place may request that it be deferred to the next intake. Such requests should be submitted in writing to the Department responsible for the

programme of study. No guarantee is made that such a request will be approved with consent normally be given where the applicant presents compelling evidence in support of his/her request. GKingdom, does not permit more than a single deferral. The decision of the Admissions Controller (or their authorized nominee) in relation to requests to defer is final.

## **I. FRAUDULENT AND MISLEADING INFORMATION**

1. GKingdom expects that applicant will have provided full, honest, and accurate information on their application form and in all subsequent communications with the University. Where GKingdom has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully.
- Cases referred to GKingdom from anonymous information providers will be investigated .
- If, in the course of such an investigation, GKingdom finds that an applicant has made fraudulent or misleading claims in their application, GKingdom reserves the right to withdraw any offer it has made. Where an applicant has omitted to provide all relevant information on their application form (including, but not limited to, qualifications commenced but not completed, qualifications resulting in a fail grade, exclusions) it similarly reserves the right to withdraw any offer it has made. In the event that an offer is withdrawn for the reasons set out above, GKingdom may also, where appropriate, inform any other relevant professional bodies and/or third parties about the withdrawal.
- In cases where the fraudulent and/or misleading information is discovered at any time after the applicant has enrolled as a student of GKingdom, GKingdom reserves the right to carry out its own investigations. If, after the completion of the investigation, it is found that there has been a deliberate attempt to use fraudulent and/or misleading information, or relevant information was withheld, in order to obtain a place on one of the GKingdom programmes, GKingdom may take action to permanently exclude the student. In the event that a student is permanently excluded for the reasons set out above, GKingdom may also, where appropriate, inform any other relevant professional bodies and/or third parties about the exclusion.

## **J. GENERAL RIGHT TO REFUSE ADMISSION**

1. GKingdom reserves the right to reject an applicant or withdraw any offer made based on an applicant's behavior during any part of the application process, if such behavior is deemed to be unacceptable in accordance with GKingdom Equal Opportunities or Dignity at Work and Study Policy or any other relevant policy of GKingdom or the GKingdom values.

**K.** Membership can be chosen on GKingdom website and payments are done on the website. Individuals can choose membership of choice. After emailing us the documents, we shall assist in getting admission & visa process. Students who are willing to take up services like airport pickup, assisting in finding accommodation & any other should register with us and one applied we shall approve the account & assist you to get settled with your course & stay. Members are expected to uphold and promote the advancement in educational values and philosophy of GKingdom Moonlight Enterprises which includes early childhood education and importance of protection of children intellectual property rights.

## **J. FEEDBACK, COMPLAINTS, AND APPEALS**

1. GKingdom is committed to providing applicants with appropriate feedback within resource constraints upon request. Each Department will document appropriately the decision it has reached on each application and will respond to requests for feedback in that context. Such requests should be directed to the relevant Department. Requests for feedback must be submitted by the applicant. Requests for feedback from third parties on the behalf of an applicant are not permitted.
2. The regulations governing complaints from applicants may be found in the Regulations Governing Complaints from Applications.

3. Applicants do not have the right to appeal against the academic or professional judgment made in respect of their application.

GKingdom @2022.