

Admission Requirements for Holders of Hong Kong Diploma of Secondary Education (HKDSE)

Tresham College of Further and Higher Education

A. General Entrance Requirements for Holders of HKDSE			
	Bachelor Degree/ Undergraduate Programme	International Foundation/ Diploma/ UG Diploma Programme (if applicable)	Other Higher Education Programmes (if applicable, please specify)
1. Please state the general entrance requirements for holders of HKDSE applying for admission to your Institution. Example: <u>Level (1 – 5/ 5*/5**) in (number) subjects, including (names of subjects) or UCAS points required (if applicable)</u>	We do not offer full bachelor degree programmes, however successful students from HND can apply for a top-up course in order to convert their qualification into a full degree at our university partners.	<ul style="list-style-type: none"> • A Level • (Access to Higher Education) • Level 3 Vocational Diplomas <p>Entry Requirements for the above are:</p> <p>Level 2 in five subjects in HKDSE, which must include English Language and Mathematics.</p>	<p>Higher National Diploma (HND)/Higher National Certificate (HNC)</p> <ul style="list-style-type: none"> • Level 3 in a minimum of 3 subjects, including English Language and Mathematics. <p>For Science courses:</p> <ul style="list-style-type: none"> • Level 3 in a minimum of 3 subjects, including English Language and Mathematics also with a Science at level 4. <p>For Engineering courses:</p> <ul style="list-style-type: none"> • Level 3 in a minimum of 3 subjects, including English Language with Mathematics at level 4.
2. (Please provide the website address where applicants can access to the specific programme-level requirements.	N/A	www.tresham.ac.uk Level 3 Vocational Diplomas information: <ul style="list-style-type: none"> • Arts and Design • Business • Catering Hospitality • Creative & Interactive Media • Construction Skills • Computing • Fashion • Engineering • Early years Education • Forensic Science • Game Design • Health & Social Care • Hair & Beauty • Graphic Design • Music • Motorsport 	www.tresham.ac.uk HNC/D Course List; <ul style="list-style-type: none"> • Applied Science (Biology) • Applied Science (Chemistry) • Business • Fashion and Textiles • Contemporary Fine Art Practice • Graphic Design • Music • Performing Arts (Acting) • Photography • Sports Coaching and Sports Development • Sport (Health, Fitness and Exercises) • Sports and Exercises Sciences • Travel and Tourism Management

		<ul style="list-style-type: none"> • Medical Science • Performing Arts • Photography • Travel Tourism (Cabin Crew Training) • Sports Coaching • Sports Science • Vehicle Technology 	
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B. Language Requirements for Holders of HKDSE

1. Please indicate the requirement in English Language in terms of level attained under the HKDSE, and/or alternative language qualifications that demonstrate the applicants' English standard for admission to your institution.	N/A	<ul style="list-style-type: none"> • A UKVI recognized Secure English Language Test (SELT) is required for visa purposes e.g. IELTS 5.0/5.5 (or equivalent 	<ul style="list-style-type: none"> • A UKVI recognized Secure English Language Test (SELT) is required for visa purposes e.g. IELTS 5.5 (with minimum 5.0 in every band) or equivalent
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C. Student Learning Profile (SLP)

Information provided in the SLP includes student's other learning experiences, awards/achievements gained outside school, academic performance in school as well as his/her "self-account" (for example, impressive learning experiences, career goal setting, etc.)

1. Does your Institution consider information provided in the SLP when processing application for admission?	Admission decisions will be based on a student's overall academic profile, and SLP information is welcomed as part of a fully completed application.
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D. Other Information	
1. What is the information, apart from SLP, needed to be provided by the applicant to support his/her application?	<ul style="list-style-type: none"> •A filled application form (online or paper based) (blank form available from the website, or contact us for a request of application form) •A personal statement •Recent school transcripts, HKDSE report •Letter of reference(s) from referee(s) •A copy of the current valid passport and all UK visa labels •A portfolio of work may be required for creative courses in Fine Art /Music/ Performing Arts/Photography or a related subject • An Advice, Information and Guidance Discussion or Session via Skype with the Course Leader may be required
2. What are the qualities of the applicant your Institution is looking for in schools' recommendation other than academic performance?	<ul style="list-style-type: none"> •A committed and enthusiastic student with willingness to learn and an ability to engage with staff and fellow students. •Students should show a genuine interest in the subject and demonstrate learning within the chosen discipline. • Please see our Student Charter for information about what we expect from our students and our commitments to you. <p>See Student Charter on the next page.</p>
3. Please provide further information (if any) regarding undergraduate studies at your Institution (such as scholarship etc.) for prospective students who hold the HKDSE, or the website address for accessing the relevant information.	<p>The tuition fee of HNC/D courses for international students is GBP8250 and A Levels GBP8000, Level 3 Vocational Diplomas GBP 7,000 (subject to changes). Students with high scores on the HKDSE applying to Tresham College would be considered for scholarships for the September 2016 intake.</p> <p>International Students Scholarship With the International Students Scholarship, you could receive a discount of up to 25% for the normal duration of your course. The basic criteria for the award of an Academic Excellence Scholarship are:</p> <ul style="list-style-type: none"> •Good English marks as identified by IELTS (or equivalent) •Outstanding High School achievements based on academic achievement, community service or other extra-curricular achievements •Nomination from a partnership college or education institution •You are a self-financing student(fees being paid by yourself, family or friends) <p>There are a maximum 10 scholarships awarded per country in any one year</p> <p>Academic Excellence Scholarship The Academic Excellence Scholarship gives you a 50% reduction on the cost of your course. The basic criteria for the award of an Academic Excellence Scholarship are:</p> <ul style="list-style-type: none"> •IELTS 6.5 or above •High school grades of 5, 5, 5 or above •Nomination from a partnership college or education institution •You are a self-financing student(fees being paid by yourself, family or friends) <p>There is a maximum of 1 scholarship awarded per country in any one year</p>

*Normally, students who have completed secondary education in Hong Kong holding the HKDSE should have reached the age of 18.



Tresham | University Centre
Northamptonshire

Higher Education Student Charter



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NN15 6ER

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Introduction

Success in Higher Education requires a blend of maturity, commitment and effective working relationships between staff and students. The Student Charter provides guidance on how to be successful at TUCN through giving you a clear picture as to what you can expect when continuing your education with us.

When you apply, accept a place and enrol

What you can expect of us:

- ✓ To provide accurate and up to date information on our website, prospectus and all promotional materials.
- ✓ To provide requested information by prospective students in a prompt and supportive manner.
- ✓ To respond to applicants within 10 working days to arrange an interview or discuss next steps.
- ✓ To provide an accurate timetable of the course on your first week of induction
- ✓ To provide a Student Handbook in the first week of teaching outlining the expectations of the course.

What we expect from you:

- ✓ To provide accurate information when applying for your course and to let us know of any issues which may affect your learning.
- ✓ Keep us updated of any changes of address or contact details.
- ✓ Respond to requests for information promptly and accurately.
- ✓ Read your student handbook and course related material carefully and ask for clarity if needed.
- ✓ Fully engage in the enrolment and induction process to fully prepare you for life at TUCN.

Teaching Learning & Assessment

What you can expect of us:

- ✓ To use a blend of approaches to teaching to ensure that all learners' preferences are catered for.
- ✓ To have a clear unit guide at the start of the course which outlines all assessment dates and information.
- ✓ Lecturers that meet the high national standards of delivery of Higher Education in the UK
- ✓ To utilise our Virtual Learning Environment effectively, ensuring that learning materials are accessible no matter where you are.
- ✓ To receive prompt, non-biased feedback on all assessment activities within 20 academic days of submission.

What we expect from you:

- ✓ To submit all assessments to the best of your ability, on or prior to the scheduled assessment date.
- ✓ To produce high standards of work which meet the Academic Writing Standards and formats set by TUCN.
- ✓ To make us aware of extenuating circumstances which may affect your ability to learn or submit work on time.
- ✓ To accurately and fully reference all sources of information used in assessments.

Support and Guidance

What you can expect of us:

- ✓ One to one support from academic tutors on a regular basis to guide you through the course.
- ✓ To provide confidential support and advice through pastoral issues and to utilise student services appropriately
- ✓ To offer continued advice on academic issues and matters related to career development.
- ✓ Advice on TUCN policies and procedures such as Extenuating Circumstances and Disciplinary matters.
- ✓ To provide detailed and honest references when requested by future employers.

What we expect from you:

- ✓ To be open and honest about any pastoral issues which may affect your experience at TUCN.
- ✓ Engage in the tutorial process fully and utilise the advice offered by TUCN staff.
- ✓ Record personal targets and seek advice when required.
- ✓ Make us aware of illnesses or issues which may affect your attendance on your course.

Learning Resources

What you can expect of us:

- ✓ To provide professional and helpful staff in our Learning Resource Centres (LRC).
- ✓ To periodically update the online and paper-based resources available through the LRC and VLE.
- ✓ To upload lecture materials and E-learning resources on our VLE on a weekly basis.
- ✓ To provide training and comprehensive guides on elements such as; academic writing, referencing and online searching skills, to ensure that you are fully equipped to complete work to a high standard
- ✓ To provide free and open access to computers suites and the campuses Wi-Fi systems, as well as access to printers.
- ✓ To provide quiet learning spaces on each campuses, for HE students use only.
- ✓ To provide comprehensive reading lists for each course.

What we expect from you:

- ✓ To follow the code of conduct for the use of the LRC and to treat all resources with respect and care.
- ✓ To respect others when using the LRC and quiet learning spaces.
- ✓ To return all borrowed materials promptly in the condition in which they were received.
- ✓ To produce your Learner ID badge when requested by LRC staff.

Student Voice

What you can expect of us:

- ✓ To provide you with the opportunity to elect student representatives for all courses at TUCN.
- ✓ To provide training and support for all student representatives that are elected.
- ✓ To provide regular opportunities to give us feedback on how to improve the running of your course.
- ✓ To value your feedback and use it as a basis for strategic planning in the future.
- ✓ To promote the Student Union within TUCN

What we expect from you:

- ✓ To engage fully with the election process for the student representatives of your course.
- ✓ To express your views and support your student report fully.
- ✓ To provide us with objective ways of improving your course.

Employability Skills

What you can expect of us:

- ✓ To embed the development of employability skills into the content of every course.
- ✓ To provide advice and guidance on steps that can be taken to achieve your career goals.
- ✓ To develop your Maths and English skills to meet industry and employer demands.
- ✓ To offer courses that have been validated by local employers, ensuring that we only provide qualifications in areas that industry needs.
- ✓ To deliver high level and current content within our courses.
- ✓ To provide you with opportunities to gain experience in the workplace as part of your course design

What we expect from you:

- ✓ A professional approach to learning which mirrors what employers would expect in the workplace.
- ✓ To seek meaningful work experience opportunities linked to your career aims.
- ✓ To embrace volunteering opportunities that are organised by staff members fully.
- ✓ To attend employability fairs organised by TUCN throughout the year.
- ✓ To represent TUCN in a professional and respectful manner when working with employers and volunteers

Equal Opportunities

What you can expect of us:

- ✓ To provide guidance and advice on the services, equipment and personnel available at TUCN which can support you through your studies
- ✓ To provide a supportive and confidential environment where you feel safe to ask for support when it's needed.
- ✓ To treat all students equally and fairly in-line with the institutions Equal Opportunities Policy.
- ✓ To ensure that any allegations of inequality are investigated fully.
- ✓ To ensure that learners with Disabilities or Learning Difficulties are provided with continual support throughout their course.

What we expect from you:

- ✓ To declare any disabilities or learning difficulties that you may have when enrolling on the course.
- ✓ Be mature in your approach to learning. If you are struggling with anything, then let us know asap.
- ✓ Make us aware of any approaches or techniques which have previously aided you in education in the past.
- ✓ Let us know if you feel you are being treated unfairly.
- ✓ Treat all members of staff and peers in the same way in which you would like to be treated yourself.

The Right to Appeal and Complain

What you can expect of us:

- ✓ Clear Appeals Procedures which are shared and published on our website.
- ✓ Open and approachable staff members who will endeavour to solve your issues as quickly as possible.
- ✓ Fair use of the Tresham TalkBack system to log and deal with your issues in a non-discriminative manner..
- ✓ Guidance on how to use our procedures properly
- ✓ To monitor the number of complaints objectively and plan how to avoid these in the future.

What we expect from you:

- ✓ To understand the Appeals and Complaints policies thoroughly when enrolling on the course.
- ✓ To approach appeals and complaints in a mature and objective manner.
- ✓ If you feel confident in doing so, approach the person related to the issue to see if it can be resolved informally